



# 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 Office of the City Clerk

- Maintain lists of B&C members in Onboard
- Coordinate selection process for Council appointments
- Facilitate applications via Onboard
- 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)
- 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)

#### 1.2 City Administration

Director of Public Engagement in OOTM

- Coordinate selection process for mayoral appointments
- Hold annual recognition event for B&C members

### 2.0 Onboarding Process/Resources + Ongoing Support for 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, optional)
- 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 for 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**