

Council Subcommittee on Board and Commission Bylaws Recommendations

AUGUST 27, 2019

Background

- Council Policy 7.2.19 Boards and Commissions directs Council to meet, at least annually, with Chairs and Vice Chairs
- Joint Study Session held November 13, 2018
- Council Subcommittee was convened to review and discuss issues and recommendations
- Council Subcommittee met four times and concluded its review in April 2019, and makes the following recommendations:

Recommendations

1. Administrative Process Recommendations to the City Manager
2. Policy Amendment Recommendations
3. Council Policy Discussion Items

Administrative Process Recommendations

Board and Commission Member Orientation and Onboarding

- Application Process Improvements
- Creation of webpage for each board and commission
- Onboarding and training by Clerk and Staff Liaisons should be consistent, and should highlight Mayor and Council Liaison as resources to board and commissions

Administrative Process Recommendations

Study Issues

- Consistent process across all board and commissions
- Study issue intent should be captured in the commissioners' motion when proposing and sponsoring studies
- Provide information on the Study Issues webpage explaining factors considered when selecting studies

Administrative Process Recommendations

Community Outreach and Engagement

- Assign board and commissioners City information cards
- Ensure Staff Liaison training on managing board and commission addressed communication (electronic, written, and through Access Sunnyvale)

Policy Amendment Recommendations

Agenda Management

Policy 7.2.19 Section 2.G.II.e *Chair's Role and Responsibilities (Attachment 4, Pg. 9)*

~~Coordinates the setting of the agenda with the staff liaison.~~ *Ensures that items on the agenda are in alignment with the Council approved work plan.*

Should the chair and the staff liaison disagree regarding the agenda, the city manager shall have final authority subject to appeal to the City Council.

Policy Amendment Recommendations

Planning Commission meeting start time amendment request, from 8PM to 7PM

- Commission voted 7-0 in favor of the change

Council Policy Discussion

1. Role of a Council Liaison, pg. 22
2. Role and Scope of Board and Commissions, pgs. 1-5
3. Board and Commission Outreach and Engagement, pg. 17

Next Steps

- Consider moving next Council Joint Study Session with Board and Commission Chair and Vice chair to 2020
- City Manager to review and consider Council Subcommittee recommendations
- Implement Council approved amendments to Policy 7.2.12 *Boards and Commissions*