



CITY OF TEMPLE TERRACE

City Council Liaisons to City's Appointed Boards Rules and Procedures

Adopted June 5, 2001 by Council Resolution No. 65-01(m) to provide oversight of and cooperation with Council-appointed City Boards.

- The Mayor will appoint a Council Member to serve as liaison to each Council-appointed Board for a period of one year. The Council Member will serve as a liaison with the City Board and is not appointed as a member of that particular Board. The Council Liaison will not in any way assume the prerogatives of a Board Member.
- Appointments will be made each June.
- The City Council Liaison will attend a minimum of one meeting each quarter.
- The City Council Liaison will have the following responsibilities:
 1. Ensure timely exchange of information between the Board and the City Council.
 2. Become familiar with the Board's rules and procedures.
 3. In coordination with the Board Chairperson, ensure that each Board Member, especially a newly-appointed member, is fully familiar with the Board's rules, procedures and responsibilities.
 4. Aid in facilitating appropriate workshops for Board Members.
 5. Serve, when appropriate, as a mentor to Board Member(s).
 6. Advise the Board Chairperson first when and if problems should arise; if the problem cannot be resolved, advise the City Council.
 7. Ensure City Council is periodically apprised on Board's activities. [quarterly]
 8. Facilitate an annual review of the Board's rules and procedures with the Board Members for appropriateness and overall efficiency.
 9. Assure that the Board Chairman coordinates an annual refresher orientation.

COUNCIL CONDUCT WITH CITY BOARDS AND COMMISSIONS

The City has established several Boards and Commissions as a means of gathering more community input. Citizens who serve on Boards and Commissions become more involved in government and serve as advisors to the City Council. They are a valuable resource to the City's leadership and should be treated with appreciation and respect. Council Members serve as liaisons to Boards and Commissions, according to appointments made by the Mayor, and in this role are expected to represent the full Council in providing guidance on Council processes or actions to the Board or Commission. Refrain from speaking for the full Council on matters for which the full Council has not yet taken a policy position. In other instances, Council Members may attend Board or Commission meetings as individuals and should follow these protocols:

- **If attending a Board or Commission meeting, identify your comments as personal views or opinions.**

Council Members may attend any Board or Commission meeting which are always open to any member of the public. Any public comments by a Council Member at a Board or Commission meeting, when that Council Member is not the liaison to the Board or Commission, should be clearly made as individual opinion and not a representation of the feelings of the entire City Council.

- **Limit contact with Board and Commission members to questions of clarification.**

It is inappropriate for a Council Member to contact a Board or Commission member to lobby on behalf of an individual, business or developer, or to advocate a particular policy perspective. It is acceptable for Council Members to contact Board or Commission members in order to clarify a position taken by the Board or Commission.

- **Remember that Boards and Commissions are advisory to the Council as a whole, not individual Council Members.**

The City Council appoints individuals to serve on Boards and Commissions, and it is the responsibility of Boards and Commissions to follow policy established by the Council. Council Members should not feel they have the power or right to unduly influence Board and Commission members. A Board or Commission appointment should not be used as a political "reward."

- **Concerns about an individual Board or Commission member should be pursued with tact.**

If a Council Member has a concern with the effectiveness of a particular Board or Commission member and is comfortable in talking with that individual privately, the Council Member should do so. Alternatively, or if the problem is not resolved, the Council Member should consult with the Mayor, who can bring the issue to the Council as appropriate.

- **Be respectful of diverse opinions.**

A primary role of Boards and Commissions is to represent many points of view in the community and to provide the Council with advice based on a full spectrum of concerns and perspectives. Council Members may have a closer working relationship with some

individuals serving on Boards and Commissions, but must be fair to and respectful of all citizens serving on Boards and Commissions.

- **Keep political support away from public forums.**

Board and Commission members may offer political support to a Council Member, but not in a public forum while conducting official duties. Conversely, Council Members may support Board and Commission members who are running for office but not in an official forum in their capacity as a Council Member.

- **Maintain an active liaison relationship.**

Appointed Council liaisons are encouraged to attend all regularly scheduled meetings of their assigned Board or Commission, or to arrange for an alternate.

STAFF CONDUCT WITH CITY COUNCIL

- **Respond to Council questions as fully and as expeditiously as is practical.**

The protocol for staff time devoted to research and response is in application here. If a Council Member forwards a complaint or service request to a department head or a Council Appointed Officer, there will be follow-through with the Council Member as to the outcome.

- **Respect the role of Council Members as policy makers for the City**

Staff is expected to provide its best professional recommendations on issues. Staff should not try to determine Council support for particular positions or recommendations in order to craft or influence recommendations. The Council must be able to depend upon the staff to make independent recommendations. Staff should provide information about alternatives to staff recommendations as appropriate, as well as pros and cons for staff recommendations and alternatives.

- **Demonstrate professionalism and non-partisanship in all interactions with the community and in public meetings.**

- **It is important for the staff to demonstrate respect for the Council at all times. All Council Members should be treated equally.**

ELECTRONIC MAIL COMMUNICATIONS

As society evolves in an increasingly electronic world, we need to have a reliable system to record and make public all e-mail communications and responses to and from Council Members. Staff commits to working to create and implement such a system.

CHAPTER 8 – ADVISORY BODIES

Staff support and assistance is provided to advisory bodies, but those bodies do not have supervisory authority over City employees. While staff may work closely with advisory bodies, staff members remain responsible to their immediate supervisors and ultimately the City Manager and City Council. The members of the commission/board/committee are responsible for the functions of the advisory body.

Staff support includes preparation of an agenda, and preparation of reports providing a brief background of the issue, a list of alternatives, recommendations, and appropriate back up materials, if necessary. Advisory body members should have sufficient information to reach decisions based upon a clear explanation of the issues.

It is important that advisory bodies wishing to communicate recommendations to the City Council do so through approved Council agenda procedures. In addition, if a group wishes to correspond with an outside agency, that correspondence will be prepared by staff for review by the City Manager and possible approval by the City Council. Individuals who would like staff to perform research or review a particular issue must gain the approval for such a request from the full City Council before any work is planned or done.

CHAPTER 9 - STANDING AND AD HOC COMMITTEES

At its first regular meeting in December, the Mayor shall appoint Council members to standing and ad hoc committees as required to accomplish the work of the Council, subject to the approval of the full Council. The Council shall make certain that all Council Committees are properly instructed on their responsibilities, direction, and performance expectations. The responsibilities of each committee include:

- informing the Council about its work and progress during the Council Comments portion of each regular Council meeting; and
- making and submitting recommendations to the Council for consideration and/or vote.

Staff will work with and support Council committees as required.

The City Council may form ad hoc committees of up to two Council members to address limited and specific issues consistent with the Brown Act. At its first regular meeting in November, the City Council will review each Council ad hoc committee to determine the need to renew or terminate the committee at its first regular meeting in December.