

Template: Advisory Committees

This template is intended to provide standard functions, processes, and operations for Advisory Committees. The intention is to align currently existing bodies to this template, where it makes sense, and to potentially memorialize this template such that it can inform the creation of future bodies.

Advisory Committees	
Definition	The purpose is to contribute expertise and advise City departments, elected officials, or decision-making bodies.
Applies to	Bodies with no decision-making authority

Template Components

Category	Component	Description
Purpose	Statement of responsibilities	Responsibilities of advisory bodies are limited to providing advice and expertise to the City departments, elected officials, or decision-making bodies they are tasked with advising. These bodies are not able to direct staff or department activities.
Member Attributes and Processes	Appointing Authority	No recommendations around appointing authorities. Should be determined in the authorizing legislation and based on the need of the body.
	Appointment Confirmations	No confirmations
	Member Removal	At will
	Term Lengths	3 years. Cannot exceed the initial or remaining term of the advisory body. Any staggering should be handled on a case-by-case basis if the body is re-authorized.
	Term Limits	Any limits on consecutive terms should be handled on a case-by-case basis if the body is re-authorized. In general, one member should not serve for more than 12 years.
	Qualifications	Specific requirements should be decided on an individual body basis. If no explicit requirements, require appointing authority to submit some information on why a candidate is qualified.
	Compensation and Benefits	Members are ineligible for benefits. Compensation is not applicable to the templates and shall follow current structure, where the BOS is permitted to authorize stipends.
Body Operations and Attributes	Establishing Authority	Administrative code
	Sunset Dates	3 years
	Re-Authorization	Body may not be automatically re-authorized; the Board of Supervisors must take affirmative action to re-authorize the body.
	Commission Size	15 members

Category	Component	Description
Required Outputs	Required Outputs	Require statement of purpose upon creation of body, reaffirm statement of purpose if body is re-authorized upon sunset date. Provide report on activities upon sunset date, if body is considered for re-authorization.