

RESOLUTION

City of Portland, Tennessee

No. 11-86

A RESOLUTION TO ALLOW A CITIZENS ADVISORY COUNCIL TO BE ESTABLISHED

WHEREAS, The Legislative Committee of the City of Portland has received a request to consider the establishment of a Citizens Advisory Council in Portland; and

WHEREAS, A proposal has been submitted to outline the **Purpose, Governance, and Eligibility** of members, and is incorporated herein, as follows:

Citizens Advisory Council Portland, Tennessee

Purpose

- The CAC is a citizen led group that seeks to partner with the public and elected officials in finding helpful solutions for the City of Portland.
- The CAC will hear complaints and/or suggestions from Portland residents, and those in the surrounding community, concerning matters of the City of Portland.
- The CAC may also be asked by the Mayor and Council to conduct town hall meetings to gain a better understanding of public opinion.
- The CAC will seek greater public involvement in local city government.
- The CAC may be asked by the Mayor and Council to explore solutions for specified problems, and to explore the validity of certain ideas.
- The CAC will be ready to serve as arbitrator concerning social issues and complaints if called upon by the Mayor and Council.
- The CAC is not a legislative body, and has no authority to speak on behalf of the City of Portland, its employees, or its elected officials; but the CAC will seek to help provide greater clarity to the issues that face the citizens of Portland.

Governing

- The CAC shall consist of up to 9 Portland residents.
- The initial chairman (Doug Garton) will be appointed for one (1) year.
- The initial CAC members will be charged with the task of determining length of terms of its members, and how best to pick future members.
- The CAC shall hold yearly elections from its membership, and elect a Chairman, Vice-Chairman, and Secretary. Other positions may be added by the membership body as necessary.
- The CAC shall meet monthly, and hold any special meetings as needed.
- The CAC shall keep accurate minutes from each meeting, and will submit monthly

- written reports by the council packet deadline.
- The CAC will share its findings with the proper corresponding department head for informational purposes.
 - The CAC will provide a representative from its membership to give an oral report monthly during regular meetings of Mayor and Council.
 - The City should provide advertisement for CAC meetings and a CAC page on the city website.
 - The CAC may seek to provide information concerning its work using various methods; such as: FaceBook, Websites, newspapers, etc.
 - The City should help the CAC (as they are able) in finding relevant information, and knowledgeable persons to help in its fact finding.
 - The CAC should set its yearly calendar of meeting dates during its election time, and they should do their best to ensure they are not in conflict with other city meeting dates, holidays and other special community events.
 - The CAC should have the ability to find a suitable public meeting place.
 - The CAC should follow Robert's Rule of Order as a guideline for conducting meetings.

Eligibility

Open to all legal Portland residents, with the exception of the following:

- Past elected City of Portland officials that have been out of office less than two (2) years.
- City employees
- Members are asked to not seek employment, or any elected position with the City of Portland for at least one (1) year after leaving the CAC.

NOW THEREFORE, BE IT RESOLVED, By the governing body of the City of Portland that a Citizens Advisory Council shall be established; and

BE IT FURTHER RESOLVED, That this Resolution shall become effective upon its passage, the public welfare requiring it.

Mayor Kenneth Wilber

City Recorder Karen Johnson

Approved this 1st day of August 2011.