



Governance and Ethics Committee

Item #2 Discussion and Consideration of Approving a New Board, Commission and Committee Policy

September 14, 2020



**City of
Santa Clara**
The Center of What's Possible

Background

- At the February 10, 2020 Governance meeting, the Committee reviewed a draft policy on the Boards, Commissions, and Committees process and procedures.
- Committee provided feedback on the new policy and directed staff to return to the Committee
- The Committee also requested information on:
 - History of BPAC Membership
 - Housing Rehab Loan Committee Renaming
 - Council recourse to remove commission members for violation of code of ethics



Purpose of New Policy

- To establish:
 - procedures for recruitment, selection, appointment and resignation of commission members
 - clear criteria and protocols for absences and removal of commission members
 - requirements for commission members upon appointment
 - requirements to subscribe to the City's Code of Ethics

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Discussion

- Review Redline version of Draft Policy
 - Attachment 2

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Discussion

- Additional information requested and included in report:
 - Bicycle Pedestrian Advisory Committee Membership
 - Renaming of the Housing Rehabilitation Loan Committee
 - Reinstatement of International Exchange Commission
 - Violation of Code of Ethics by Member and Council recourse to remove a member beyond absences.

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BPAC Membership

- Established in 1991
- Comprised of 7 members
- Requirement is to live or work in the City of Santa Clara
- City Code does not address this Committee
- Committee may recommend to City Council to enact an ordinance

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Renaming the HRLC

- February 5, 2019 City Council approved restructuring of Council Committees:
 - As part of that process, removed a councilmember position from the HRLC
 - loan approvals would be approved by an internal credit committee and committee would focus on more neighborhood enhancement items
- February 10, 2020 Governance Committee inquired about a name change of the HRLC
 - Change to commission and potential name change to reflect scope of committee
 - City Code section does not address this Committee

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Reinstatement of the International Exchange Commission

- At the January 2020 City Council Priority Setting Session staff was directed to evaluate resources needed to reinstate the IEC
- Due to COVID-19 pandemic, international travel to and from our Sister and Friendship cities has ceased until further notice.
- Staff is prepared to reinstate the IEC in January 2021
- Appointment to the IEC will be integrated with regular Boards and Commission process
- Staff will return with more information for review by the Committee

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Removal of a Member Beyond Absences

- Charter Section 1002 “members of such boards and commission shall be subject to removal by motion of the City Council”
- Potential reasons for Commission member removal:
 - Failure to maintain eligibility requirements
 - Failure to complete required training
 - Failure to adhere to Council policy governing board and commission member interaction with City Council, the public, staff, and/or other board or commission members
 - Violation of Code of Ethics and Conduct
- Due Process in the policy-Council places commission removal recommendations on a council meeting agenda and/or hearing during an open council meeting

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Recommendation

- Recommend that the City Council enact ordinances that clearly set forth the composition of the membership of each commission and the scope of the commission’s jurisdiction; and
- Approve the revised Boards and Commissions Policy that will be included in the Boards, Commissions and Committee handbook and forward to the City Council for adoption

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