

RESOLUTION NO. _____

**A RESOLUTION ESTABLISHING A CITIZENS ADVISORY BOARD FOR THE
FOURTH COUNTY COMMISSION DISTRICT OF SEDGWICK COUNTY, KANSAS**

WHEREAS, pursuant to K.S.A. 19-101, *et seq.*, the Board of County Commissioners of Sedgwick County, Kansas ("County") may exercise the powers of home rule to determine its local affairs and government; and

WHEREAS, the County desires to establish a Citizens Advisory Board ("CAB") for the Fourth County Commissioner District of Sedgwick County ("Fourth District" or "district") in order to obtain citizen input.

Section 1. CREATION. A Citizens Advisory Board ("CAB") is hereby created for the Fourth District.

Section 2. COMPOSITION, QUORUM, SELECTION AND TERMS. The CAB is comprised of not less than seven (7) and not more than eleven (11) members. A quorum is four (4) members. Upon recommendation by the County Commissioner for the Fourth District, the members shall be appointed by the majority vote of the Board of County Commissioners. A member's term shall continue until any of the following occurs: (1) the resignation, incapacity or death of the member; (2) the member's removal upon recommendation by the Fourth District County Commissioner and a majority vote of the Board of County Commissioners; or (3) the conclusion of the term of office for the County Commissioner who recommended the member's appointment. Members appointed to the CAB may serve on other County advisory boards. The composition of the CAB should reflect the demographics of the citizens in the district, including geography, gender, ethnic and racial diversity, neighborhood, business, and community interests. All members of the CAB must reside in the Fourth District.

Section 3. PURPOSE. The purpose of the CAB is to generally provide the Fourth District County Commissioner and the County as a whole, advice and recommendations regarding matters of public policy, citizen engagement and problems or issues specific to the district.

Section 4. FUNCTIONS AND RESPONSIBILITIES. The functions and responsibilities of the CAB are to:

- (a) Review capital improvements and planning issues for such improvements and advise the Fourth District County Commissioner on their propriety;
- (b) Review and make recommendations on local traffic concerns;
- (c) Formulate programs within the district to encourage and strengthen citizen involvement to foster effective relationships with local government on behalf of individuals, community groups, neighborhoods and businesses within the district;

- (d) Establish and implement an effective method to disseminate and communicate information of interest to residents of the district;
- (e) Advise the Fourth District County Commissioner regarding appointments to County advisory boards;
- (f) Create ad hoc committees, task forces and study groups that advise and report only to the CAB which created the same, regarding district area concerns or problems;
- (g) Work closely with cities, neighborhood organizations, homeowners associations and community-based groups to overcome obstacles to citizen actions and involvement with neighborhoods and community;
- (h) Serve, in close cooperation and coordination with the Fourth District County Commissioner and County staff, as an informal ombudsman for the district and as liaisons for public access to the Board of County Commissioners on issues of importance to the community; and
- (i) Serve as a vehicle for citizen involvement, education and input; a forum for citizens to provide comment and direction to address issues of concern for the district served and the community;

Provided, however, that none of such functions and responsibilities shall usurp the functions or authority of any other County-created advisory board.

Section 5. MEETINGS AND PROCEDURES. The CAB, as an entity created by the County, is required to operate in compliance with the requirements of the Kansas Open Meetings Act (K.S.A. 75-4317 *et seq.*). The CAB shall establish a regular meeting schedule, generally once per month. Said meetings shall be held at locations convenient to the public and shall be open to the public. Meetings may be called by the Fourth District Commissioner, by the CAB chair or vice-chair. The CAB shall establish bylaws or other rules of procedure for the CAB which shall not conflict with the parameters established herein.

Section 6. COUNTY COMMISSIONERS' ROLE. County commissioners may not serve on the CAB.

Section 7. OFFICERS AND SUB-COMMITTEES. The members of the CAB shall elect a chair and vice-chair during their first meeting of each calendar year. Other officers and sub-committees may be determined by a majority vote of the CAB; however, any sub-committees created by the CAB shall be subject to the provisions of the Kansas Open Meetings Act (K.S.A. 75-4317 *et seq.*) and shall be included within the bylaws adopted by the CAB.

Section 8. ADMINISTRATIVE AND LEGAL SERVICES. Administrative services shall be provided to the CAB by County staff appointed and assigned by the County Manager. Staff shall be assigned as deemed necessary to provide services to the CAB and such other duties

as may be assigned by the County Manager. All staff members shall be County employees. When necessary, legal services to the CAB shall be provided by the County Counselor's Office.

Section 9. EFFECTIVE DATE. This resolution shall take effect upon publication. The County Clerk is hereby directed to publish this resolution once in the official county newspaper.

Commissioners present and voting were:

PETER F. MEITZNER
MICHAEL B. O'DONNELL, II
DAVID T. DENNIS
LACEY CRUSE
JAMES M. HOWELL

Dated this _____ day of _____, 2019.

BOARD OF COUNTY COMMISSIONERS
OF SEDGWICK COUNTY, KANSAS

ATTEST:

KELLY B. ARNOLD, County Clerk

DAVID T. DENNIS, Chairman
Commissioner, Third District

PETER F. MEITZNER, Chair Pro Tem
Commissioner, First District

APPROVED AS TO FORM:



KAREN L. POWELL
Deputy County Counselor

MICHAEL B. O'DONNELL, II
Commissioner, Second District

LACEY D. CRUSE
Commissioner, Fourth District

JAMES M. HOWELL
Commissioner, Fifth District