

EXECUTIVE ORDER NO. S-31-15

RESPONSIBILITIES OF CITY OF OMAHA BOARDS, COMMISSIONS AND AUTHORITIES

PURPOSE:

To establish guidelines relating to the conduct and duties of all advisory or administrative boards, commissions and authorities established through permissive Nebraska law, the exercise of the city's home rule powers, including those established by Mayoral Executive Order, or both, for the benefit of the City of Omaha.

POLICY:

All boards, commissions and authorities of the City of Omaha shall follow the mission set by the federal or state law, City Charter, Omaha Municipal Code or Mayoral Executive Order, as applicable to each. Citizen volunteers appointed by the Mayor, and confirmed by City Council when required, must act in the best interest of the City and its residents. These boards, commissions and authorities must adhere to formal rules and regulations. These established oversight procedures ensure proper and consistent activity undertaken by these boards, commissions and authorities on behalf of the City. Volunteers and their families should not benefit financially from their position as board, commission or authority members.

PROCEDURES:

A. Boards, Commissions and Authorities

Each board, commission or authority shall formally review the relevant federal or state law, City Charter provision, City ordinance or Mayoral Executive Order that defines its purpose, composition and duties to ensure it is following the mission and requirements set forth therein. It is the responsibility of each board, commission or authority, and its chairman, to ensure compliance with the following practices:

1. Implement and maintain uniform meeting dates and times as required by federal or state law, city charter or ordinance or Mayoral executive order. For those boards, commissions or authorities that meet on an as needed basis, meetings shall occur a minimum of every six months to ensure members remain engaged and active.
2. Meet regularly. All meetings shall comply with the requirements of the Nebraska Open Meetings Act. If meetings are not held due to a lack of board, commission or authority business, the chairman and board administrator shall advise the Mayor and the responsible department or division director accordingly. Any board, commission or authority that fails to meet as required due to lack of official business more than three consecutive times shall meet with the Mayor's office and responsible department or division director to discuss its continued function.

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3. Adhere to established formal rules of procedure and review board conduct annually to ensure compliance. Formal rules of procedure are defined as those established through federal or state law, city charter or ordinance, Mayoral executive order or as a function of the board, commission or authority. Rules of procedure established as a function of the board, commission or authority shall be reviewed annually for consistency in implementation and practice with federal or state law, city charter or ordinance or Mayoral executive order, as applicable. For those boards, commissions or authorities without rules of procedure, such rules shall be drafted, approved and implemented by the end of 2015.
4. Undertake active discussion and decision making in furtherance of the board, commission or authority's established duties and responsibilities, as dictated by its formal rules of procedure. A board, commission or authority, in the conduct of its official business, shall not exceed, increase or alter its duties or responsibilities, as defined by the relevant federal or state law, city charter or ordinance or Mayoral executive order, except upon formal written request by the Mayor or director of the responsible City department or division, and then only to the extent allowed by law and as stated in said request.
5. Transmit a copy of the each meeting's minutes to the Mayor's office within twenty days of certification or approval.

B. Volunteer Members

All such board, commission or authority members shall commit to the following practices as part of their responsibilities:

1. Execute a notarized oath form stating the member shall support the Constitution of the United States and the Constitution of the State of Nebraska. This form shall be filed with the City Clerk.
2. Regularly attend all meetings.
3. Take an active role in discussion and decision making.
4. Notify the board administrator of absence prior to the scheduled meeting.
5. Notify the board administrator or Mayor's Office in writing of resignation.

C. Board Administrators

Each board, commission or authority shall have a board administrator or secretary. This administrator or secretary may be a city employee, board, commission or authority member, or


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other designated individual, as deemed appropriate. The administrator or secretary is generally responsible for the following practices:

1. Publish meeting notices and agendas in compliance with the Nebraska Open Meetings Act, if required.
2. Distribute meeting notices, agendas and materials to board, commission or authority members and make any necessary venue arrangements.
3. Take and formalize minutes or notes of meeting discussions, significant actions and all board, commission or authority decisions.
4. Carry out or follow-up on actions or decisions rendered.
5. Maintain a current roster of members to include contact information, appointing specifications, when relevant, and beginning and end dates of terms.
6. Notify members a minimum of sixty days prior to the expiration of their term.
7. Provide recommendations to the Mayor's Office regarding all board, commission or authority openings at least sixty days prior to the expiration of a member's term.
8. Communicate with City departments or divisions to fulfill administrative, professional or support needs.
9. Accept all communication directed to the board, commission or authority from the Mayor's Office, City departments or divisions or the public at large.

BY THE POWER VESTED IN ME AS MAYOR BY SECTION 3.04 OF THE HOME RULE CHARTER OF THE CITY OF OMAHA, 1956, AS AMENDED, I HEREBY PROCLAIM THIS TO BE THE EXECUTIVE ORDER ESTABLISHING AND GOVERNING THE RESPONSIBILITIES OF CITY OF OMAHA BOARDS, COMMISSIONS AND AUTHORITIES.

WITNESS my hand as Mayor of the City of Omaha this 3rd day of September, 2015.



Jean Stothert, Mayor
City of Omaha