



# CITY OF BLOOMINGTON COMMON COUNCIL

AGENDA AND NOTICE:  
SPECIAL COMMITTEE ON COUNCIL PROCESSES  
MONDAY | 7:00 PM  
16 October 2023

*McCloskey Conference Room (#135), Showers Building, 401 N. Morton Street  
The public may also access the meeting at the following link:*

<https://bloomington.zoom.us/j/86754580060?pwd=BqbJASz47nbb4WEhTSbB1XOC2bJLbT.1>

**Chair: Matt Flaherty**

- I. Agenda summation
- II. Topics for discussion (the Chair or the Committee may invite public comment as discussion progresses)
  - a. Discussion with Mayor's Office and Legal Department re: recommendations from the City of Bloomington Organizational Assessment – Boards and Commissions (Novak Consulting Group Report)
  - b. Discussion of Committee's Draft Scope of Work
- III. Public comment (if any); maximum of 20 minutes or as time allows
- IV. Next steps and upcoming schedule
- V. Adjournment



# Committee on Council Processes

## Scope of Work – DRAFT

### 1.0 Oversight Roles

**Goal:** Designate specific roles (existing or new) within the Administration and in the Office of the Clerk that will provide overall coordination for all recruiting, onboarding, and administrative activities associated with boards and commissions. Develop position descriptions accordingly.

#### 1.1 City Administration

#### 1.2 Office of the City Clerk

- Maintain lists of B&C members in Onboard
- Coordinate application and interview processes, including between Mayor's office and Council Office
- Communicate with Administration and Council about vacancies and appointments
- Coordinate general training for B&C members (onboarding and ongoing)
- House template for bylaws on website
- Facilitate communication between B&Cs (upon request)
- Facilitate communication between B&Cs and the Administration and Council Office (including annual reporting)
- Annual recognition event for B&C members
- Ensure consistency and accountability in administration of B&Cs (e.g., posting agendas, meeting materials, minutes, video recordings (if any), and other materials in a consistent manner)

### 2.0 Onboarding Process/Resources + Ongoing Support – Board/Commission Members

**Goal:** Plan and oversee the development of onboarding/training resources (print materials, webinars, and/or video modules) for new members. Identify needed resources for ongoing support.

#### 2.1 Orientation/Training Modules (Print/Video)

2.1.1 Welcome / Overview of City Administrative structure and roles of Administration and Council

2.1.2 Board & Commission Processes/Roberts Rules of Order/General bylaws

- 2.1.3 Code of conduct for B&C members
- 2.1.4 Open Door Law
- 2.1.5 Working With Your Staff Liaison
- 2.1.6 Working with other B&Cs
- 2.1.7 What tools B&Cs have to advance their mission (e.g., resolutions, draft ordinances for consideration, comment at public meetings, etc.)
- 2.1.8 Annual reporting (new, consistent process to be developed)
- 2.1.9 Setting agendas, meeting notices, and other timing issues

## **2.2 Ongoing Support**

- 2.2.1 Teambuilding (for B&C chairs)
- 2.2.2 Training in gathering public input (running a town hall meeting, crafting a Google form, etc.)
- 2.2.3 Annual recognition event

## **3.0 Onboarding Process/Resources + Ongoing Support – Staff Liaisons**

**Goal:** Plan and oversee the development of onboarding/training resources (print materials, webinars, and/or video modules) for staff liaisons. Identify needed resources for ongoing support.

### **3.1 Orientation/Training Modules (Print/Video)**

- 3.1.1 Liaison Roles and Responsibilities
- 3.1.2 Board/Commission Processes/Roberts Rules of Order
- 3.1.3 Open Door Law (including application to formal committees or subgroups of B&Cs) and Access to Public Records Act
- 3.1.4 Working across boards and commissions/Collaborations
- 3.1.5 Your duties vs. what the City Clerk's B&C coordinator can do for you

### **3.2 Ongoing Support**

3.2.1 Annual staff liaison meeting to discuss best practices and share learning experiences

#### **4.0 Changes to Bloomington Municipal Code**

**Goal:** Identify and initiate changes to BMC to clarify and streamline the functioning of boards and commissions.

##### **4.1 Updates to Board and Commission Duties**

4.1.1 Update code for non-statutory boards and commissions in consultation with the board and commissions (already initiated)

4.1.2 Develop requirement of an annual report from most or all B&Cs in a consistent manner

4.1.3 Updates to actions that constitute removal for cause

##### **4.2 Updates to Board and Commission Administrative Processes**