

## Square Beacon amendments to Ordinance 21-03

**2.02.010 – Boards and Commissions - Public information required.** ~~At its final scheduled meeting of the calendar year, e~~Each city board or commission, ~~or a city employee officially designated to facilitate the work of the board or commission,~~ shall ensure that the following information about the board or commission is publicly available and accurately maintained on ~~the~~ ~~review the following public information about the board as posted on the~~ city's website:

- (1) The name of the board or commission;
- (2) The purpose or purview of the board or commission;
- (3) The current membership of the board or commission, including the term start and end dates for each seat;
- (4) Any requirements for eligibility;
- (5) The duties of the members on the board or commission;
- (6) An estimate of the time required to fulfill the duties; and
- (7) Compensation, if any is provided.

~~At the meeting when the enumerated information is reviewed, the board or commission must either~~

- ~~(a) vote to confirm that the public information is accurate and complete; or~~
- ~~(b) vote to adopt a corrected and complete list of public information and forward the complete and corrected version to the city council office or the mayor's office.~~

~~Upon receipt of a communication from a board or commission with a corrected and updated version of its enumerated public information, the city council office staff or the mayor's office staff must revise the city's website to reflect the corrected and complete information.~~

### **2.02.020 – Vacancy-Announcement.**

At least one month before the expiration of an appointment, and immediately on the vacancy's occurrence in the case of an unexpected vacancy, ~~an announcement shall be sent the mayor's office staff or the city council office staff, depending on the appointing authority for the vacant seat, must send to the local media and to each currently serving board or commission member, an announcement~~ that either includes or directs the public to the information required by 2.02.010 about the board or commission. The announcement shall also include a statement on how to apply for the vacant position(s).