

Sec. ___ COLUMBIA VISION COMMISSION

Sec. xx-x1. Established.

The Columbia Vision Commission is hereby established for the purpose of tracking and monitoring and otherwise assisting with the implementation of visioning, all as further provided below.

Sec. xx-x2. "Visioning" Defined.

"Visioning" refers to the process that (i) began as "Imagine Columbia's Future," (ii) resulted in the preparation of the Final Vision Report which was accepted by the City Council on February 4, 2008, and (iii) is continuing with the ongoing implementation of the vision set forth in that report. As is recognized in the Final Vision Report, visioning is a continuing and evolving process where information in the Final Vision Report is integrated with other ongoing activities within the community, new information is obtained, and new people become involved. The vision and goal statements in the Final Vision Report will, however, serve to both inform the changes to be made and set a standard against which the outcomes of various changes can be measured.

Sec. xx-x3. Duties; Staff Liaison.

The commission shall have the following duties and authority:

- (a) **Tracking Measuring and Reporting.** The commission shall conduct periodic reviews and, beginning in December 2009, issue an annual report on the progress of visioning implementation to the community. This report shall also include a summary and analysis of the Commission's own efforts in the areas set forth below. The commission shall, by January 31, 2009, select an initial reporting format and identify the information to be tracked and included in such report. The annual progress report shall be provided to the City Council and made available to the public.
- (b) **Coordination with other governmental boards, commissions, departments and nongovernmental entities.** The commission shall have the authority to solicit the cooperation of other boards and commissions in the city and throughout the region as needed to assist with its reporting and other duties, and also to solicit and receive information from other entities involved in visioning implementation.
- (c) **Recommendation of implementation tasks.** Beginning one year after the City Council's approval of the initial implementation report as provided in Section xx-y1, and every two years thereafter, the commission shall, after seeking the input of other city boards, commissions, and departments, recommend implementation tasks to be undertaken over the two years following the period covered in the then effective implementation report, and the additional resources needed to accomplish such tasks. In preparing these recommendations, the commission shall also coordinate with other relevant boards and commissions, including the Boone County Commission, and with the City Manager's office. A discussion draft of the commission's recommendations should be (i) posted for public comment for at least 30 days, (ii) revised as may be appropriate to incorporate

- comments received, and (iii) included in the progress report provided for in subsection (a).
- (d) **Public education and outreach.** The commission should offer public programs on the visioning process, track the groups involved in various implementation tasks, and work to recruit a diverse participant base in such tasks. The commission may, as independent resources become available, either on its own or in conjunction with others, operate a website that is separate from the City website for the purposes of public education, outreach and engagement.
 - (e) **Convening of public dialogues.** The commission shall convene community-wide dialogues at 5 year intervals, beginning in 2014, to review the vision and the progress being made in implementation. These dialogues shall be structured in a way that is consistent with the principles of inclusiveness and transparency. The commission may in its discretion also convene dialogues to address conflicts that arise within the community over implementation of different goals or strategies, including disputes that arise over the allocation of scarce resources. The commission may request that the City hire facilitators to help with such dialogues.
 - (f) **Fundraising and administration.** The commission shall have the authority to seek grants and other funds to be used to offset the costs of its work and to aid in the administration of visioning implementation efforts by citizen and other groups. The City shall serve as the fiscal agent for any such funds.
 - (g) **Incidental Authority.** The commission shall have such other authority as may be assigned by the City Council from time to time and shall act in an advisory capacity in making recommendations to improve the ongoing process of visioning implementation.
 - (h) **Staff liaison.** The city manager shall appoint a staff liaison to work with the commission.

Sec. xx-x4. Composition; compensation; terms; vacancies.

- (a) The commission shall consist of 7 members that are designated as the “coordinating committee”. The commission may also include up to 5 resource members as defined below, and liaison members as defined below. The majority of members of both the coordinating committee and resource members shall be qualified voters residing within the City of Columbia. Two members of the coordinating committee shall be residents of Boone County, not residing within the city limits of Columbia. The members of the commission should, to the extent practicable, reflect a broad cross section of the community. “Liaison members” are nonvoting members of the commission who are appointed by the commission to help with outreach to the community or to communicate with identified citizen groups that are assisting with visioning, and to otherwise work with the commission on public education and outreach. “Resource members” are voting members of the commission and are appointed by the City council to help in the work of the commission and share their expertise in one or more substantive areas such as, but not limited to, data collection, fundraising, intergovernmental cooperation, management, or process design.

- (b) The coordinating committee and resource members shall be appointed by the City Council following the nominating and application process set forth in section xx-x5 below. All members of the commission shall serve without compensation.
- (c) Members of the coordinating committee shall serve for a term of three years, except as otherwise provided below in relation to initial terms, and until their successors are appointed and qualified. The first 3 members appointed to the coordinating committee shall serve for 5 years, the second 2 members appointed shall serve for 4 years and the final 2 members shall serve for 3 years. Thereafter, each new member of the coordinating committee shall be appointed for 3 years or until a successor has been appointed. Resource members shall serve for two year terms and liaison members shall serve for one year terms. Members whose terms expire may be reappointed for successive terms.
- (d) Vacancies in any coordinating council or resource member position shall be filled by the City Council. Vacancies shall be filled for the unexpired term only. The council shall as near as possible appoint someone with similar qualifications to fill a vacated seat.

Sec. xx-x5. Nominating and Application Process.

- (a) Citizens and organizations may nominate candidates for the commission by filling out a form provided by the City and all such nominees shall be invited to apply for a position on the commission. This includes self-nominations. In order to be considered for appointment, candidates must fill out an application detailing their background and interest in serving on the commission, and addressing the factors set forth in subsection (b) below. In appointing members to the coordinating committee, preference shall be given to citizens previously involved in the visioning process, and the appointment of members currently serving on other city boards and commissions to the coordinating committee is not encouraged.
- (b) Candidates shall be evaluated based on their demonstrated commitment to the visioning process, ability to work with data and understand systemic relationships, ability to work collaboratively, management skills, independence and existing memberships or positions, and contributions to the diversity of the commission.

Sec. xx-x6. Officers; meetings; quorum.

- (a) The commission shall select its chair who shall preside over meetings, and a vice chair who shall preside in the absence of the chair. The commission shall annually appoint a secretary who shall keep a record of its activities and actions, and shall also fill any vacancy in such position for the remainder of the term.
- (b) A majority of those duly appointed and acting members of the commission required to vote on a matter shall be a quorum for making decisions.
- (c) The commission shall hold monthly meetings during at least 10 months of the year. Other meetings may be scheduled at the call of the chair. One of the monthly meetings shall be a regularly scheduled annual meeting which shall include the appointment of officers. Special meetings may also be called at the request of any 3 or more voting members of the commission. Notice of any special meeting shall be provided as prescribed by law prior to such meeting. The City Manager or his designee shall receive notice of all meetings of the

commission. The commission shall designate a regular place for its meetings which can be changed from time to time. In scheduling and conducting meetings, the commission shall comply with the Open Meetings Act, Sunshine Law, and other applicable laws and regulations.

- (d) The chair of the commission is authorized to excuse any member from attendance at a board meeting if the member requests to be excused prior to that meeting. Any member of the commission who is absent without asking to be excused from 4 or more of the regular meetings held in a calendar year shall automatically forfeit the office. Any such member who is absent without being excused from three consecutive regular meetings shall automatically forfeit the office. It shall be the duty of the chair to promptly notify the city council of any vacancy.
- (e) The commission may from time to time adopt such rules for the conduct of its meetings and business as it may deem proper provided that such rules are not inconsistent with city ordinances or other applicable law.
- (f) Attendance at commission meetings may be by teleconference or such other electronic medium to the extent such is allowed by law.

Sec. xx-x7 Conflicts of Interest

(a) In order to promote public trust in the impartiality and independence of the Columbia Vision Commission, members of the commission should avoid conflicts of interest as defined below and the appearance of conflicts of interest.

(b) A conflict of interest may exist when the current personal, financial, or professional interests or activities of a member of the commission could reasonably be viewed as competing with the interests or activities of the commission, and particularly when the member or their immediate families or an organization owned or controlled by such member or their immediate families could derive a financial or other material gain arising out of action by the commission. When there is doubt as to whether a conflict of interest exists, the matter shall be resolved by a vote of the commission, excluding the person that is the subject of the potential conflict. For purposes of this section “personal interest” means a more than nominal interest arising from family; close business, political or other associations; location of property owned by a member; or other factor likely to affect the welfare of the member or the member’s family or close associate; and is something more than a well known opinion, or interest in, or academic study of, a subject matter.

(c) When any conflict of interest relates to a matter requiring action by the commission, the interested person shall call it to the attention of the commission and such interested person shall not vote on any question or matter in which that board member has a financial interest or a personal interest. Such person may, however, be counted in determining the presence of a quorum for a vote. Unless requested to remain present during the meeting, the interested person shall retire from the room when the commission is voting on the matter related to the conflict and shall not participate in the final deliberation or decision regarding the matter under consideration, but shall provide the commission with any relevant information on the matter before retiring.

(d) The minutes of the meeting of the commission shall reflect that a conflict of interest was disclosed and that the interested person was not present during the final discussion or vote and did not vote.

(e) A copy of this conflict policy shall be provided to each member of the coordinating committee or resource member at the beginning of each calendar year. The commission may adopt other procedures and guidelines, not inconsistent with the above to ensure the independence of commission members and the confidence of the public in its impartiality.

(f) No member of the commission shall intentionally use or disclose confidential information that is received by the commission in a way that could result in anything of value for such member, the member's family, or other person or organization with which such member is affiliated, unless the information has already been communicated to the general public or entered into the public record.

(g) If the commission determines that a member has failed to disclose a conflict of interest and voted on a matter affected by such conflict of interest, or has otherwise violated this conflict of interest policy, then such member shall forfeit the office. Any claim that this policy has been violated shall be raised within a year of the date of the vote or alleged violation.

Section ____ . VISIONING IMPLEMENTATION

Sec. xx-y1. Presentation of Visioning Implementation Report and Timeline for Updates.

(a) The office of City Manager shall complete the process of developing the initial draft implementation report that was provided for in the Final Vision Report and shall present a draft of that report to the City Council for review on or before March 31, 2009. Drafts of the implementation report that are posted on the City's website for public comment prior to that date shall also be forwarded to members of the City Council for their review and comment. The City Council's review and approval of that report will be scheduled to coincide with the City Council's review and approval of the budget for the following fiscal year.

(b) After approval of the initial implementation reports, the preparation of periodic updates, including periods of public comment, should be scheduled so that any update is received by the City Council on or before March 31 of the applicable year which will allow for the review and approval of such update to be coordinated with the City's budgeting process. Copies of drafts of updates to the implementation report that are presented for public comment shall also be provided to members of the City Council for their review and comment at the same time as they are presented to the public for comment.

(c) The Council acknowledges that visioning implementation has already begun and does not intend by setting the above timeline to delay or defer actions being taken to implement visioning by existing boards, commissions, departments, or other entities. Such actions are encouraged and boards and commissions that make recommendations for Council action both prior to and following approval of the draft implementation report are encouraged to provide explanations of how visioning guided or influenced such recommendations.

Sec. xx-y2. Responsibilities of City Boards and Commissions in Relation to Visioning.

(a) **Efficient use of resources.** One goal of the visioning implementation process is to promote the efficient utilization of resources, both monetary and nonmonetary, and both governmental and nongovernmental, in accomplishing identified goals. Boards and commissions who are assigned specific responsibilities in the visioning implementation report should, in furtherance of this goal, collaborate with other boards and commissions and with nongovernmental entities as needed to promote the efficient utilization of resources.

(b) **Transparency and Citizen Involvement.** The visioning process has been built on the principles of inclusiveness, transparency and openness. Boards and Commissions who are assigned specific responsibilities in the visioning implementation report should, in furtherance of these principles, seek to engage the public in their work in a manner consistent with the guidelines for convening, management, and coordination of citizen groups that are included in the implementation report approved by the City Council, as such report may be amended from time to time.

(c) **Cooperation with Columbia Vision Commission.** Boards and Commissions who are assigned specific responsibilities in the visioning implementation report should, in furtherance of those responsibilities, respond to requests for information that are made by the Columbia Vision Commission, and participate as requested by that commission in preparing recommendations for implementation tasks and in such public dialogues as may be convened relating to their responsibilities.