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Submitted by
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001623.3

5/12/08

**Personnel & Organizational Structure Committee
Referral Report**

**Review of Advisory Boards and Committees
November 30, 2001**

BACKGROUND

On July 23, 2001, the City Commission, at the request of the Mayor, referred the issue of performing a review of Advisory Boards and Committees to the Personnel and Organizational (P & O) Structure Committee. The P & O Committee began by reviewing the current list of Advisory Boards and Committees and by receiving general information about each committee's charge, member composition, authorizing legislation and number of referrals.

P & O revisited the 1992 comprehensive study of Advisory Boards and Committees. This study:

- (1) identified forty-two (42) existing boards and committees;
- (2) suggested three (3) alternatives for eliminating and consolidating boards;
- (3) recommended the establishment of certain general guidelines;
- (4) established the practice of an annual review of Advisory Board and Committee workplans and funding requests as part of budget process; and
- (5) resulted in the retention of twenty-three (23) boards and committees.

The P & O Committee noted that the number of boards & committees has grown to forty-two (42) as of October of 2001. Two (2) of the reasons identified for the significant increase is the advent of various CRA – related committees and a rapidly growing number of special study/ad hoc committees.

RECOMMENDATIONS

After analyzing the previous study, the P & O decided not to perform another comprehensive analysis of boards and committees but desires that the City Commission consider implementing the following:

- (1) require the utilization of a new form (See Attachment #1) whenever a new advisory board or committee is to be considered for formation by the City Commission;
- (2) revise the previously approved general guidelines and adopt the new ones by motion resulting in an official City Commission Policy (See Attachment #2); and
- (3) instruct the Clerk of the Commission to prepare a new orientation video//CD to be available for review by all new staff liaisons and all new advisory board and committee members (See Attachment #3).

Additionally, P & O desires to further study the status of by-laws and the amount of staff time/costs associated with the various boards and committees. Future recommendations related to these items may be forthcoming.

REQUEST FOR NEW COMMITTEE FORM

1. Proposed Name of Committee: _____
2. Proposed Number of Members: 5 ☐ 7 ☐ 9 ☐
3. Permanent Committee: (check box) ☐
4. Ad Hoc Committee: (check box) ☐
(If ad hoc - proposed agenda date for final report & sunset _____)
5. Proposed Charge of Committee:

6. City Commission Meeting Agenda Date for Approval:

7. Proposed Position Title and/or Department for Staff
Liaison: _____
8. Current Employee in Position _____

I hereby certify that this committee will follow the policies adopted by the City Commission, if not explain below:

Signature of Charter Officer: _____

Date: _____

*Exceptions: _____

**CITY COMMISSION POLICIES
FOR
ADVISORY BOARDS/COMMITTEES**

1. All Boards/Committees appointed by the City Commission shall be advisory to and shall report to the City Commission. No board/committee shall represent itself to other local governments, organizations, agencies, etc. as acting on behalf of the City Commission and/or City of Gainesville without the prior approval of the City Commission.
 - a. Charter Officers are also able to create boards/committees, but these are advisory boards to charter officers and do not necessarily follow these policies.
2. Committee membership shall be at least five (5) and not exceed nine (9) in number. Terms shall be limited to three (3) years. A member may serve only two (2) consecutive terms. Members shall serve on only two (2) boards/committees at a time. Only one can be a quasi-judicial board.
3. No new board/committee shall be created that would have a significant overlap in charge with another existing board/committee. In addition, boards/committees should follow current law, ordinances, resolutions, by-laws, and/or standing actions of the City Commission. Before a new permanent board/committee is established, a request for new committee form must be completed and scheduled for a City Commission meeting.
4. Each permanent committee shall have a separate and distinct budget organization code with an annual budget established each year by the City Commission. All staff hours supporting the committee (as well as direct materials) shall be charged to the organization number if a budget is established.
5. The P & O Committee shall review its committee structure every other year as part of the two-year budget process to determine whether or not any changes in structure are desirable.
6. A new permanent advisory board/committee shall only be established through the annual budget process with the board/committee to officially begin functioning as of October 1st of the fiscal year, or refer to P & O Committee.

7. During the annual budget process, the chair (or designee) of each permanent committee shall make an annual report to the City Commission reflecting the board's accomplishments during the year. At the same time, the chair (or designee) shall submit an annual workplan for the next fiscal year. Boards/committees shall only work on projects as approved in the annual workplan, unless officially amended by the City Commission or items that are official City Commission referrals occurring during the fiscal year.
8. The appropriate Charter Officer shall assign a staff liaison to each advisory board/committee as deemed appropriate. The staff liaison shall:
 - a. Coordinate the meeting place, date and time with the chair;
 - b. notify members of date, time and location of board/committee meetings;
 - c. notify the Clerk of the Commission of meeting date, time and location for proper noticing following the Clerk of the Commission procedures;
 - d. attend meetings and tape record, if possible the proceedings; and
 - e. make notification to the appropriate charter officer or City staff members who may be requested to attend the meeting.
9. The Clerk of the Commission will create and distribute orientation materials for new members and staff liaisons.
10. Staff liaisons shall be trained by the person previously filling the position or by another knowledgeable person and by using materials provided by the Clerk of the Commission.
11. At the beginning of each fiscal year (October), each advisory board/committee shall elect members to the offices of Chair, Vice-Chair and Secretary-Treasurer. The maximum length a member may hold a single offices is limited to two (2) consecutive one-year terms, unless specified by ordinance, resolution, by laws, or City Commission action.

STAFF LIAISON/NEW MEMBER ORIENTATION VIDEO

1. Clerk's Office

- Use of by-laws***
- Use of Sub-committees***
- Attendance requirements***
- Correspondence authorization***
- Financial reporting responsibilities***
- Use of Student Adjuncts***
- Parliamentary Procedure***
- Role of Staff Liaison***

2. Attorney's Office

- Sunshine Law***
- Public Records Law***
- Quasi-Judicial Process(Where Applicable)***

3. City Manager's Office

- Annual Budget Reporting Process***