



*City of Arts & Innovation*

# Governmental Affairs Committee Memorandum

**TO: GOVERNMENTAL AFFAIRS COMMITTEE** **DATE: MAY 2, 2018**

**FROM: CITY CLERK'S OFFICE** **WARDS: ALL**

**SUBJECT: POLICY FOR ACCEPTANCE AND WITHDRAWAL OF BOARD/COMMISSION RESIGNATIONS**

## **ISSUE:**

Set a policy for resignations from City boards and commissions and withdrawal of resignations for continued service; and incorporate prior policy direction on partial terms and length of appointments into the City Council Rules of Procedure and Order of Business (Meeting Rules).

## **RECOMMENDATIONS:**

That the Governmental Affairs Committee recommend that the City Council amend the City Council Rules of Procedure and Order of Business to provide that:

1. Resignations from City boards and commissions shall be effective immediately upon receipt by the City Clerk and forwarded to the City Council for filing;
2. Future effective dates noted in writing and submitted at the same time as the board/commission resignation shall be honored to the extent eligibility continues;
3. Withdrawal of a board/commission resignation for desired continued service must be approved by the Mayor and City Council with service suspended until such approval is granted;
4. A partial term of more than one year shall be considered a full term; and
5. Residents appointed mid-year to boards and commissions shall serve full terms of up to and not-to-exceed four years, expiring on March 1<sup>st</sup> of the corresponding year.

## **LEGISLATIVE HISTORY/BACKGROUND:**

### **Resignations/Withdrawals**

On June 27, 2017, Councilmember Soubirous requested consideration of a policy defining the effective date of board/commission resignations and a board/commission member's ability to rescind a resignation if they wish to continue service.

The City Council Meeting Rules (Resolution No. 23035) set forth the appointment process for the City's fifteen boards and commissions and is silent with respect to resignations. In the past year, a member of the Board of Ethics submitted a resignation followed by a withdrawal of the resignation as the member wished to continue service. Traditionally, the City Clerk accepts the

notice of resignation and prepares a report for the City Council Consent Calendar to document the resignation in the official record.

The recommended change to the Meeting Rules would require City Council action to accept withdrawal of a board/commission resignation with the board/commission member suspended from service from the date of the resignation until the City Council grants approval. Alternatively, “grace” periods for withdrawal of a resignation of five days, ten days, or no limit may be considered.

*Prior Policy Direction – Codification into Meeting Rules*

Unrelated to Councilmember Soubirous’ request but related to board/commission appointments, the City Clerk proposes that two prior policies adopted by the City Council be incorporated into the City Council Meeting Rules for ease of reference:

- “...if a partial term is served for more than one year it will be considered as a full term by the City Council, and that members of City boards and commissions will be limited to serving for two terms.” (February 26, 1980)
- “...mid-year appointments to boards and commissions shall serve full terms of up to and not-to-exceed four years, expiring on March 1<sup>st</sup> of the corresponding year.” (January 27, 2009)

These policies are currently in place with no changes recommended at this time.

**FISCAL IMPACT:**

The cost of board/commission administration is included annually in the City Clerk’s Office Budget.

Prepared by: Colleen J. Nicol, City Clerk  
Approved as to form: Gary G. Geuss, City Attorney