

SUBJECT:**Staff Support to City Commissions,
Boards and Committees****POLICY NUMBER 100-47
ADOPTED 1-16-02**

It is the policy of the City Council that the City Manager will ensure that each of the City's commissions, boards and committees are provided with appropriate staff support. Each City staff member who provides staff support to a commission/board/committee will follow the guidelines set forth in the City Manager's Office regarding appropriate bylaws, agendas, workplans, minutes, and staff reports. Generally, it is the intention that the City's commissions, boards and committees will follow procedures similar to that of the City Council; for example, agendas will clearly be in compliance with The Brown Act and will follow a prescribed format. Additionally, minutes from City commissions, boards and committees should be taped and minutes compiled. Any staff that is requiring guidance may seek assistance from the City Manager's Office.