

Council Subcommittee on Board and Commission Bylaws Amendments

The Subcommittee met on December 11 along with numerous Chairpersons and Vice-Chairpersons of Sunnyvale's Boards and Commissions. After discussion, it was decided that the first topic the Subcommittee would discuss is the onboarding of new Board and Commission members, specifically:

"Would be helpful to provide onboarding on the specific duties of each B/C in addition to the general orientation on parliamentary procedures provided by the City Clerk."

The following problem statements and recommendations were surfaced during the discussion. The below list is for the purposes of further discussion and is intended to augment, and not replace, the adopted minutes of the December 11 meeting.

- Problem statement is that new Board and Commission members sometimes appear to be unclear on the purposes and tasks of the Board or Commission to which they have been appointed. That it is unclear to a new Board or Commission member to make a meaningful contribution.
- Problem statement is that new Board and Commission members do not really have a framework for understanding what they're seeing.
- Problem statement is that the "definition" of what each Board and Commission is unclear. "If the definition of the Commission is a riddle ..."
- Suggestion: That Councilmembers, during the appointment process, make it a key decision criteria on whether the applicant has attended one or more meetings of the Board or Commission to which they are applying
- Suggestion: That Councilmembers prioritize their liaison assignments and attend as many meetings as possible to provide guidance and coaching to new Board and Commission members
- Suggestion: That the Board and Commission application be updated with information for each Board or Commission along the lines of: "A successful candidate will have ... [the following qualifications, interests, etc.]
- Suggestion: That the City Council hold more joint meetings with the various Boards and Commissions
- Suggestion: The most successful commissioners are the ones willing and able to dedicate the time to do the homework
- Suggestion: That Staff or the Board/Commission Chair, or one of the Councilmembers provide an orientation to new Board and Commission members and discuss specifically the purposes and tasks for the Board/Commission and specifically the upcoming work for the next year and what inputs the Board/Commission members should be ready to provide.
- Suggestion: That there could be a detailed description on the City's website about each Board and Commission describing the work performed.