

The Work of the Commission

- Is project and priority based
- Is defined in the Duties and Responsibilities established in city ordinance
- Happens at Commission meetings
- Must be transparent and provide an opportunity for public participation - which means accurate agendas and minutes are critical.

Examples:

“Draft the CEC section of the CAAP annual report”

“Prepare budget items for consideration by the City Manager”

The work of the Commission

From time to time, moving the work of a Commission project forward requires additional information. In these cases members can volunteer to accomplish specific, project-related tasks.

Project: Draft the CEC section of the CAAP annual report.

Task example: Compile Natural Resources related activities from the 2022 CAAP year.

Project: Prepare budget items for consideration by the City Manager.

Task example: Research cost range of heat-pump systems for retrofit in commercial buildings.

Notes on Tasks

- Tasks support the projects determined by the Commission as a whole
- Tasks should be discrete, specific, and time bound
- City staff will record the tasks in the minutes
- Task leads will keep track of the specific task language and those who volunteer to complete
- The Commission does not vote on tasks, leads or volunteers
- No “standing” task groups
- No quorum (see next slide)
- Task progress will be communicated to the Commission at meetings

Notes on Tasks (continued)

“Members of the board get together and talk about business outside of meetings. Is that a violation? Under the Sunshine Law, a meeting takes place when a majority or quorum of a public governmental body gathers to discuss or vote on public business (§ 610.010(5), RSMo, and [Colombo v. Buford](#), 935 S.W.2d 690 (Mo. App. W.D. 1996)). Therefore, if less than a quorum of the public body meets to discuss public business, it is not a “meeting” as defined under the Sunshine Law. However, the Sunshine Law will apply to meetings of groups with less than a quorum when the entity is deliberately attempting to evade the Sunshine Law. See, Colombo, cited above. For example, a public governmental body may not purposely meet in groups with less than a quorum to discuss public business and then ratify those decisions in a subsequent public meeting”

(Taken from the Attorney General’s handbook on the Missouri Sunshine Law)