

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29

RESOLUTION NO. 2010-63

A RESOLUTION OF THE ALBANY CITY COUNCIL REVISING COMPOSITION AND MODIFYING PROTOCOLS FOR CITY COMMISSIONS/COMMITTEES/BOARDS.

WHEREAS, the Albany City Council hired an Intern to prepare a study on various aspects of the City’s advisory bodies; and

WHEREAS, in July, 2010, the City Council reviewed the recommendations and referred them to all the advisory bodies for their comments; and

WHEREAS, in November, 2010, the City Council considered comments from the advisory bodies,

NOW, THEREFORE, BE IT RESOLVED that the City Council hereby:

1. Discontinues the at-large appointments of the City Council to the Charter Review Committee, Sustainability Committee and Waterfront Committee.
2. Discontinues the at-large appointments of the Albany Unified Board of Education to the Social & Economic Justice Commission and the Sustainability Committee, and reduces its at-large appointment to the Arts Committee from two to one. The Board at-large seats on the Parks & Recreation Commission remain.
3. Adds up to two seats nominated by the Albany Board of Education for appointment by the City Council to the Community Media Access Committee.
4. Discontinues the Youth Task Force, with future task forces to be established on topics as needed.

BE IT FURTHER RESOLVED that the City Council makes the following clarifications and/or revisions to advisory body protocols to establish expectations for both appointees and staff:

1. Any member of a commission, committee or board may request an item be placed on an upcoming agenda, with scheduling subject to availability of meeting time.
2. Commissions, committees and boards should be cognizant of and prudent with the use of staff time. Examples include members performing research and preparing

1 minutes or expecting brief minutes whenever feasible. Appointees to committees are
2 asked to work directly on projects, programs, community outreach, or other aspects of the
3 committee's work plan.

4 3. Except as otherwise provided for (e.g. Planning & Zoning Commission),
5 regular meetings of the advisory bodies shall occur no more frequently than monthly.
6 Special meetings and subcommittee meetings may be scheduled from time to time, with
7 staff in attendance on an as-needed basis. The regular meeting schedule of the Social &
8 Economic Justice Commission shall be quarterly.

9 4. Items referred to advisory bodies by the City Council shall take priority
10 over other business.

11 5. To provide the City Council with a full picture of issues, reports from
12 advisory bodies should include alternatives, advantages and disadvantages, and other
13 analysis.

14 6. Advisory bodies may request the Council to agendaize issues, ideas and
15 recommendations. As is the case with all other City Council agenda items, those requests
16 may be placed on a City Council agenda by any member of the City Council, the City
17 Manager or the City Attorney.

18 7. Advisory bodies are encouraged to present issues or items to the Council
19 that they are considering in advance of extensive analysis or development of
20 recommendations. In this way, the Council has the opportunity to provide direction on
21 its interest, ideas, and concerns before completion of the body's work.

22 8. Regular meetings of advisory bodies shall not be scheduled to conflict
23 with one another. While special meetings may conflict from time to time, efforts should
24 be made to minimize those conflicts, especially on issues of significant community
25 interest.

26 9. The City Council will review the advisory body composition and
27 protocols in two years (2012).

28
29

1 **BE IT FURTHER RESOLVED**, that a copy of this Resolution is to be
2 sent to the staff liaisons to be distributed to all the advisory bodies and to be included in
3 the Commission/Committee/Board Handbook.
4
5
6

7 _____
8 Joanne Wile
9 Mayor
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29