

2. Amendments resulting from city charter or code changes shall be deemed incorporated in the council procedures as required.

XIII. **CITIZEN ADVISORY GROUPS:**

A. ***Commissions, Boards and Committees:***

Certain advisory groups are established by statute or ordinance. The members of advisory groups established by statute or ordinance shall be appointed by the City Council.

Any vacancy during the unexpired term of an appointive member shall be filled by the council for the remainder of the term. The City Clerk shall advertise notice of the vacancy.

B. ***Function of Advisory Groups:***

1. To receive citizen input and administration staff advice in formulating policy recommendations.
2. To assist and advise Council in the development of program policy and budget for the city.

C. ***Established or Standing Advisory Groups:***

1. Planning and Zoning Commission
2. Valdez Museum and Historical Archive Board of Directors
3. Ports and Harbors Commission
4. Parks and Recreation Commission
5. Valdez Consortium Library Board
6. Economic Diversification Commission
7. Permanent Fund Investment Committee
8. Beautification Commission

D. ***Establishment of Temporary Citizen Advisory Groups (Task Force):***

1. When considering assignment of a special project or delegation of work to a citizen advisory group, City Council shall first consider assigning such work to an established or standing citizen advisory group.
2. If the work considered does not fit into the mission, purpose, or scope of an established or standing citizen advisory group, a temporary citizen advisory group in the form of a "Task Force" shall be formally established by Council resolution.
3. The City Council resolution establishing the temporary Task Force shall, at a minimum, include the following components:
 - a. The official name of the Task Force;

- b. Scope of work the Task Force is expected to complete (*Task Forces should be limited in scope*);
 - c. Timeline for work completion and Task Force sunset date (*Task Forces should be temporary in nature*);
 - d. Task Force member composition;
 - e. Task Force member appointment methodology (appointment by name within the resolution or direction to the City Clerk to solicit for interested and qualified applicants from the general public);
 - f. Expected Task Force work products and delivery date of said work products to City Council;
 - g. Designation of city staff or city department to provide staff/administrative support to the Task Force; and
 - h. Other guidelines as determined by City Council.
4. All temporary Task Forces shall be subject to the same standard policies and procedures established for other citizen advisory groups, including election of a Task Force chair and chair pro tempore during the first Task Force meeting, adherence to attendance and quorum policies, meeting noticing and Alaska Open Meetings Act requirements, use of proper parliamentary procedure and meeting decorum, recording of meeting minutes, and use of the full city legislative management software system.

E. **Attendance:**

1. Any member(s) not able to attend a particular meeting must notify their Staff Liaison as far in advance as possible
2. Attendance policies and procedures for the Valdez Museum and Historical Archive Association Board of Directors are outlined in the VMHA By-Laws and may differ slightly from this section.
3. A member of a city board, commission or committee may participate in and vote at a regular meeting, special meeting, or work session by teleconference (e.g., telephone, videoconferencing, or similar technology) under the following circumstances:
 - a. The regular meeting, special meeting or work session is held with a quorum of members physically present.
 - b. A member is participating by teleconference due to:
 - An illness or injury of the member or family member.
 - The birth or death of a family member.
 - An employment-related commitment.