



City Clerk's Office

AGENDA REPORT

DATE:	March 1, 2022
TO:	Mayor Butt and Members of the City Council
FROM:	Pamela Christian, City Clerk
Subject:	Revisions to the Boards, Commissions and Committees Handbook
FINANCIAL IMPACT:	There is no financial impact with this item
PREVIOUS COUNCIL ACTION:	4/27/2021
STATEMENT OF THE ISSUE:	The Boards, Commissions, and Committees Handbook require City Council final approval of the proposed updates.
RECOMMENDED ACTION:	APPROVE amendments to the Boards, Commissions and Committees Handbook – City Clerk's Office (Pamela Christian 510-620-6513).

DISCUSSION:

On April 27, 2021, the City Council adopted **Resolution No. 45-21** to formally approve its Boards, Commissions and Committees Handbook with the understanding that the contents of the handbook would be subject to change when necessary. The below suggested procedure changes are necessary for clarification.

Suggested changes in red

BOARD, COMMISSION AND COMMITTEE FUNCTIONS – Page 5

The activities of boards, commissions, and committees are varied but generally fall into four categories (Appendix A). Any particular board, commission, or committee may belong to one or more of the types listed below and all boards, commissions, and committees belong to the third type, advisory to the council. **If a conflict arises between any provision in the Boards, Commissions and Committees Handbook and a board, commission, and/or committee adopted ordinance, the provision in the respective ordinance prevails and overrules any other provision.**

MEMBERSHIP

Excused Absences (page 12)

Board members, commissioners, and committee members may make a written request to the chair and staff liaison in advance of a meeting to excuse an absence due to scheduling conflicts and religious or cultural holiday. Requests for all other excused absences may be considered on a case-by-case basis by the **staff liaison chair**, with consultation from the city clerk (or his/her representative), as necessary.

DOCUMENTS ATTACHED:

Attachment 1 – Boards, Commission and Committee Handbook – red lined

Attachment 2 – Boards, Commission and Committee Handbook – clean version