

CITY OF BERKELEY
ADMINISTRATIVE REGULATIONS

A.R. NUMBER: 1.3

EFFECTIVE DATE: 7/1/94

REVISED DATE: 4/01/03

APPROVED BY CITY MANAGER:

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SUBJECT Staff Support for Boards, Commissions and Committees

PURPOSE

To develop a policy and guideline for staff support to boards, commissions and committees to maintain effective relationships and coordination between City staff, City Council, citizens, and various boards, commissions and committees in order to provide everyone the opportunity to interact creatively with people of all ages, interests and backgrounds.

POLICY AND PROCEDURE

Secretaries of commissions are City employees appointed by the City Manager. A department head who is named as staff secretary may delegate this responsibility. If delegated, the Department Director remains responsible for support and efficiencies. The staff secretary represents the City Manager and at the same time, assists the commission in its functions and advises the commission of staff's recommendations. The secretary is not an employee of the commission, but at all times is directly responsible to the department head and to the City Manager. All contacts from the Commission to any staff member other than the secretary, are transmitted through the secretary. Conversely, all contacts from staff to the commission, including appearances by staff, should go through the secretary.

All commissions are advisory to the City Council concerning policies and programs. The staff secretary prepares and submits commission reports for the Council agenda and the Council is then responsible for accepting, rejecting or modifying the commission's recommendations and transmitting referrals for information or action to staff who then notifies the commission. Since the secretary reports directly to a supervisor and may not be able to carry out every recommendation that the commission may have, the commission should request Council permission to pursue a project which will require an excessive amount of staff time. Unless specifically authorized by Council, commissions may not represent the policy of the City and may not directly communicate with outside agencies. Commissions may not take any action such as endorsing grant applications, receiving donations and gifts, or approving use of City property, which commits or indicates an intention to commit the City without authorization by the Council and coordination with the City Manager.

The secretary should keep the commission informed of the purpose and goals of the organization and suggest methods to accomplish these goals and how to seek out information or resolution of a problem. Commission contacts with staff should clearly be in the framework of commission assignment and commissioners should not ask for individual reports, favors, or special considerations. Citizen complaints heard by commissioners should be referred directly to the secretary.

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The secretary should recognize commissioner contributions and encourage involvement to let everyone know that their ideas are welcome. Staff secretaries are professionals who are required to provide their best technical and professional advice both to the commission and to the City Manager.

Each commission should determine which other commission regularly deals with overlapping subject matter. The secretary should inform commissioners about activities, projects and work that is taking place in the organization and among other commissions. Commissions working together on projects saves time and energy and the finished product can reflect a more accurate blend of community sentiment when efforts are made to coordinate.

Commissioners have an obligation to work cooperatively with others, to exercise self-discipline, to consider the welfare of the entire City, to be fair, objective and courteous, and to afford due process to all who come before them.

SECRETARY'S DUTIES

In addition to assisting the commission in its functions and representing the City Manager, the secretary has the responsibility of providing professional and technical advice and assuring the commission is apprised of laws and administrative processes affecting proposed policy and operational recommendations.

The secretary must at all times consider the policy and fiscal impacts of proposals and provide commissioners with early and timely information about not only the impact of a proposal, but its relationship to overall department and citywide fiscal capacity and priorities. Secretaries must be constantly aware of the responsibility to represent overall Council priorities and administrative policy of the City. For this reason, all secretaries are required to attend regular training.

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It is a secretary's responsibility to: a) arrange for accommodations for disabled commissioners or citizens; b) prepare commission agendas and minutes pursuant to the Brown Act and City procedures; c) notify members of meetings; d) maintain an accurate subscription mailing list; e) maintain permanent records of all meetings; f) follow the established Council agenda process and prepare professional and accurate reports to Council based on the commission's action; g) request permission from the City Manager or Department Director, any requests for extensive staff work or report preparation; h) review minutes and agendas of other commissions; i) report commissioner attendance to the City Clerk; j) file Commissioner's Annual Declaration Reimbursement (stipend) forms with the Auditor; k) obtain clerical assistance when needed.

ADDITIONAL REFERENCE MATERIAL

The Commissioner's Manual contains detailed information for secretaries. Copies should be obtained from the City Clerk and utilized in conjunction with this Administrative Regulation. In addition, Administrative Regulation 5.2 regulates the Council agenda process and the proper method of preparing and submitting reports to Council.

RESPONSIBLE PARTY:

City Clerk

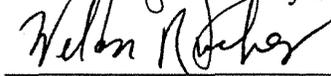
TO BE REVISED:

Every 2 years

Approved by:



City Clerk



City Manager