



Council Meeting: February 3, 2009

SUBJECT: Review of Board and Commission Bylaws (Information Only)

REPORT IN BRIEF

Council Policy 7.2.19 (section F) requires that all boards and commissions establish bylaws, and that they be approved by Council prior to taking effect. Not all of the City's nine boards and commissions, however, have established bylaws, and not all those bylaws in existence have been approved by Council. In fact, Council has only approved the bylaws of the Bicycle and Pedestrian Advisory Commission and the Board of Library Trustees. (See Attachment A.) Even these, however, are decades old and deserving of review, if not revision.

In May 2007, staff informed Council (RTC 07-148) that following the revision of Council and administrative policies related to the implementation of the City's boards and commission program, it would prepare and/or revise board and commission bylaws to ensure consistency in format and, where appropriate, content. This report serves as a first step in that regard, by notifying Council and all boards and commissions of the commencement of this project.

Staff will work with each of the City's boards and commissions over the next few months in preparation of returning to Council for its consideration of proposed bylaws.

PUBLIC CONTACT

Public contact was made by posting the Council agenda on the City's official-notice bulletin board outside City Hall, at the Sunnyvale Senior Center, Community Center and Department of Public Safety; and by making the agenda and report available at the Sunnyvale Public Library, the Office of the City Clerk and on the City's Web site. Copies of this report have been shared with all of the City's boards and commissions.

Prepared by:
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Approved by:

Gary Luebbers
City Manager

Attachments

A. Status of Board/Commission Bylaws

**City of Sunnyvale Boards and Commissions
Status of Bylaws**

Name	Status of Bylaws
Arts Commission	Resolution calling for bylaws, but no bylaws exist
Bicycle and Pedestrian Advisory Commission	Approved July 19, 1994
Board of Building Code Appeals	None
Board of Library Trustees	Approved October 1985; Amended July 1991
Heritage Preservation Commission	None
Housing and Human Services Commission	Unapproved bylaws
Parks and Recreation Commission	None
Personnel Board	None
Planning Commission	Unapproved rules and procedures