

# City of Wichita

## DISTRICT ADVISORY BOARD

### Administrative Policies/By Laws for Boards

**1. Creation:** The District Advisory Boards were established by the City Council by adoption of Chapter 2.61 of the Code of the City of Wichita, which became effective on January 3, 2000. District Advisory Boards are created for each City Council District And shall be designed according to the District number.

**2. Purpose:** The primary purpose of the District Advisory Boards is to provide the City Council, City Staff and the District Council member advice and recommendations on matters of public policy, citizen involvement, and problems or issues specific to the District served.

**3. Functions:** In addition to providing advice and recommendations to the District City Council member and City Council, the functions of each District Advisory Boards will include, but not be limited to:

1. Review and provide advice/comment on capital improvements and planning issues.
2. Review and make recommendations on local traffic concerns.
3. Formulate programs within the District to encourage and strengthen citizen involvement to foster effective relations with local government on behalf of individuals, community groups, neighborhoods, and businesses within the District.
4. Serve as an informational exchange and make recommendations to the District City Council member and the Metropolitan Area Planning commission on zoning and land use matters.
5. Establish and implement an effective method to disseminate and communicate information of interest to residents of the district served.
6. Advise the District City Council member regarding appointments to City advisory boards and commissions.
7. Work with neighborhood organizations, homeowner associations, and community-based groups to overcome obstacles to citizen actions and involvement with neighborhoods and community.
8. Serve on ad hoc committees, task forces and study groups that may be created by the District Advisory Board on matters for District agendas.
9. Serve in close cooperation and coordination with District Council member and City staff as informal ombudsman roles for the District, and liaisons for public access to the City Council/Staff on issues of importance to the community.
10. Serve as a vehicle for citizen involvement, education and input; a forum for citizens to provide comments and direction to address issues of concern for the District served and the community.

The actions of the District Advisory Boards shall be advisory only. District Advisory Boards and their members shall have no authority over City Staff or authority to speak on behalf of the District, obligate the District, or to carry out activities on behalf of the District without appropriate approvals.

**4. Membership and Terms:** Each District Advisory Board shall be comprised of eleven (11) members. The membership of each District Advisory Board shall reflect the demographics of the citizens of the District, including geography, gender, ethnic and racial diversity, neighborhood, business, and community interests.

The selection of the members of each District Advisory Board and the filling of vacancies shall be determined by the individual District City Council member for each District under the procedures established by Ordinance. Members shall serve a term of one year, provided that the term shall expire at the end of the term of office for the appointing District Council member. Members may be reappointed by successive terms, not to exceed eight consecutive years. Members may be removed from office by the City Council under the procedures established by Ordinance for nonattendance at three consecutive meetings, or absence at more than one third of the meetings in any twelve-month period of time.

**5. Meetings and Procedures:** Each District Advisory Board shall meet at least once each month. Meetings shall be held the first week of each month; each district establishing the specific day of the week. If necessary, the Advisory Boards may meet on the third week of each month to consider planning and land use matters. Additional meetings may be called by the District City Council member, or by a majority of the District Advisory Board by giving notice to all members and staff of the date, time, place and purpose of the meeting. Unless noticed to the contrary, all meetings shall begin at 7 p.m. and end no later than 10 p.m. Whenever possible, all meetings shall be held at their designated locations within the District served.

All meetings of the District Advisory Board and its sub-committees are subject to the Kansas Open Meetings Act, requiring notice of the date, time, and location of the meeting. Cameras and recording devices shall be allowed at meetings, subject to the reasonable direction of the Chair to allow the orderly conduct of the meeting.

It is the policy of the City to allow public participation on items coming before the District Advisory Board. Following the presentation of the item and before action by the District Advisory Board, the item shall be open for discussion by the members of the public. Each public member shall be subject to a limitation of five minutes for each presentation, unless extended by the majority of the District Advisory Board. The Chair shall have the discretion to reasonably limit the length or number of public presentations when unduly repetitious, not germane to the issue, or in the event the unusual length of business or time constraints require such limitation.

All meetings of the District Advisory Boards and their sub-committees shall be conducted in accordance with Robert's Rules of Order Revised, except where superseded by Ordinances of the City or Bylaws modified and approved by the City Council. Where there is no conflict with the established parliamentary authority, the District Advisory Board may establish such additional rules of conduct for its members as is deemed reasonable and appropriate.

**6. Quorum and Voting:** A majority of the members appointed and qualified at any given time shall constitute a quorum of each District Advisory Board. All actions and recommendations of the District Advisory Board shall be made by a majority of the members in attendance and voting at the time of the vote. No actions shall be taken in the name of the District Advisory Board where a quorum of less than fifty percent of its membership is present. No proxy votes shall be permitted in the conduct of the District Advisory Board's business.

Members shall discharge the responsibilities of their office and shall vote on all matters coming before the District Advisory Board, except in those matters announced to the Chair in which the member declares a conflict of interest, in which case the member may abstain. Members so abstaining shall be counted for the purpose of determining a quorum. Unless a member audibly votes to the contrary or announced an abstention, silence in voting shall be recorded as an affirmative vote.

In the absence of a quorum at any meeting, the Chair may adjourn the meeting to a specific time, date, and place, which shall be publicly announced. (Refer to Section 5). The lack of a quorum shall not preclude the remaining members from hearing from the public present on any item and reporting such public comments to the full District Advisory Board.

**7. Agenda and Order of Business:** The agenda for each meeting shall be prepared by designated staff or the District City Council member, and provided to the members and the City Manager and made available to the public prior to each meeting. Upon approval of two thirds of the member's present, additional items may be added to the agenda at the meeting provided that such business will not extend the meeting beyond the established time limitation for meetings (Refer to Section 5).

A regular order of business shall include a Call to Order, Approval of Minutes, Considerations of the items of business generally organized by subject matter, and Review of other matters by the District Council member and/or City Staff. Each District Advisory Board shall have the discretion to establish a public agenda to consider statements from the public on topics not covered in the agenda, provided that such public agenda shall not be used to discuss matters of personnel, litigation, and specific violations of laws and ordinances.

**8. Officers and Staffing:** The District City Council member shall serve as the Chairperson of the District Advisory Board. The District City Council member shall not serve as a voting member of the District Advisory Board but may engage in debate and

discussion, except for various matters, such as planning and zoning, coming before the City Council for public hearing. The Chairperson shall serve as the presiding officer and direct the conduct of the meeting and preserve the order and decorum of the meeting. The Chair shall decide all questions of order, based on the Roberts Rules of Order Revised, subject to an appeal to the majority of the District Advisory Board.

The District Council member shall appoint a first and second Chair *Pro Tem* to serve in the absence or abstention of the Chair. The first Chair *Pro Tem* shall serve when the District Council member is absent or not participating in a particular agenda item. The second Chair *Pro Tem* shall serve in the absence or abstention of both the District City Council member and the first Chair *Pro Tem*. During such absence or abstention, the Chair *pro tems* shall perform the duties of an act in the place of the Chair with authority of the Chair. Further, the Chair *pro tems* shall serve as full-voting members of the District Advisory Board and have the right to make motions and engage in debate and discussion.

Administrative services for the District Advisory Boards shall be provided from the City's Office of Neighborhood Services, appointed by and responsible to the City Manager, through the appropriate department head. Such staff shall prepare and coordinate the agenda, take minutes of the meetings, distribute documents, and perform such other administrative/clerical duties as are necessary for the reasonable and efficient operations of the District Advisory Board, as directed by the City Manager. Legal services shall be provided by the Department of Law.

**9. Sub-Committees:** Each District Advisory Board may establish such standing or special sub-committees as are necessary for the efficient and effective operation of the District Advisory Board. Such sub-committees (by whatever name) may be established to address specific District issues of concern, consider and make recommendations to the District Advisory Board or District Council member on certain topics regularly coming before the District Advisory Board, or serve certain coordination functions. Appointments to the sub-committees shall be made by the District City Council member in consultation with the District Advisory Board members. Nothing in this Policy is intended to prevent a District City Council member from appointing special task forces to advise the individual District Council member on particular matters.

**10. Conflict of Interest and Quasi-Judicial Proceedings:** Members of the District Advisory Boards are subject to the conflict of interest provisions of State law and City Ordinances, and shall disclose such conflicts or abstain from participation as required by law. District City Council members generally do not participate in discussion and voting on specific agenda items in which the City Council member may later serve as a decision-maker in a quasi-judicial proceeding. This does not preclude the District City Council member from participation in discussion on general policy matters of concern to the City or District.

*Note: Questions of interpretation of the above Policies and ByLaws may be referred to the City Attorney for response and/or clarification.*