

**CITY OF PINE CITY  
COMMISSIONS & COMMITTEES  
APPOINTMENT AND PROCEDURES POLICY**

**I. PURPOSE**

- a. Assure balanced and fair access to the appointment process for all City commission and committee positions appointed by the City Council.
- b. Establish a uniform recruitment and selection policy for all eligible applicants to City commissions and committees.
- c. Establish and outline the role of commissions/committees and members within these groups of the City of Pine City in a clear format.
- d. Provide applicants to City commissions and committees with necessary information pertinent to their position as members.

**II. POLICY**

It is the purpose of this policy to provide fair and consistent guidelines to be followed with regard to the application, appointment, and role of commission and committee members.

**III. PROCEDURE**

**a. Application Process**

- 1) Advertisements for open commission and committee members will be included on the City's website, via Facebook and in the City's official newspaper on an as- needed basis.
- 2) The Application for Appointment to a City Commission/Committee will also be included on the City of Pine City website at [www.pinecitygov.com](http://www.pinecitygov.com).

**b. Appointment Process**

- 1) Applications received for open commission or committee members will be reviewed by the respective department head and the chair. Recommended applications will be presented to City Council for approval.
- 2) All commission and committee appointments authorized by ordinance or resolution shall be made by the City Council, at the first regular meeting in January of each year. If a vacancy occurs mid-year, an appointment may be made by the City Council to fill the remaining term of the vacated seat prior to January.
- 3) Commission membership and terms are as follows:
  - a) Up to nine (9) committee members (or as outlined by the by-laws or a contract) for all committees: (Two (2) City Council members and seven (7) from the public with the majority being residents within the city limits of Pine City)
  - b) City staff and students are Ex Officio members
  - c) Committee members serve for three (3) year terms or as stated in the by-laws or a contract
  - d) Committee members serve on one committee at a time
  - e) Committees are on an all-volunteer basis, they would serve as an advisory committee and make recommendations to the City Council
- 4) Committees would be seeking a broad distribution of the following characteristics:
  - a) Gender
  - b) Age
  - c) Number of terms already served
  - d) Experience
  - e) Geographic location

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**City of Pine City**

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**c. Vacancy Process**

- 1) All vacancies shall be filled in the same manner as for an unexpired term, but the appointment shall be effective immediately when made and only for the unexpired term.

**d. Attendance Policy**

- 1) In the event that a commission or committee member is absent from three (3) official meetings in a calendar year, unless excused in advance by the chair, he or she may be removed from the commission or committee at the recommendation of the chair and ratification of the City Council.
- 2) Attendance records shall be included in the commission or committee meeting minutes.

**e. Commission Funding Requests**

- 1) Commissions or committees must seek Council approval for funding requests.

**f. Role of Advisory Commissions and Committees**

- 1) Advisory commission and committee members are volunteers of the City of Pine City and serve without remuneration.
- 2) Commission and committee members are appointed by the City Council.
- 3) Under no circumstance may commission or committee members act on behalf of the City, nor shall members be involved in enforcement and/or regulation on behalf of the City, unless directed to do so by the City Council as a whole.
- 4) All Commission and committee meetings, including special meetings, shall be open to the public (except as closed by state law under the Data Practices Act). All meetings and notices of meetings are subject to Minnesota's open meeting law, as well as Data Practices Act, and shall be conducted accordingly.
- 5) Commission and committee members shall conduct themselves in accordance with Minnesota's open meeting law and in a manner that represents the City of Pine City's values and ideals.
- 6) Commission and committee members are permitted and encouraged to visit project sites within the City of Pine City that are pertinent to commission/committee agenda items. Commissioners, when on project sites, are encouraged to state their role as a member of a City of Pine City commission or committee.

*No commission or committee member shall typically be appointed to more than two consecutive terms. New appointees shall assume office on February 1, with January 31 being the date of expiration of terms; provided, however that all appointees to commissions or committees shall hold office until their successor is appointed and qualified.*

**IV. RESPONSIBILITY**

By accepting this policy, the City of Pine City accepts responsibility to enact these guidelines as proposed. Any proposed modifications to the policy must be submitted to the City Council for consideration before they will take effect.

*Date of City Council Approval: 7/10/19 (saved H:\City Hall\Forms)*

*Carl Pederson, Mayor, Steve Ovick, Council Member, Brian Scholin, Council Member, Gina Pettie, Council Member & Mary Kay Sloan, Council Member*

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