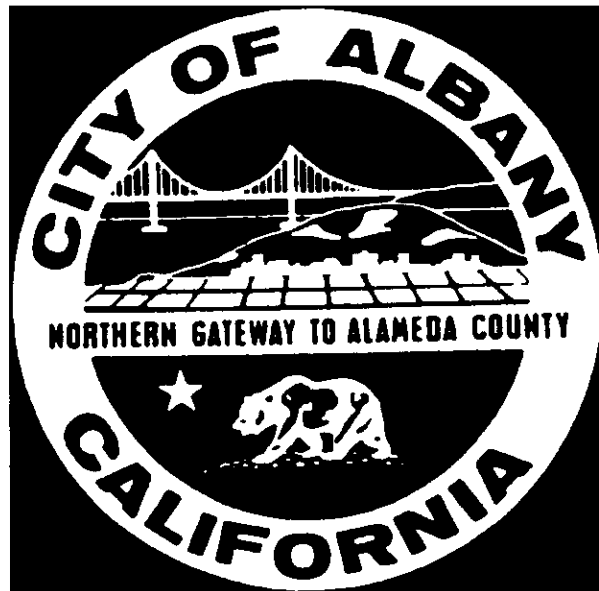


# *City of Albany*

## **BOARD, COMMISSION & COMMITTEE HANDBOOK**



**CITY OF ALBANY  
BOARD AND COMMISSION HANDBOOK**

**TABLE OF CONTENTS**

INTRODUCTION .....	1
<b>THE CITY OF ALBANY</b>	
Historical Overview of the City of Albany .....	2
The City of Albany Today .....	2
Mission and Goals of the City of Albany .....	3
<b>ALBANY MUNICIPAL GOVERNMENT</b>	
Charter City Authority .....	4
City Council – City Administrator Form of Government .....	4
Elected City Officials .....	4
Appointed City Officials .....	5
City Organization and Departmental Responsibilities .....	5
City Administrator .....	5
City Clerk .....	6
Community Development & Environmental Resources .....	6
Finance & Administrative Services .....	6
Fire & Emergency Medical Services .....	7
Police .....	7
Recreation & Community Services .....	7
<b>CITY BOARDS, COMMISSIONS AND COMMITTEES</b>	
Board, Commission and Committee Origins .....	8
Board, Commission and Committee Roles and Functions .....	8
Serving on a Board, Commission or Committee .....	9
Specific Responsibilities and Composition of Ongoing Boards, Commissions and Committees .....	9
Albany Arts Committee .....	10
Albany Library Board .....	11
Charter Review Committee .....	12
Civil Service Board .....	13
Park & Recreation Commission.....	14
Planning & Zoning Commission .....	15
Social & Economic Justice Commission .....	16
Sustainability Committee.....	17
Traffic & Safety Commission .....	18
Waterfront Committee .....	19

<b>BOARD, COMMISSION AND COMMITTEE MEETING PROCEDURES</b>	
Meetings are Open and Public .....	20
Meeting Notices and Agendas .....	20
Meetings Rules and Parliamentary Procedure .....	21
Role of the Chairperson .....	22
<b>ROLE OF THE BOARD, COMMISSION AND COMMITTEE MEMBERS</b>	
Responsibility of Board, Commission and Committee Members .....	23
Conflict of Interest Prohibitions .....	23
Code of Ethics .....	24
Representing the Board, Commission and Committee.....	25
Relationships with City Council, Staff and Others .....	26
Relationships with the City Council .....	26
Relationships with the City Staff .....	26
Relationships with the Fellow Board, Commission or Committee Members .....	26
Relationships with the General Public .....	26
Relationships with the Media .....	26
Five Golden Rules to Help You Become an Effective Board, Commission or Committee Member .....	28
<b>CONCLUSION .....</b>	<b>29</b>
<b>AB124 – ETHICS TRAINING.....</b>	<b>30</b>

## INTRODUCTION

The City of Albany strives to maintain an open environment in which all members of the public can freely participate and voice their opinion in the formation of public policy. Citizens are provided many opportunities for public participation, including service on one of the many City boards, commissions or committees, speaking at public hearings before the City Council, participating in neighborhood organizations, and communicating directly with City officials. The City of Albany's boards, commissions and committees provide a vital mechanism within our governmental structure for gathering public input, reviewing projects and making recommendations on key issues.

You have been selected to serve as a member on one of the City boards, commissions or committees. We hope this will be an exciting and rewarding experience. Your participation is a unique opportunity to make an important contribution to the Albany community, and it is also an honor and a privilege that should not be taken lightly. As a board, commission or committee member, you are entrusted with the responsibility of providing guidance and advice to the City Council that is in the best interest of the community as a whole. This role requires you to be open to new ideas and information, and to exercise patience and understanding in making your decision and recommendations.

This handbook has been prepared to assist you as a citizen volunteer in your role as an advisory body member. The first two sections review the history, goals and organization of the City of Albany. The third section reviews the origins and functions of the City's advisory bodies and provides specific information on each existing board, commission and committee. The fourth and fifth sections review general meeting procedures and describe your role and responsibilities as an advisory body member. These sections also include important information regarding State open meetings laws and State and local conflict of interest laws.

If you have questions about the materials included in this handbook or concerns about items that are not addressed, do not hesitate to ask City staff. The City of Albany thanks you for your service and hopes that you are personally enriched as you make contributions that assist and benefit your community.

Beth Pollard  
City Administrator

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