

# Board/Commission Process for Ranking Study Issues

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The Study Issues process is designed to assist City Council with setting policy study priorities for the coming calendar year. Board and commission members have two roles in this process:

- To advise Council regarding the identification of policy issues to study (i.e., the generation of study issue ideas for Council’s consideration); and
- To advise Council on those issues Council has decided to study.

All procedures must comply with Council Policies [7.2.19 Boards and Commissions](#), [7.3.26 Study Issues Process](#), and Administrative Policy [Chapter 1, Article 15 Boards and Commissions](#). All board and commission members shall adhere to those operational practices and procedures as contained in the *Board and Commission Handbook* prepared by the Office of the City Clerk.

*To ensure consistency in approach and practice, all boards/commissions shall use the same ranking process as Council for all proposed Study Issues (described below and captured in Council Policy [7.3.26 Study Issues Process](#)).*

## Ranking Process

### Step 1: Review issues

Staff provides a brief summary of each proposed Study Issue. Any Study Issue ranked by a Board/Commission, must be signed/approved by the City Manager prior to ranking. Boards and commissions shall review and take action on only those issues under their purview, as determined by the City Manager. Items not under the specific purview of a board or commission may be presented to them for “information only”.

### Step 2: Questions of Staff

Staff will address questions Commissioners may have regarding each study issue.

### Step 3: Public Hearing

Chairperson opens Public Hearing for public input on any of the issues under consideration. (Note: the Commission may not take action on, or rank any new issue raised by the public for which there is not already a study issue paper developed. Those seeking to raise new issues at this point in the process should be informed that their options are to seek Council sponsorship of their issue or submit it to the Board/Commission for the following year’s process.) Chairperson will close the Public Hearing.

### Step 4: Determine which issues, if any, will be dropped

Commissioners may make motions to drop issues from consideration. After the motion is seconded, discussion on each item may ensue. If the motion passes by a simple majority of those present, the Board/Commission will drop the issue. Such action suggests that there is no need to study the issue.

If the Board/Commission votes to drop an issue that was initiated by the Commission that same year, the issue will not be forwarded to City Council for the Council’s consideration. If, however, the Commission votes to drop an issue that was not initiated by the Commission - meaning that it was initiated by staff, Council or another Commission - or that had been deferred or fell below the line in the previous year, the issue would be forwarded to Council with a notation that the Commission recommended it be dropped from consideration.

### Step 5: Determine which issues, if any, will be deferred

Commissioners may make motions to defer issues from consideration to a later year. After the motion is seconded, discussion on each item may ensue. If the motion passes by a simple majority of those present, the Commission will not rank the issue. Such action suggests only that the issue is not currently a priority and/or it is not the appropriate time to study the issue.

If the Commission votes to defer an issue that was initiated by the Commission that year, the issue will not be forwarded to City Council for the Council's consideration. If the Commission votes to defer an issue that was not initiated by the Commission - meaning that it was initiated by staff, Council or another Commission - or that had been deferred or fell below the line in the previous year, the issue would be forwarded to Council with a notation that the Commission recommended it be deferred from consideration.

### Step 6: Commission discussion on issues to be ranked

Commissioners have the opportunity to speak to the remaining issues to be ranked and to discuss merits and priorities before ranking the remaining issues. No motion is required.

### Step 7: Commissioners rank issues individually

Depending on the number of issues left to rank, the Board/Commission shall utilize one of the following ranking methods:

**Simple Majority/Borda Count** (for ranking ten or fewer issues) – Commissioners individually and simultaneously rank each of the remaining issues. Rankings are from 1 to the total number of issues, with “1” representing the issue with the highest priority for study. Each number can be used only once (no ties) and each issue must receive a ranking.

**Choice Ranking** (for ranking eleven or more issues) – the number of items to be ranked is divided by three and each Commissioner is given that many votes. Each Commissioner allocates his or her votes, one each, to different issues. Some issues will receive votes, others may not, depending on the total number of issues and the number targeted for selection. A tally is made for each issue selected. Two-way ties between issues are resolved by quick votes of the group. Multiple ties are resolved in the same manner as before: dividing by three (if four items are tied, for example, each member gets one vote to assign to one of those issues). The issues that receive the most votes are thereby prioritized. If necessary and desired, the process is repeated for the remaining issues (the ones that didn't get votes the first time).

Regardless of ranking method, all individual Commissioner ranking votes and final Board/Commission rank recommendations will become a part of the official record and shall be made available to the public.

### Step 8: Combined ranking determined

A combined Commission ranking is determined when staff totals the individual ranking from all Commissioners for each issue.

**Simple Majority/Borda Count** The issue with the lowest total becomes the Commission's Priority 1 issue; the next lowest total is Priority 2, etc.

**Choice Ranking** The issues that receive the most votes becomes the Commission's Priority 1 issue; the next lowest total is Priority 2, etc.

## Step 9: Tie Breaks

**Two-way ties** should be resolved by quick hand votes of the Board/Commission.

**Three-way (or more) ties** should be resolved using a tie break ranking sheet. The sheet lists all tied issues and the Board/Commission ranks in order, first to last choice. The issues receiving the most votes get the higher priority. This step is repeated if there are multiple ties.

## Step 10: Acceptance of rankings

A motion is then made to accept, reject or modify the overall Commission rankings for issues. After the motion is seconded, discussion may ensue. Simple majority is required for passage.

### *After the Commission Ranking*

B/C liaisons are responsible for inputting the commission's rankings in the B/C Ranking Spreadsheet provided by OCM. The completed sheet is due to OCM in January.

Council will hold a Public Hearing on Study Issues in early January. The Chair or their appointee is encouraged to speak before Council and share the Board/Commission's recommended rankings.

### *Issues Sponsored AFTER Commission Ranking*

If a study issue is sponsored after the Commission has held its ranking meeting, the issue will identify the paper as "too late to rank" for the B/C. In this instance, Commissioners are able to attend the January Public Hearing, identify themselves as Commissioners, and testify on how they would have voted (as an individual) had this item gone before the Commission (I would have voted to [drop, defer, rank] this item).

**Key Dates for each year are available on Sunspot at**  
<https://cityofsunnyvale.sharepoint.com/sites/studyissues>.

**Note:** There is no proxy ranking – Commissioners must be present to rank study issues.