

Department Source: City Clerk

To: City Council

From: City Manager & Staff

Council Meeting Date: January 5, 2026

Re: Update to PR145-12 which discusses the policies relating to appointments to city boards and commissions

Impacted Ward: Citywide

### Executive Summary

At the December 15, 2025 Council Meeting, the Council authorized staff to come forward with changes to the policies associated with appointments to boards and commissions.

### Discussion

The significant changes between the existing policy resolution and the proposed policy resolution are as follows:

- The vacancy notices will no longer be published in the Columbia Daily Tribune nor the Columbia Missourian. This will result in a cost savings of more than \$7,500 per year based on FY2025.
- A press release, not a media release, will be issued. This is current practice and a press release reaches more people than a media release.
- Clarification that the vacancies are also posted on the website, and on various social media plat forms as determined by staff to ensure maximum publicity.

Once this policy resolution is adopted, the application will be updated to better inform Council and staff as to how the applicant learned of the vacancy.

### Fiscal Impact

Short-Term Impact: N/A; there will be a minimal cost savings

Long-Term Impact: N/A; there will be a minimal cost savings

### Strategic & Comprehensive Plan Impact

#### Strategic Plan Impacts:

Primary Impact: Inclusive and Equitable Community, Secondary Impact: Not Applicable,

Tertiary Impact: Not Applicable

[Comprehensive Plan Impacts:](#)

Primary Impact: Not Applicable, Secondary Impact: Not applicable, Tertiary Impact: Not Applicable

**Legislative History**

Date	Action
September 2, 1997	PR127-97A was adopted, establishing policies associated with appointments to city boards and commissions.
September 17, 2012	PR145-12, which updated PR127-97A, was adopted. The updates included how the notices were publicized and the deadline was changed from noon to 5:00 p.m.
October 20, 2025	Pre-Council meeting: The potential changes to this policy resolution along with others was discussed.
December 15, 2025	REP59-25: Council asked staff to bring forward legislation incorporating the changes discussed.

**Suggested Council Action**

Adopt the proposed policy resolution.