



## OFFICE OF THE CITY CLERK

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### ALL CITY COMMISSIONS STAFF REPORT

Meeting: November 30, 2020

#### Subject

Consideration of updates to the Commissioner Handbook

#### Recommended Action

Consider and provide input on the following updates to the Commissioner Handbook including simplification and improved readability.

#### Discussion

Commissions are advisory bodies that play an important role in City governance by assisting the City Council in addressing specific issues in detail, facilitating community decision-making, and rendering recommendations to City Council. The Commissioner Handbook is provided to each commissioner at the time of appointment to use as a guide to the roles and responsibilities of serving on the City's advisory boards. The Handbook is designed to serve as a reference for the basic protocols that apply generally to all City advisory bodies.

On January 21, 2020, the City Council adopted recommendations provided by a Council Ad Hoc committee to improve commission engagement with Council and to standardize protocol among commissions and committees. Due to these changes, updates were required to the Commission Handbook. As part of the Fiscal Year 2020-2021 City Work Program, Council directed that the Handbook be updated to include these changes, and to improve readability and user-friendliness. Overall the Handbook has been shortened from 32 pages to 10 pages, including the most pertinent information and adding links to additional resources.

The following resources have been referenced within the handbook:

- Rosenberg's Rules of Order, the official Parliamentary Procedures for City Council meetings, implemented March 5, 2020
- Ethics AB1234 Certification
- Ralph M. Brown Act

- California Public Records Act
- FPPC Conflict of Interests

City of Cupertino Policies and Resolutions:

- Ethics Policy
- Technology Use Policy (replaced Electronic Communications, Internet Access and Use, Password Policies)
- Social Media Policy
- City Organization Chart
- Resolution Governing Recruitment Process
- Commission Diversity Resolution

Sustainability Impact

None anticipated.

Fiscal Impact

None anticipated.

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Reviewed by: Katy Nomura, Assistant to the City Manager

Approved for Submission by: Dianne Thompson, City Manager

Attachments:

A – Draft Commissioner Handbook