

# Volunteer Opportunity

## Brooklyn Center Financial Commission

The Brooklyn Center Financial Commission is seeking two residents to fill member vacancies. The member positions are voluntary. The remaining terms expire December 31, 2019, at which time the Commissioner is eligible for reappointment to a three-year term. To qualify for membership, you must be a Brooklyn Center resident while serving on the Commission and have an interest in the financial operations of the City.

### GENERAL INFORMATION

The Financial Commission assists the City Council in evaluating and developing fiscal policies, fiscal procedures, Mayor and Council Member total compensation, budgetary and capital matters, and such other issues as may be assigned to the Commission by the City Council or referred to it by the City Manager. Commissioners serve a three-year term. The Commission is composed of a Chairperson and six members.

### MEETING TIMES & LOCATION

The Financial Commission meets at City Hall the third Thursday of each month at 6:30 p.m., as well as in joint session with the City Council during the budget planning process.

### APPLICATION

Apply at Brooklyn Center City Hall, 6301 Shingle Creek Parkway, Brooklyn Center, or visit the City's web site at [www.cityofbrooklyncenter.org](http://www.cityofbrooklyncenter.org), or contact City Clerk Sharon Knutson at 763-569-3306 or [sknutson@ci.brooklyn-center.mn.us](mailto:sknutson@ci.brooklyn-center.mn.us). Final appointment will be made by the Mayor and City Council.

**Deadline: open until filled**

*[Posted at Brooklyn Center City Hall, Community Center, and on website August 16, 2016]*

**DO I QUALIFY AS  
AN ADVISORY  
COMMISSION  
MEMBER?**

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An advisory commission member must be a resident of the City of Brooklyn Center while serving on the commission, shall have been a resident for at least one year prior to the appointment (except for Financial Commission), and shall have a broad range of interest relative to the commission's purpose.

The Mayor shall give due regard in appointing an advisory commission member which will take into consideration geographical distribution within the City and the representative nature of the commission in terms of gender, religion, ethnic, racial, age, handicapped, employee, and employer groups.

An advisory commission member is appointed by the Mayor with majority consent of the Council.

If you are interested in becoming a member of an advisory commission or would like more information, please call City Clerk Sharon Knutson at City Hall, 763-569-3306.

**Mayor**  
Tim Willson

**Council Members**  
Marquita Butler  
April Graves  
Kris Lawrence-Anderson  
Dan Ryan

**City Manager**  
Curt Boganey



6301 Shingle Creek Parkway  
Brooklyn Center, MN 55430

Phone: 763-569-3300  
TTY/Voice 711  
Fax: 763-569-3494  
[www.cityofbrooklyncenter.org](http://www.cityofbrooklyncenter.org)

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*An affirmative action / equal  
opportunities employer*

**CITY OF BROOKLYN CENTER**  
*A GREAT PLACE TO START. A GREAT PLACE TO STAY.*

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VOLUNTEER AND  
SERVE ON AN  
ADVISORY  
COMMISSION



**Become a volunteer.**  
**You can make a difference.**

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# CITY ADVISORY COMMISSIONS

## WHAT IS AN ADVISORY COMMISSION?

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An advisory commission is an organization that generally meets once a month to discuss matters relevant to the commission and advise and make recommendations to the City Council.

## WHAT ARE THE BROOKLYN CENTER ADVISORY COMMISSIONS?

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- Financial Commission
- Housing Commission
- Park and Recreation Commission
- Planning Commission

## WHAT IS THE PURPOSE OF ADVISORY COMMISSIONS?

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### **Financial Commission**

—to assist the City Council in evaluating and developing fiscal policies, fiscal procedures, Mayor and Council Member total compensation, budgetary and capital matters, and such other issues

### **Housing Commission**

—to afford citizen input in the development of a housing program to supplement the activities of the City Council

### **Park and Recreation Commission**

—to monitor and reflect the attitudes and concerns of the citizens of Brooklyn Center relative to the conservation of environmental resources in the City of Brooklyn Center and to the park system and recreation programs, and to advise the City Council of citizen attitudes and policy matters relevant to the conservation, park, and recreation functions in Brooklyn Center

### **Planning Commission**

—to act in an advisory capacity to the City Council on issues related to comprehensive planning of land use and development, platting, rezoning and special use applications, plan approval, variances, and appeals

*As a volunteer you can make your neighborhood a better place in which to live and make significant contributions to the quality of life in Brooklyn Center and through your efforts help to ensure a brighter future for your city.*

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# Application for Appointment to Advisory Commission

**PLEASE PRINT**

**CITY USE ONLY:** Date Received

Attach additional sheets where necessary.

<b>Check Which Commission You Are Applying:</b>	<input type="checkbox"/> Financial	<input type="checkbox"/> NW Hennepin Human Services
	<input type="checkbox"/> Housing	<input type="checkbox"/> NW Suburbs Cable
	<input type="checkbox"/> Park & Recreation	<input type="checkbox"/> Shingle Creek / West Mississippi
	<input type="checkbox"/> Planning	<input type="checkbox"/> River Watersheds

<b>PERSONAL</b>		
Last Name	First Name	Date of Application
Street Address	Apt. No.	Date Available
City, State, Zip	Home Phone	
E-Mail Address	Work Phone May we call at work? <input type="checkbox"/> Yes <input type="checkbox"/> No	
How many years have you lived in Brooklyn Center?	Cell Phone	
If appointed, which contact information would you prefer to be made public? Minn. Stat. 13.601 subd 3(b)(2) requires you select at least one: Home Phone <input type="checkbox"/> Work Phone <input type="checkbox"/> Cell Phone <input type="checkbox"/> E-Mail Address <input type="checkbox"/>		
Are you currently or have you been previously employed by the City? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, dates: _____ Position(s): _____		
I have read the City Enabling Resolution or Joint Powers Agreement, which defines the purpose, authority, and responsibility of this advisory commission. <input type="checkbox"/> Yes <input type="checkbox"/> No		
I have received and read the City's Business Ethics Policy. <input type="checkbox"/> Yes <input type="checkbox"/> No		
I wish to disclose the following potential conflicts of interest that may or will arise if I become a member of this advisory commission.		
Are you aware of the importance of regular commission meeting attendance and participation, and do you feel you have the time available to be an active participant? <input type="checkbox"/> Yes <input type="checkbox"/> No		

<b>EMPLOYMENT HISTORY</b>
<i>List relevant employment history applicable to appointment to this commission.</i>

## PROFESSIONAL DESIGNATIONS

*List relevant current professional memberships, registrations, or licenses applicable to appointment to this commission. Include dates first issued.*

## AWARDS AND HONORS

*List relevant current awards and honors applicable to appointment to this commission.*

## PRIOR GOVERNMENT SERVICE

*List relevant prior government service applicable to appointment to this commission.*

## VOLUNTEER WORK

*List relevant volunteer work experience applicable to appointment to this commission.*

<b>VOLUNTEER ACTIVITY</b>	<b>WORK PERFORMED</b>	<b>No. Hrs/Month</b>	<b>From Month/Yr</b>	<b>To Month/Yr</b>

## SUPPLEMENTAL INFORMATION

Briefly describe why you are interested in being appointed to a commission for the City of Brooklyn Center. Describe any additional experience or skills that qualify you for appointment to this commission. Include remarks concerning your ideas or observations on the role of this commission.

## **IMPORTANT FACTS FOR YOU TO KNOW CONCERNING YOUR APPLICATION**

Minnesota law requires that you be informed of the purposes and intended uses of the information you provide to the City of Brooklyn Center during the application process.

Any information about yourself that you provide to the City of Brooklyn Center during the application process will be used to identify you as an applicant; to distinguish you from all other applicants; to enable us to contact you when additional information is required; send you notices; and to assess your qualifications for appointment to a City advisory commission.

If you wish to be considered for appointment, you are required to provide the information requested in this application. If you refuse to supply information requested by the City, it may mean that your application will not be considered.

You are hereby advised that, under Minn. Stat. 13.601 subd. 3(a), the information contained in this application about you must be made available to any member of the public who requests it, excluding your residential address, telephone numbers, and electronic mail address.

Materials submitted in support of an application are normally not returned. You should not submit an original document if it is your only copy.

I authorize investigation of all statements contained in this application for appointment as may be necessary to arrive at an appointment decision. I certify that all answers to the questions are true and understand that any false information on or omission of information from this application will be cause for rejection of this application or termination from a commission without notice.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

**SUBMIT APPLICATION TO:**  
City Clerk  
City of Brooklyn Center  
6301 Shingle Creek Parkway  
Brooklyn Center, Minnesota 55430

*CITY OF BROOKLYN CENTER*

**COMMISSION BYLAWS**

Adopted: June 22, 1987  
Amended: November 9, 1992  
Updated: July 12, 1999

Pursuant to the following resolutions relating to and providing for the establishment, appointment, organization, and responsibilities of the Brooklyn Center Financial, Housing, Human Rights and Resources, Park and Recreation, and Planning Commissions, the City Council does hereby adopt these bylaws and rules for the conduct of their affairs.

COMMISSION

Financial  
Housing

Human Rights and Resources

Park and Recreation  
Planning

RESOLUTIONS

91-115, 92-99, 92-168, 95-78, 98-13, 99-110  
73-140, 75-97, 77-22, 87-131, 92-136, 95-79,  
98-13  
68-44, 69-35, 71-211, 74-68, 87-132, 92-135,  
93-76, 95-80, 98-13  
73-25, 77-52, 87-133, 92-137, 95-81, 98-13  
87-87, 87-134, 92-134, 95-82, Ordinance 35-  
201

Article I.       Officers

Section 1.       Personnel

The officers shall consist of a Chairperson and Vice-Chairperson.

Section 2.       Duties

The Chairperson shall preside at all meetings and shall appoint Ad Hoc Committee members and Ad Hoc Committee Chairpersons.

The Vice-Chairperson shall be appointed annually by the Chairperson and shall perform such duties as may be assigned by the Chairperson, and shall assume the Chair in the absence of the Chairperson.

Article II.       Meetings

The Commission shall hold regular meetings. Special meetings may be called at any time by the Chairperson upon sufficient notification to all Commission members.

Article III.      Quorum

A quorum shall consist of a majority of the members of the Commission.

## Article IV. Attendance

Three consecutive unexcused absences from duly called Commission meetings or unexcused absences from a majority of duly called Commission meetings within one calendar year shall constitute automatic resignation from office.

## Article V. Minutes

Minutes of each regular meeting, in writing, shall be provided to each Commission member prior to the commencement of the succeeding regular meeting.

## Article VI. Ad Hoc Committees

### Section 1. Structure

The Commission may create Ad Hoc Committees to investigate those areas where problems relative to the Commission's purpose are recognized.

### Section 2. Membership

Each Ad Hoc Committee shall have a Chairperson, who shall provide regular interim reports on the progress of the Ad Hoc Committee. A final report to the Commission must be submitted.

## Article VII. General Provisions

No member of the Commission or its Committees shall be authorized to speak on behalf of the Commission publicly, unless the Commission has first considered and approved such statements.

## Article VIII. Parliamentary Authority

Robert's Rules of Order Newly Revised shall be the governing authority for all meetings of the Commission and for its committees.

## Article IX. Amendments

These bylaws may be amended by a four-fifths vote of the City Council.

Member Kathleen Carmody introduced the following resolution and moved its adoption:

**RESOLUTION NO. 96-132**

**RESOLUTION REGARDING APPOINTMENT OF CITY EMPLOYEES TO CITY BOARDS AND COMMISSIONS**

WHEREAS, Section 2.02 of the Brooklyn Center City Charter provides that the City Council may establish boards or commissions to advise the Council with respect to any municipal function or activity, to investigate any subject of interest to the City, or to perform quasi-judicial functions; and

WHEREAS, several such commissions have been established by resolution of the City Council; and

WHEREAS, the Council has determined that it is in the best interest of the City that members of such commissions exercise independent judgment and be free from influences resulting from the duties and responsibilities of City employees; and

WHEREAS, it is more consistent with the Council/Manager form of government established by City Charter and the orderly administration of City government if employees who are subject to the management and control of the City Manager do not also serve in the capacity of advisors to the City Council.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Brooklyn Center that the following policy is established for appointment to boards and commission of the City:

1. This policy shall apply to the following boards and commissions of the City:
  - a. the Financial Commission;
  - b. the Housing Commission;
  - c. the Human Rights and Resources Commission;
  - d. the Park and Recreation Commission;
  - e. the Planning Commission;
  - f. the Ad Hoc Communications Task Force; and
  - g. any other board or commission heretofore or hereafter created which is made subject to this policy by resolution of the Council.
  
2. Except as otherwise provided in paragraph 4, this policy shall apply to the following persons:
  - a. all regular full-time, regular part-time, temporary full-time, and temporary part-time employees whether or not covered by a formal labor contract with the City;
  - b. the City Manager; and
  - c. volunteer members of the fire department.

**RESOLUTION NO. 96-132**

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3. No person identified in paragraph 2 of this policy shall be appointed to any board or commission identified in paragraph 1. Upon acceptance of any position listed in paragraph 2, by any person then serving on any City board or commission listed in paragraph 1, shall be deemed a resignation without any other act on the part of such member and such member's position on such board or commission shall be deemed vacant. Any such person who is a member of any such commission at the time of adoption of this resolution shall be permitted to serve out the balance of his/her current appointment. To the extent of any inconsistency between this resolution and the provisions of any prior resolution establishing specified terms for members of commissions, such provisions of prior resolutions are superseded.
4. The provisions of paragraph 3 shall not apply to the following:
  - a. persons serving as non-voting liaison or staff support to boards or commissions by appointment of the City Manager; and
  - b. non-voting ex-officio members serving on boards or commissions by reason of their employment positions with the City.

Dated: July 8, 1996

Mayor Myrna Kragness

ATTEST: City Clerk Sharon Knutson

The motion for the adoption of the foregoing resolution was duly seconded by member Kristen Mann, and upon vote being taken thereon, the following voted in favor thereof: Myrna Kragness, Kathleen Carmody, Debra Hilstrom, Kristen Mann, and Charles Nichols; and the following voted against the same: NONE; whereupon said resolution was declared duly passed and adopted.

## CITY OF BROOKLYN CENTER

### BUSINESS ETHICS POLICY

1. The City of Brooklyn Center shall operate its business in accordance with the highest ethical standards and with the applicable laws of the United States and the State of Minnesota and the Charter and ordinances of the City of Brooklyn Center. Specific matters or types of transactions not covered by such specific provisions shall be conducted in accordance with the following general policy.
2. For purposes of this statement of business ethics policy, the term "public official" shall include all elected officials, all members of boards or commissions, and the city manager and all employees of the City. The term "employee" shall include those personnel defined as employees in the City's Personnel Rules and Regulations.

#### OFFERING OR ACCEPTING GIFTS AND GRATUITIES.

1. No public official shall misuse his or her position to secure special privileges or exemptions for such person or any other person.
2. No public official shall directly or indirectly receive, or agree to receive, any compensation, gift, reward, or gratuity in payment for the performance of his or her official duties except as may be provided by law.
3. Whenever a public official deals with a City supplier or customer, he or she has an obligation to act solely in the best interest of the City. This obligation includes not only those acts formalized by written contracts but also covers everyday business relationships with vendors or customers.
4. No public official shall ask for or accept (directly or indirectly) payment, favors, or any other thing of significant value from a current or potential City supplier or customer, or any other person in consideration for assistance or influence, or upon the representation that such assistance or influence has been or will be rendered, in connection with a purchase or any other transaction or proceeding affecting the City. This policy does not bar the acceptance of unsolicited entertainment or advertising favors which are of negligible value and are legally permissible, when no assistance is given for or any obligation to render assistance is assumed by such acceptance. No public official may accept free meals or purchase meals, goods, or services at reduced prices from businesses in the City of Brooklyn Center or from vendors which sell or offer to sell goods or services to the City, unless such free meals or discounted meals, goods, or services are available on the same terms to the public at large or to all government employees. This policy does not apply to unsolicited acceptance of a meal which is incidental to a specifically scheduled business meeting relating to City business.
5. No public official shall offer or give (directly or indirectly) payments, favors, or any other thing of significant value to an employee or agent of a current or potential supplier,

customer, or union in consideration for assistance or influence, or upon the representation that such assistance or influence has been or will be rendered, in connection with a sale or any other transaction or proceeding affecting his or her employer or principal and the City. This policy generally does not apply to meals, entertainment, or advertising favors which are of insignificant value and are legally permissible and are given or offered without condition that it obligate the recipient.

6. Acceptance or giving of gifts must be limited to incidentals which are obviously of an advertising nature as items of insignificant value, or which in no way would cause the City to be embarrassed or obligated, and no gifts or entertainment may be accepted which, due to value, circumstances, disposition of the gift, frequency or repetition of donation could cause the City to be embarrassed or obligated. Gifts which do not fit in these categories must be returned.
7. Any questions concerning the application of this policy regarding specific transactions by City employees should be referred to an employee's immediate supervisor or department head, or the city manager. Any questions concerning the application of this policy regarding specific transactions by all other public officials should be referred to the city attorney.
8. The provisions of this policy do not supersede any provision of an employment agreement with the City which is more restrictive than this policy.

#### CONFLICTS OF INTEREST.

1. Prohibited Conduct.
  - a. A public official may not engage in any activity or become involved in any arrangement (directly or indirectly) through a family member or any other person acting on his or her behalf which will conflict, or may reasonably be viewed as conflicting, with his or her obligations and responsibilities to the City or involve the use of City information or goodwill for personal gain or for the gain of others.
  - b. A City employee must make prior disclosure of any contemplated consulting, representation, or secondary employment arrangement. If the city manager determines that the proposed activity would violate this policy, the employee may not engage in it and continue City employment.
2. Action to be taken by public official:
  - a. Whenever any public official, in the discharge of official duties, would be required to take an action or make a decision which would substantially affect the individual's financial interests or those of an associated business, (unless the effect on the individual is no greater than on other members of the official's business classification, profession, or occupation), they shall:

- i. Prepare a written statement describing the matter requiring action or decision and the nature of the potential conflict of interest;
  - ii. Deliver copies of the statement to the city council, the city manager, and the employee's immediate superior, if any;
  - iii. If a potential conflict of interest presents itself and there is insufficient time to comply with the provision of clauses (i) and (ii), the public official shall orally inform the city council or superior of the potential conflict.
- b. If the public official is not a member of the city council, the city manager shall make a determination in the matter. If there is no immediate superior, the public official shall abstain in a manner prescribed by the city council from influence over the action or decision in question. If the public official is a member of the city council, at the member's request, the city council shall excuse the member from taking part in the action or decision in question.

SAFEGUARDING CITY ASSETS.

1. The department head or assigned manager/supervisor at each location is responsible for the safeguarding of all City assets and the correctness of data submitted to the finance department and contained in the financial reports.
2. Special protection shall be afforded assets which are readily saleable because of high intrinsic value or common usage. Attention should also be given to machinery, equipment, and records which, if damaged, would stop or drastically reduce operations for an extended period. Examples of assets or documents which could provide access to assets and which need protection are:

Cash  
 Marketable securities  
 Readily marketable products, parts and subassemblies  
 Precious metals (raw or in any high content form)  
 Check blanks  
 Stamps/postage meters  
 Common tools and equipment  
 High value, portable equipment  
 Data processing and other office equipment, including programs  
 Vital records

3. Although the preparation of the financial reports is the duty of the finance department, department heads are responsible for the accuracy and reliability of the financial data. Consequently, the department heads should be concerned about all those factors which are involved in the propriety of recordkeeping and in the care taken as to the procurement, handling, upkeep, and disposal of assets of all kinds.

4. The objective should be to safeguard City assets and maintain reliable financial records at a level of acceptable business risk. No false, misleading, or artificial entries shall be made on the books and records of the City. No funds or assets shall be maintained by the City for an illegal or improper purpose. All transactions must be fully and completely documented and recorded in the City's accounting records. All City payments, except from authorized petty cash funds, must be approved by the department head or the acting department head in the department head's absence.

#### POLITICAL ACTIVITIES.

1. The rights of employees to express their personal views on matters of public policy and to participate in partisan political activities on personal time shall be protected. An employee shall neither gain favor nor incur disadvantages within the City because of any decision or activity regarding the employee's personal political participation.
2. Any questions concerning the application of this policy regarding specific transactions should be discussed with an employee's immediate supervisor, department head, or city manager.

RESOLUTION NO. 91-115  
RESOLUTION NO. 92-99  
RESOLUTION NO. 92-168  
RESOLUTION NO. 95-78  
RESOLUTION NO. 98-13  
RESOLUTION NO. 99-110

RESOLUTION ESTABLISHING A BROOKLYN CENTER FINANCIAL  
COMMISSION AND DEFINING DUTIES AND RESPONSIBILITIES

WHEREAS, the Brooklyn Center City Council established by Resolution Nos. 91-115 and 92-99 an ad hoc task force for the express purpose of reviewing the fiscal impacts of State of Minnesota budgetary problems on Brooklyn Center and assisting the City Council in formulating priorities and responses to a limited fiscal resource situation; and

WHEREAS, on June 22, 1992, the ad hoc City Financial Task Force presented to the City Council a report entitled "General Fund Budget Prioritization Process" which was accepted by the City Council; and

WHEREAS, there is an ongoing need to formulate priorities and responses to continuing limited fiscal resources.

NOW, THEREFORE, BE IT RESOLVED by the Brooklyn Center City Council that there is hereby established within the City of Brooklyn Center an advisory Financial Commission as follows:

Subdivision 1. TITLE: This organization shall be known as the Brooklyn Center Financial Commission.

Subdivision 2. SCOPE: The scope of activity of this Commission shall consist of advising the City Council regarding matters relevant to the City's financial status.

Subdivision 3. PURPOSE: The Commission shall serve as an advisory body to assist the City Council in evaluating and developing fiscal policies, fiscal procedures, Mayor and Council Member total compensation, budgetary and capital matters, and such other issues as may be assigned to the Commission by the City Council or referred to it by the City Manager. The Commission may also identify and recommend to the City Council issues and matters for Commission and/or staff review.

Subdivision 4. COMPOSITION: The Commission shall be composed of a chairperson and six (6) members, all of whom shall be appointed and serve as set forth in Subdivision 5.

Subdivision 5. MEMBERS METHOD OF SELECTION—TERM OF OFFICE—REMOVAL:

Chairperson: The Chairperson shall be elected by majority vote of the Financial Commission membership. The election shall be conducted at the Financial Commission's first regular meeting of the calendar year, or in the case of a vacancy, within two regularly scheduled Financial Commission meetings from the time a vacancy of the chair occurs. The Chairperson may be removed by majority vote of the Financial Commission membership. The Chairperson shall assure fulfillment of the following responsibilities in addition to those otherwise described herein:

1. Preside over meetings of the Commission;
2. Appear or appoint a representative to appear, as necessary, before the City Council to present the viewpoint of the Commission in matters relevant to the City's financial status as it relates to business under consideration by the City Council;
3. Review all official minutes of the City Council and other advisory commissions for the purpose of informing the Financial Commission of matters relevant to city finances.

Vice Chairperson: A Vice Chairperson shall be appointed annually by the Chairperson from the members of the Commission. The Vice Chairperson shall perform such duties as may be assigned by the Chairperson and shall assume the responsibilities of the chair in the absence of the Chairperson.

Members' Term of Office: Members of the Commission shall be appointed by the Mayor with majority consent of the Council. The terms of office shall be staggered three-year terms, except that any person appointed to fill a vacancy occurring prior to the expiration of the term for which his or her predecessor was appointed shall be appointed only for the remainder of such term. Upon expiration of his or her term of office, a member shall continue to serve until his or her successor is appointed and shall have qualified. Terms of office for members of the Commission shall expire on December 31 of respective calendar years.

In the event an appointed Commissioner suffers from an extended illness, disability, or other activity preventing proper fulfillment of duties, responsibilities, rules and regulations of the Commission, the Commissioner may be temporarily replaced by an interim Commissioner appointed by the Mayor with majority consent of the City Council.

Qualifications for Membership: Members of the Commission shall be residents of the City of Brooklyn Center while serving on the Commission and have an interest in the financial operations of the City.

Representation Requirements: Members shall be appointed upon the basis of qualification and interest and to reflect a general representation of the diversity of the community.

Conflict of Interest: Commissioners shall comply with provisions of the City of Brooklyn Center's business ethics policy.

Resignations—Removal from Office—Vacancies: Commissioners may resign voluntarily or may be removed from office by the Mayor with consent by majority vote of the City Council. Three consecutive unexcused absences from the duly called Commission meetings or unexcused absences from a majority of duly called Commission meetings within one calendar year shall constitute automatic resignation from office. The City Council liaison shall inform the Mayor and City Council of such automatic resignations. Vacancies in the Commission shall be filled by Mayoral appointment with majority consent of the City Council. The procedure for filling Commission vacancies is as follows:

1. Notices of vacancies shall be posted for 30 days before any official City Council action is taken;
2. Vacancies shall be announced in the City's official newspaper;
3. Notices of vacancies shall be sent to all members of standing advisory commissions;
4. Applications for Commission membership must be obtained in the City Clerk's office and must be submitted in writing to the City Clerk;
5. The City Clerk shall forward copies of the applications to the Mayor and City Council;
6. The Mayor shall identify and include the nominee's application form in the City Council agenda materials for the City Council meeting at which the nominee is presented;
7. The City Council, by majority vote, may approve an appointment at the City Council meeting at which the nominee is presented.

Compensation: Commissioners shall serve without compensation.

Subdivision 6. **RULES AND PROCEDURES:** The Commission shall adopt such rules and procedures not inconsistent with these provisions as may be necessary for the proper execution and conduct of business.

Subdivision 7. **MEETINGS:** The initial meeting of the Commission shall be convened at the call of the Chairperson within thirty (30) days after appointment by the Council. Thereafter, regular meetings shall be held with date and time to be determined by the Commission. Special meetings may be called by the Chairperson.

Subdivision 8. **STAFF:** The City Manager shall assign one member of the administrative staff to serve as staff to the Commission. The staff member assigned shall perform such clerical and research duties on behalf of the Commission as may be assigned the City Manager.

Subdivision 9. **EX OFFICIO MEMBERS:** The Mayor, or his or her City Council designee, shall serve as an ex officio member of the Commission, privileged to speak on any matter but without a vote, and shall provide a liaison between the Commission and the City Council.