



Sunnyvale

## Memorandum

**Date:** 3/18/2019  
**To:** Council Subcommittee on Board and Commission Bylaws  
**From:** Lupita Alamos, Senior Management Analyst  
**Subject:** Council Subcommittee Discussion Topics

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On January 8, 2019, the Council Subcommittee on Board and Commission Bylaws continued to discuss the prioritized topic areas for potential process improvement or policy amendment. The four topic areas include 1.) Board and commission member onboarding process, 2.) Study issues process, 3.) Agenda planning, and 4.) Board and commission outreach strategies. To help focus the Subcommittee's discussion, summarized below are the key issues within each topic area that were prioritized by the Subcommittee at its December 11, 2018 meeting. Except for Onboarding, which was already discussed at its January 8, 2019 meeting, Subcommittee recommendations are still pending for the remaining three topics, and are presented in this memo as discussion points. Final recommendations will then be forwarded to the City Manager if the recommendations are administrative process improvements, and to Council for any recommendations made to amend Council Policy 7.2.19 *Boards and Commissions* Bylaws.

### **1. Board and Commission Member Onboarding Process**

#### **Policy Amendment Subcommittee Recommendation**

- a) Define and clarify the role and duties of the Council Liaison, especially as it relates to attendance and participation.
- b) Define the role and scope of boards and commissions, add clarifying language/guidance that addresses "going outside the rails."

#### **Administrative Process Subcommittee Recommendation**

- a) Board and commission application should encourage applicant to attend one or more meetings of the board or commission they are applying.
- b) Board and commission application should be updated to include applicant desirable qualifications criteria.
- c) Update the board and commission website to include purpose, specific duties, and general information describing the work performed.
- d) Onboarding process should emphasize the existing process on escalating issues to their Council Liaison and/or Mayor.



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- e) In addition to the standard training on Brown Act and board and commission handbook, the onboarding process should include training on specific duties, purpose, history, and project examples of each board and commission.

### **2. Study Issues Process**

#### Administrative Process Discussion

- Final study issue does not always reflect all the points made by the board or commission. Commissioners would like the opportunity to review and comment on the study issue prior to it going to the City Manager.

### **3. Agenda Planning**

#### Administrative Process Discussion

- Clarification and education on how to place items on the agenda.

### **4. Board and Commission Outreach Strategies:**

#### Policy Amendment Discussion

- Commissioners expressed interest in having business cards to hand out at networking events.
- Commissioners expressed a desire to respond directly to members of the public on emails and Customer Relationship Management System (CRM) inquiries addressed to the commission, instead of having the commission liaisons respond on their behalf.
- Board and commission members would like to do more community outreach/engagement to solicit public input and participation. What options could be afforded to boards and commissions outside their standing board and commission meetings?

#### Attachments

Council Policy 7.2.19 *Boards and Commissions*

*Code of Ethics and Conduct for Elected and Appointed Officials*