

**Article 2: Administrative Code**

**Division 53: Office of Boards and Commissions**

*(“Office of Boards and Commissions” added 10-26-2018 by O-21003 N.S.;  
effective 11-25-2018.)*

**§22.5301 Office of Boards and Commissions**

- (a) The Office of Boards and Commissions is a City department. The department is responsible for supporting the day-to-day operations of the City’s boards and commissions, including those established in the Charter or the Municipal Code.
- (b) The Director is the administrative head of the department and is appointed by, and may be removed by, the City Manager. The Director is the appointing authority of all personnel in the department.
- (c) The Office of Boards and Commissions will operate under the direction of the City Manager. The department is responsible for performing those duties and functions assigned and directed by the City Manager, including:
  - (1) serving as a point of contact for members of City boards and commissions;
  - (2) coordinating training and staff support to assist boards and commissions in performing duties required by law, including training of staff liaisons and board and commission members regarding the Ralph M. Brown Act (open meetings laws), records retention laws, and the California Public Records Act. Such trainings shall be held for new members after they are sworn in and for all members biennially thereafter;
  - (3) coordinating and standardizing reporting from boards and commissions;
  - (4) overseeing employees who staff City boards and commissions;
  - (5) coordinating staff support from other City departments to boards and commissions;
  - (6) reviewing existing and proposed City boards and commissions and making recommendations for Charter or Municipal Code amendments to increase a board’s or commission’s utility and efficiency;

- (7) assisting the offices of the Mayor and Council with the appointment process, including by reporting monthly to individual Council offices on the status of any nominations of potential appointees submitted by that office;
  - (8) recommending policies and procedures to improve and standardize appointment procedures;
  - (9) developing documents for posting on the City website that assist the public to understand the steps and processes to apply for appointment to City boards and commissions, including instructions for an online application process; and
  - (10) collecting demographic information of the membership of each of the City's boards and commissions, by coordinating members' voluntary self-reporting, and sharing such information with the individual board or commission, which shall be included in the annual report submitted as provided by section 26.0107.
- (d) Nothing in this section shall interfere with the authority of commissions established pursuant to the Charter.

*(“Office of Boards and Commissions” added 10-26-2018 by O-21003 N.S.; effective 11-25-2018.)*  
*(Amended 9-22-2020 by O-21234 N.S.; effective 10-22-2020.)*