

Notes from Special Committee on Council Processes Meeting 8/15/24

1. Review of possible Title 2 revisions regarding purpose/duties and annual reporting requirements of boards and commissions

We reviewed the Purpose and Powers/Duties sections of the following boards and commissions in Title 2 (see [Google Doc](#))

- Arts
- Aging
- Hispanic/Latino
- Status of Black Males
- Children/Youth
- Women – We had questions for this Commission regarding work with the League of Women Voters and work toward a “comprehensive women’s program”
- MLK Birthday
- Sustainability – Matt will work with BCOS on a new purpose statement and a revision of the duty to do an annual sustainability assessment
- Environmental Comm – Isabel will work with the EC chair and the new senior environmental planner on updates
- Housing Quality Appeals
- Tree Comm – Staff liaison Haskell Smith submitted revisions shortly before the meeting (these have been added to the Google Doc)

We discussed having one standard set of powers/duties to apply to all non-statutory boards and commissions, since there was a lot of repetition of some points such as annual reporting and making recommendations to the mayor/council. (In addition there would, of course, still be more specific powers/duties for each.)

2. Discussion of other topics we want to cover in 2024.

- Engagement with stakeholders (for example, invitations to future meetings) – this item doesn’t have a clear “deliverable” but should be considered alongside all our deliberations
- Other items as listed in timeline below

3. Timeline for our work for the rest of 2024

- One meeting per month for last 4 months of the year
- Sept. meeting: Finish going through Title 2 changes regarding board/commission purpose and power/duties statements, as well as adding annual reporting requirements where they are missing (LEAD: Isabel)
- Oct. meeting: Code of Conduct for Board/Commission members (LEAD: Dave)
- Nov. meeting: Revisions to format and process for regular sessions (LEAD: Isak)
- Dec. meeting: Incorporating equity into Council processes (LEAD: Matt)
 - Note that the Council has requested that the mayor budget an across-the-board equity program and possible cabinet-level position of Chief Equity Officer for 2025

4. Upcoming meetings

3rd Tuesday of the month at 8:00-9:30 am worked (at least for Sept and Oct) for those present

5. Public comment – None