

Template: Governance Bodies

This template is intended to provide standard functions, processes, and operations for governance commissions. 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.

Governance Commissions	
Definition	The purpose is to provide additional oversight and direction to the work of a City department.
Applies to	Bodies that oversee departments and have the authority to make some binding decisions.

Template Components

- The Task Force explicitly notes that exceptions to standard components are allowable for bodies that may need to be insulated from political pressures, specifically allowing for split appointments and for-cause removals.
- This table includes a column summarizing relevant discussion where Task Force Member opinions differed and vote results, where applicable.

Category	Component	Description	Relevant Discussion
Commissioner Attributes and Processes	Appointing Authority	Mayoral appointments	
	Appointment Confirmations	No confirmations; appointments are effective immediately, however BOS may veto with a 2/3 majority within 30 days (standardize to language under § 3.100.18).	<i>Task Force voted on 8/2: 4-1 with 1 member opposed.</i>
	Commissioner Removals	At will	<i>Task Force voted on 8/2: 4-1 with 1 member opposed.</i>
	Term Lengths	4 year term lengths	
	Term Limits	3 terms maximum	
	Qualifications	Specific qualifications should be determined by the authorizing legislation of the body. The appointing officer should include a statement indicating why an appointee is qualified, if no specifics are required.	

Category	Component	Description	Relevant Discussion
	Compensation and Benefits	<i>Decision deferred</i>	<i>Task Force discussed no compensation and no future health benefits, but allowing commissioners who currently receive health benefits to retain those benefits. Ultimately deferred decision to November discussions.</i>
Commission Operations and Attributes	Establishing Authority	<i>Decision deferred</i>	<i>Differing opinions on Charter vs. Admin Code. Ultimately deferred decision to November discussions.</i>
	Sunset Dates	None	
	Commission Size	5 – 7 members	
Role in Department Oversight	Hiring and Firing Authority	Consultative responsibilities only	
	Policy-Making	<i>No decision yet – planned vote</i>	<i>Discussed whether this is under the purview of the Mayor/Department Heads or if this is a key role of Governance Bodies. Vote planned for 8/20</i>
	Contract Approval	<i>No decision yet –planned vote</i>	<i>Discussed whether this adds valuable oversight or introduces more potential for bias and inefficiencies. Vote planned for 8/20</i>
	Budget Approval	Yes	
	Employee Discipline	No role	<i>Exceptions allowable where required by law.</i>

The following components were removed, based on Task Force input:

Component	Reasoning
Department performance review	Agreement that this is a key responsibility for governance commissions but should not be in the template.
Additional authority City or department operations	General agreement that this may be in purview for some governance commissions but should not be in template.
Required output and activities	Suggested language did not feel applicable to governance bodies
Statement of purpose and general responsibilities	Should be determined by authorizing legislation and based on need; not needed in template.