



# Calling All Residents, Please Apply!

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



# Panelists

Moderated by Joelle Fockler, MMC  
City Clerk, Concord

Michael MacDonald, CMC  
Assistant City Clerk, Berkeley



David Carnahan, CMC  
City Clerk, Sunnyvale



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



## 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

### CITY OF BERKELEY MEASURE II

the measure amending the City Charter to create an independent Berkeley Police Board and Director of Accountability to provide oversight of the Police Department (Department) policies, procedures; obtain access to records; review complaints filed by members of the Department; and discipline of sworn employees of the Department, based upon a preponderance of the evidence?	YES
	NO

#### BRENNAN'S IMPARTIAL ANALYSIS OF MEASURE II

##### Current Law

When voters approved an ordinance establishing the new Commission ("PRC"). That ordinance gave the PRC to investigate complaints, conduct hearings, issue findings regarding police misconduct, and recommend discipline. The Police Chief and City Manager may consider the PRC's recommendations when determining whether to discipline a police officer.

- Any other powers or duties the Commission may have.

The Charter Amendment would establish processes by which a member of the public could file a police misconduct complaint:

##### 1. Complaints filed with the Police Accountability Board

A member of the public could submit a complaint to the Board by filing the complaint with the Board. The complaint would be investigated by the Board. The Board would then decide on by the Board following a hearing in which the Board would determine whether misconduct had occurred based upon a "preponderance of the evidence." The Board would then recommend whether discipline is appropriate, and in certain cases, recommend the nature and extent of discipline imposed. In most cases, the Chief of Police would find that misconduct has occurred.

##### 2. Complaints filed with the Berkeley Police Department

Alternatively, a member of the public could file a complaint with the Police Department, after which the Police Department would make a decision as to the need for discipline. A complainant could contest the Chief of Police's decision by requesting review by the Director and the Board.

# EXAMPLES


\*City Manager/Administrator

\*\*City Council/Board

COMMISSION TYPE	BERKELEY	SANTA MONICA	SUNNYVALE
QUASI-JUDICIAL	Fair Campaign Practices Commission	Planning Commission, Personnel Board, Landmarks Commission, Architectural Review Board	Arts Commission, Heritage Preservation Commission, Planning Commission
ADVISORY TO CM*	Personnel Board	We Are Santa Monica Fund	Teen Advisory Committee
ADVISORY TO CC**	Commission on the Status of Women	Recreation and Parks Commission, Commission on the Status of Women, Disabilities Commission	Bicycle and Pedestrian Advisory Commission, Sustainability Commission
TOTAL NUMBER OF COMMISSIONS	39	22	10 (+4 staff advisory committees)

# Outreach & Recruitment

SANTA MONICA	BERKELEY (Independent Redistricting Commission)	SUNNNYVALE
Post in local paper, City Hall, and City Clerk website	Print Advertising	Leverage existing communications channels
Send notice to Main Library	Robust Community Outreach	City Newsletters
CityTV and Social Media	Media	Utility bill inserts
Councilmembers, Board/Commission members, and liaisons	Internet and Social Media	Neighborhood groups



**Shape the City of Sunnyvale  
Serve on a Board or Commission**

**Upcoming Openings**

- Arts Commission
- Bicycle and Pedestrian Advisory Commission
- Board of Building Code Appeals
- Board of Library Trustees
- Heritage Preservation Commission
- Housing and Human Services
- Parks and Recreation Commission
- Personnel Board
- Planning Commission
- Sustainability Commission

**Applications due April 30 by 5 p.m.**


Applicants will be scheduled for an interview with the City Council on Tuesday, May 11 or Wednesday, May 12.

**General Eligibility**

- Resident of Sunnyvale
- Registered voter in the City

**For more information**

Visit [Sunnyvale.ca.gov](http://Sunnyvale.ca.gov) search "Boards and Commissions" or call the Office of the City Clerk at 408-730-7483



**Sunnyvale**

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**Make a Difference**

# Selection Process & Appointment Procedure



**CITY OF SUNNYVALE**  
**BOARDS AND COMMISSIONS APPLICATION**

*The City supports its demographic diversity and encourages applicants from all groups to apply.*

Office Use Only  
Date Received: \_\_\_\_\_

Voter registration verified:  
On: \_\_\_\_\_  
By: \_\_\_\_\_

Please print or type answers to all questions. Write N/A if not applicable.

General eligibility requirements: Sunnyvale resident and registered voter in Sunnyvale. Other requirements may apply to specific boards and commissions. For more information, contact the Office of the City Clerk via [cityclerk@sunnyvale.ca.gov](mailto:cityclerk@sunnyvale.ca.gov) or at 408-730-7483, TDD 408-730-7501 or visit the City website at [sunnyvale.ca.gov](http://sunnyvale.ca.gov).

If you would like to apply for more than one vacancy, place a number next to the board or commission, in order of your preference, for which you would like to apply. Only applications for current openings will be considered at this time. Applications for future openings will be kept on file for one year. Qualified applicants will be contacted for an interview with City Council. Appointments will be made at a regular meeting of the City Council.

☐ Arts Commission  
☐ Bicycle and Pedestrian Advisory Commission  
☐ Board of Building Code Appeals  
☐ Board of Library Trustees  
☐ Heritage Preservation Commission  
☐ Housing and Human Services Commission  
☐ Parks and Recreation Commission  
☐ Personnel Board  
☐ Planning Commission  
☐ Sustainability Commission

If you are applying for the **Bicycle and Pedestrian Advisory Commission**, please identify the category for which you are applying. You may apply for both if qualified.

☐ Category One: Applicants must be bicyclists or pedestrians residing and registered to vote in Sunnyvale.

☐ Category Two: Applicants must have an interest in bicycle and/or pedestrian issues in the City and belong to one of the groups listed below. Sunnyvale residency is not required, but applicant must be a registered voter or legal resident.

Please check as many that apply:

☐ PTA/parent group member  
☐ Santa Clara Unified School District/Sunnyvale School District Administration  
☐ Neighborhood association member  
☐ Sunnyvale teacher or principal  
☐ Person interested in Sunnyvale park and recreational activities

If you are applying for the **Sustainability Commission**, please identify the category for which you are applying.

☐ Category One: Applicants shall be Sunnyvale registered voters.

☐ Category Two: Applicants shall include members of the Sunnyvale business community\*. Such members need not be Sunnyvale residents.

\*Sunnyvale business license holders; or designated representative of Sunnyvale businesses with 200 or more employees.

Applicant Name: \_\_\_\_\_

Last

First

M.I.

Current Residence \_\_\_\_\_

Street

City

State

Zip

E-mail Address: \_\_\_\_\_

Preferred Contact Phone Number(s): \_\_\_\_\_

1. Are you a currently-registered voter in Sunnyvale? ☐ Select ☐ When was the last time you voted?  
Month  Select Year

Rev. 3/2021 J:\OCM\CityClerk\WorkingFiles\Boards & Commissions\Recruitment\Application Masters\2021\2021 Application Master.doc

## 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

- Berkeley Municipal Code - Fair Representation Ordinance
- Applications, appointment forms, Affidavit of Residency, eligibility determination, and appointment.

# On-boarding & Orientation



## COMMISSIONERS' MANUAL 2019 EDITION

BACKGROUND INFORMATION  
RULES AND PROCEDURES

See page 5 for an important update regarding subcommittees

AMENDED AND OFFICIALLY ADOPTED BY RESOLUTION NO. 67,963-N.S. (2019)

## 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

### **CITY OF SANTA MONICA**

### **BOARDS AND COMMISSIONS HANDBOOK**

August 2013



- ▶ 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 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

# Changes & Updates to Boards and Commissions



# QUESTIONS

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Assistant City Clerk, Santa Monica  
(310) 458-8211

# Contact Information



# 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](#)