

CHAPTER 320
BOARDS, COMMISSIONS AND COMMITTEES

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SUBCHAPTER 1
GENERAL PROVISIONS

320-1. Annual Report. 1. REQUIRED. All plural bodies shall submit annually to their appointing authority a statement or report of activities and progress. This report shall be in writing and due no later than February 15th of the following year. It shall be appended with supporting data and statistics as deemed necessary.

2. BY ALL BOARDS, COMMISSIONS, PLURAL BODIES. Plural bodies shall be understood to include all multimembered bodies appointed by the mayor or the common council, or both, serving to augment the regularly established legislative, executive and judicial branches of the municipal government in the government of city affairs, and usually going under the title of either board, commission, committee or authority.

320-2. Notification of Changes. Whenever a change occurs such as the resignation of a member or election of a new chair, staff responsible for the board or committee shall submit written notification of the change to the office of the city clerk within 5 working days.

320-3. Residence of Appointees. Whenever any person shall be appointed to any city board, commission, or committee that has been established by state law, city ordinance or resolution, he shall serve until his successor is appointed and qualified, and he shall be a resident of the city, provided that city residence shall not be required if the applicable state law, city ordinance or resolution specifically states that city residence is not required.

320-4. Alternates and Designees. When an authorized board, commission or committee member names an alternate or designee, he or she shall notify the city clerk in writing of the