Calling All Residents, Please Apply!

City Clerk’s New Law & Elections Seminar | December 8, 2021
Panelists

Michael MacDonald, CMC
Assistant City Clerk, Berkeley

David Carnahan, CMC
City Clerk, Sunnyvale

Nikima "Niki" Newsome, MMC
Assistant City Clerk, Santa Monica

Moderated by Joelle Fockler, MMC
City Clerk, Concord
What we'll cover

- Commission Origins and Types of Commissions
- Outreach and Recruitment
- Selection Process & Appointment Procedure
- Onboarding and Orientation
- Changes and Updates to Boards and Commissions
How did we get here?

COMMISSION ORIGINS
- Federal and State mandate
- Charter
- Ballot Measure
- Council Action

TYPES OF COMMISSIONS
- Quasi-Judicial
- Administrative
- Advisory to the City Manager/staff
- Advisory to City Council
- Regional appointments - typically has a role(s) similar to other types
# Examples

*City Manager/Administrator

**City Council/Board

<table>
<thead>
<tr>
<th>COMMISSION TYPE</th>
<th>BERKELEY</th>
<th>SANTA MONICA</th>
<th>SUNNYVALE</th>
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<tr>
<th>ADVISORY TO CM*</th>
<th>Personnel Board</th>
<th>We Are Santa Monica Fund</th>
<th>Teen Advisory Committee</th>
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<tbody>
<tr>
<td>ADVISORY TO CC**</td>
<td>Commission on the Status of Women</td>
<td>Recreation and Parks Commission, Commission on the Status of Women, Disabilities Commission</td>
<td>Bicycle and Pedestrian Advisory Commission, Sustainability Commission</td>
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| TOTAL NUMBER OF COMMISSIONS | 39 | 22 | 10 (+4 staff advisory committees) |
## Outreach & Recruitment

<table>
<thead>
<tr>
<th>SANTA MONICA</th>
<th>BERKELEY (Independent Redistricting Commission)</th>
<th>SUNNYVALE</th>
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<tbody>
<tr>
<td>Post in local paper, City Hall, and City Clerk website</td>
<td>Print Advertising</td>
<td>Leverage existing communications channels</td>
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<td>Send notice to Main Library</td>
<td>Robust Community Outreach</td>
<td>City Newsletters</td>
</tr>
<tr>
<td>CityTV and Social Media</td>
<td>Media</td>
<td>Utility bill inserts</td>
</tr>
<tr>
<td>Councilmembers, Board/Commission members, and liaisons</td>
<td>Internet and Social Media</td>
<td>Neighborhood groups</td>
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Selection Process & Appointment Procedure

**Sunnyvale**
- Applications accepted year around / administrative deadline to apply ~2 weeks before interviews.
- Interviews conducted quarterly with full Council during a special Council meeting.
- Council makes appointments at the next Regular Council meeting.
- Council Members can support more applicants than open positions.

**Santa Monica**
- Applications are available throughout the year-good for one year.
- Annuals in June and vacancies as they occur.
- Post redacted applications on website.
- Provide applications to Council in their agenda packet.

**Berkeley**
- Applications, appointment forms, Affidavit of Residency, eligibility determination, and appointment.
On-boarding & Orientation

Berkeley

- Decentralized process - support staff + Clerk's office
- Transitioning to virtual and electronic (email vs paper) onboarding
- Oath, Form 700, AB1234 (Reimbursement policy), and Chair and Vice-Chair training
- New Commissioner packet (Commissioners Manual, enabling legislation, rules regarding subcommittees, Brown Act info, stipend and reimbursement info, Mayor and Council contact list, ABC's of Parliamentary procedure)

IMPORTANT REMINDER: COMMISSIONERS ARE VOLUNTEERS!
On-boarding & Orientation

Santa Monica

- Send new appointees notification of appointment
  - Deadline for Form 700
  - Must complete AB1234 training within 30 days of appointment
  - Proof of COVID-19 vaccination
- Brown Act/Ethics Training with CAO* within 3 months of appointment
- Cybersecurity Training Annually
- Liaisons obtain City email addresses from IT department and distribute anti-harassment documentation, bylaws, civility policy, etc.

*CITY OF SANTA MONICA
BOARD OF COMMISSIONS HANDBOOK
August 2013

*City Attorney's Office
On-boarding & Orientation

Sunnyvale

- Notified of appointment by Office of the City Clerk
- Must attend orientation with Office of the City Attorney and City Clerk, ideally before first meeting
- Oath of Office administered by City Clerk and a ceremonial oath is offered during a Council meeting
- Form 700 managed by the Office of the City Clerk
- Staff Liaison from supporting department provided Board/Commission specific orientation
Santa Monica

- Commission Consolidation - Council Action
  - Overlapping responsibilities
  - Department capacity
- Consistent of agenda and minutes templates
- Imposing term limits on Chairs/Vice Chairs
- Imposing term limits on members and including a “cooling off period”
- Abolishing service on more than one board at a time

Berkeley

- Commission Consolidation - Council Action
- Aligning policy content areas
- Department capacity

Sunnyvale

- May transition role of Board of Building Code Appeals to City Council
- Contracted with Municipal Resources Group (MRG) for one-time Chair/Vice Chair training on meeting effectiveness
- Community engagement pilot using social media channels
- Annual City Council Joint Study Session with Chairs and Vice Chairs
QUESTIONS
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Resources

Berkeley
- Boards and Commission Webpage
- Berkeley's Commissioners Manual
- Administrative Regulation - staff support for Boards, Commissions and Committees

Santa Monica
- Boards and Commissions Webpage
- Boards and Commissions Handbook
- Boards and Commissions Directory
- Resolution Establishing Policies for Boards and Commissions

Sunnyvale
- Boards and Commissions Webpage
- Code of Ethics and Conduct for Elected and Appointed Officials
- Board and Commission Recorded Trainings