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3 **AN ORDINANCE revising 33.001 and adding 33.003: “City Council Board and**
4 **Commission Appointments” in Chapter 33: Departments, Boards, and other**
5 **Administrative Bodies of the Fort Wayne Municipal Code of Ordinances to include**
6 **term limits for appointments and a Code of Ethics**

7
8 **WHEREAS**, the Fort Wayne City Council has statutorily granted authority via state and
9 local code to appoint Council persons and community members to boards and commissions, as
10 well as permissions granted by non-profit organizations and other community groups; and

11
12 **WHEREAS**, these boards and commissions play a vital role in the governance of the
13 community and in activities that impact most citizens; and

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15 **WHEREAS**, some boards and commissions require specialized skills and/or membership
16 in a political party or other organization; and

17
18 **WHEREAS**, it is imperative that the process of board and commission appointments
19 engages diverse members of the community, and brings new voices into the local government to
20 ensure that all members of the community feel connected to governmental activities; and

21
22 **WHEREAS**, the appointments must be used to further the stated mission of each board,
23 commission, or organization, and not for any personal or political gain by any individual or group.

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26 **NOW THEREFORE, BE IT ORDAINED BY THE COMMON COUNCIL OF THE CITY OF**
27 **FORT WAYNE, INDIANA,**

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29 **SECTION 1. Section 33.001 (B) (1) and (2) shall be amended and replaced as follows:**

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31 (1) Annually, for any board to which Common Council makes a membership
32 appointment, a staff liaison shall be identified by the board no later than January 15 of each
33 calendar year. The staff liaison of any city board shall be responsible for having available all
34 reports, minutes, studies and the like, within a reasonable time after completion of each meeting.
35 An attendance list and minutes of each board meeting is required to be documented. A copy of
36 these materials shall be made available to members of Council or the public, as requested.
37 Contact information for the staff liaison shall be posted on the website for the City of Fort
38 Wayne and public inquiries shall be responded to by staff in a reasonable manner.

39 (2) In addition, each person appointed by Common Council to any board or commission
40 shall submit annually a written report to the staff liaison prior to the end of each calendar year. .
41 These reports shall be compiled and submitted to the President of Common Council by the staff
42 liaison no later than the 15th day of the last month of the anniversary of the board member’s

1 appointment. Such reports, shall contain brief, candid detail on progress being made toward
2 goals and objectives set by the board or commission, and the amount of time the person
3 appointed by the Common Council dedicates to the board in accomplishing the board's
4 endeavors. For purposes of review, written reports shall be sent to and kept in the office of the
5 City Clerk for five years and posted on the city's website for a minimum of one month.

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7 **SECTION 2.** Chapter 33 “CITY COUNCIL BOARD AND COMMISSION
8 APPOINTMENTS” shall be amended to add a new section 33.003 as follows:
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10 Section 33.003 Term Limits and Removal.
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12 (A) **Term Limits.** Appointments made to boards and commissions which are voted upon by
13 the Council body shall be subject to a limit of two (2) consecutive terms, as defined by
14 code or policy on the same board or commission. An appointee may be re-appointed to
15 the same board after not serving for a period of one (1) term.

- 16 1. Excluded from the provision herein are the Board of Zoning Appeals and the
17 Internal Audit Committee.
- 18 2. This is applicable to any appointee having served two (2) complete terms as of
19 1/1/2024.
- 20 3. If a candidate cannot be identified within sixty (60) days of the previous
21 appointment’s expiration, Council may re-appoint a person for a third (3rd)
22 consecutive term.
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24 (B) **Removal from a board or commission.** Appointments made by Common Council to
25 any board or commission may be rescinded at any time by a vote of Council, unless
26 removal is specifically governed by state or local code.
27

- 28 1. The Council Review Committee (Committee) is created, consisting of 3 members
29 of Council: one (1) Democrat, one (1) Republican, and the President of Council
30 (or designee)
31
- 32 2. Removal may be for any of the following reasons:
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 - 34 (a) Failure to attend meetings as deemed necessary by the board or
35 commission.
 - 36 (b) Failure to participate in meetings and other activities as deemed
37 necessary by the board or commission.
 - 38 (c) Participating in an activity contrary to the mission of the board or
39 commission.
 - 40 (d) Failure to provide a report to the staff liaison to be submitted to
41 Council.
 - 42 (e) Failure to appropriately disclose conflicts of interest or to engage
43 in conduct or personal proclivity that is unreasonably disruptive to the
44 work or mission of the board.
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- 1 3. The Committee shall consider any information provided by a member of the
2 board in question or City of Fort Wayne staff member. This information must be
3 submitted to staff in the City Council office with a written request to be shared
4 with the Committee, who will determine if the information should be referred to
5 the Council body. Any member of Council may request the information be
6 referred to the body during the review period of the Committee.
7
8 4. The Committee shall review submitted materials and determine if the matter
9 warrants a referral to Council for a vote on removal from the board. Any
10 information submitted to Council by the Committee shall be placed on the next
11 available agenda for discussion and any needed votes.
12

13 **SECTION 3.** That this Ordinance shall be in full force and effect after any and all necessary
14 approval by the Mayor.
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17 _____
18 Michelle Chambers, Council Member
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20
21 APPROVED AS TO FORM AND LEGALITY
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23 _____
24 Joseph G. Bonahoom, City Council Attorney