

Memorandum

#2

To: Mike Geisel, City Administrator
From: Tom McCarthy
Director of Parks, Recreation & Arts
Date: 1/17/2019
Re: Darcy Capstick Emeritus Status



At our November 17, 2018 Parks, Recreation & Arts Citizens Advisory meeting the Committee had a discussion on the option to have a long-standing Committee member have emeritus status granted to them if they were unable to come to meetings on a regular basis. Darcy Capstick has been unable to attend meetings recently and the Committee feels that it is important to give Darcy the opportunity to still have a voice on the committee. Laura Schellenberg from Ward I put forth a motion to nominate Darcy Capstick to be approved for emeritus status to the Parks, Recreation & Arts Advisory Committee. With the understanding that the recommendation goes to the Parks, Recreation & Arts Committee of Council and then on to Council and the Mayor for final approval. Don Collins seconded the motion; a voice vote was then taken that passed unanimously by the Committee.

I have attached the Policy Statement that covers Emeritus status for non-Statutory Committees.

With your approval we would like to move this forward to the next Parks, Recreation & Arts Committee of Council meeting and then on the full Council and mayor if you are in favor.

**CITY OF CHESTERFIELD
POLICY STATEMENT**

CITY COUNCIL		NO.	1
SUBJECT	Membership – Non-Statutory Committees	INDEX	CC
DATE ISSUED	4/18/89	DATE REVISED	1/5/98 1/4/17 2/5/18 8/6/2018

POLICY

Members on any of the various City non-statutory committees are appointed by the Mayor with the consent of both Councilmembers in whose ward the individual nominee resides. Effective 8/1/2018, all new appointments to non-statutory committees, shall be for a term of three years from the date of the appointment, unless the individual appointment is specifically intended to fulfill an existing unexpired term. In the event a current member is not reappointed upon the expiration of their term, the member will be removed from the committee membership.

Membership of all non-statutory committees shall be limited to seventeen members; four per ward and one "At Large", unless otherwise noted.

Membership of all non-statutory committees may be supplemented by not more than four additional "Members Emeritus" to allow for continued participation of members who are no longer able to attend 50% of scheduled meetings or to allow for participation of individuals with special skills, knowledge, background, or experience. The minimum attendance requirements shall not apply to Members Emeritus, however Member Emeritus appointments shall be for a term of three years and shall be eligible for re-appointment as other members. Emeritus members shall not be eligible to serve as an officer of the respective Citizen Committee.

In the event a majority of the members of a Non-Statutory Committee vote to recommend the nomination of a Member Emeritus to their respective committee, said nomination will be forwarded to the respective Standing Committee of City Council for consideration. The Standing Committee of Council shall review, consider, and forward a recommendation to the full City Council who shall consider such Member Emeritus Appointment in the same manner as other member appointments.

Membership of the Chesterfield Historic and Landmark Preservation Committee (CHLPC) shall consist of six members per ward, plus six "At Large" members, plus up to fifteen total members to serve as "Member Emeritus" and "Ex-Officio".

Due to the technical nature of the subject matter discussed and the need to maintain effectiveness, the composition of the Management Information Systems Citizens Advisory Committee shall be limited to a total of nine members – two per ward and one "At Large".

An individual may concurrently serve on two non-statutory committees, or one statutory and one non-statutory committee; but not on two statutory committees.

Minutes

Individual non-statutory committees shall designate a member of the committee to take minutes.

Funding

There will be no formal program for funding for non-statutory committees, but each committee could submit requests for funding, to be evaluated on their own merit, to the appropriate Committee of Council.

RECOMMENDED BY:

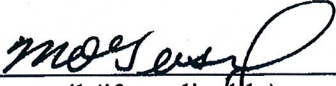
Department Head/Director/Council Committee (if applicable)

Date

APPROVED BY:

City Administrator

Date



City Council (if applicable)



Date