

Boards and Commissions: Proposed Updates

Commissioner Eudaly and Commissioner Fish
City Council Work Session, April 4 2017

1. Create central database of all advisory bodies

- Track by type, maintain membership lists, and contact information.
- Track terms and limits.
- Track who has received training.
- Update Disclosure Forms.

2. City staff training

- Training on types of boards, commissions and committees and how to effectively manage each.
- Bodies mandated by City Charter or Code.
- Bodies created by Council Resolution or Ordinance.
- Bodies created by Bureaus or Departments.
- Alternatives to formal bodies.

Proposed definitions of City bodies:

- Board or Commission: Required by Charter or Code and usually perpetual. Report to City Council or other governing body. Must meet requirements of Oregon public meetings law. Members are public officials.
- Task Force: When the need arises, the City Council may by Ordinance or Resolution establish task forces for specific purposes. Meetings shall take place over a predetermined, limited duration, and Task Force disbands when work is completed. Must meet requirements of Oregon public meetings law.
- Staff Advisory Committee (SAC): Do not report to the City Council, may be established to advise Bureau Directors or their designees on specific topic areas. May be of limited or perpetual duration. Exempt from Oregon public meetings law, but may be open to the public. Members may be public officials.
- Public Information Exchange (PIE): Meeting or series of meetings hosted by a Bureau, Commissioner, or designee and open to all members of the public to receive input on a certain topic or initiative.

3. Application process

- Uniform application, with specific questions about particular body seeking applicants.

- Advise potential volunteers that they will be subject to the provision of the ORS 244, Oregon Public Meetings & Records Laws, the City's Code of Ethics, HRAR 2.02, and some restrictions on political activities, if selected.
- Mandatory Disclosure forms completed.

4. Selection process

- Values guidelines for transparent selection processes.
- Streamlined Council/Commissioner approval (if necessary) process.
- Limits on the number of advisory bodies on which any person may serve.

5. Bylaw templates

- Council action could supersede all existing bylaws.
- To include a "no cause" clause, specifying all appointees serve at the pleasure of the Elected in charge of the bureau and may be excused from service at any time.
- Limit subcommittees and cap members' participation in them.
- Describe term limits and staggered terms.

6. Member conduct

- City volunteers are not subject to BHR Human Resources Administrative Rules, except 2.02.

7. Member training

- Create a modality to deliver training (e.g. monthly, quarterly, video training, etc.).
- Create a separate Presiding Officer Management Training for Chairs.
- Who is a Public Official.
- Obligations of Being a Public Official.
- Restrictions on Political activities.
- Oregon Public Meetings Law.
- Roberts Rules of Order.
- Oregon Public Records Law.
- Recent Updates/Explanations of the Law.
- To be completed within 30 days of appointment.

8. Request surveys at the end of term of service