

Boards Commissions
Best Practices Survey

May 20, 2015

	Boards & Commissions and Board Members	Boards & Commissions Appointment Process	Boards & Commissions Review Process	Boards Consolidated, Sunset, Eliminated in past 3-5 years
Austin	Total of 58 Boards & Commission (48-Municipal Code and 10-Local/State Regulated Boards) Most have 11 members	Submit application to database; Council can view; Full Council approval	Annual Review conducted by the Auditor's Office	1) Residential Design; 2) Waterfront Planning Advisory Board; 3) Bond Oversight Commission; 4) Sign Review Board; 5) Urban Forestry Board
Dallas	Have 53 boards comprised of 478 members.	Once a nominee has been vetted, a report is sent to city council listing all the nominees eligible for appointment. Council then takes action on applicants. A packet is sent to appointee and board coordinator is copied.	The City Clerk's Office reviews on an ongoing basis.	In the past 5 years, 1 Board was Sunset.
El Paso	51 Boards & Commissions. Approx 9 Members on each Board	District appointments require full council approval.	No formal Review Process. Obtain reports from Boards when requested.	Empowerment Board, Tree Board
Fort Worth	39 Boards & Commissions, most comprised of 9 members	At-large appointments go before a legislative committee.	Annual Report	Appeals Board disbanded October 2014.
Indianapolis	78 Boards & Commissions with 5-15 members each (Partisan Mayor and Council Elected) Appointments based on Political Parties	Council Leadership, Individual Proposal, Appointment Goes Through Committee, Final Approval	No Formal Process	Eliminated was the Oversight Crime Prevention Grant Board.
Phoenix	63 Boards & Commissions with 2 to 33 members each. Most boards have 12-15 members	Board and commission membership appointments are made by the Mayor and approved by the City Council members. The Mayor's Office reviews the application and consults with the City Council Office for appointments that are linked to a specific Council District. Appointments are approved by the Council at formal meetings. The appointee has the option of being ceremonially sworn in by the Mayor at the Council Meeting.	There is not a formal Boards and Commissions review process. The City Clerk's Office and Mayor's Office work closely with Board Staff Liaisons to ensure proper training and resources are available.	Several ad hoc boards and commissions which exist for short periods of time for a specific purpose have been eliminated.
San Jose	Office deals with about 20 various boards and commissions. Membership size varies from 5 to 20 based on the make-up of the board.	4 Types of Appointment Process: 1) Council appointed – Each councilmember and the Mayor appoint one member to the board; 2) Special Appointment seats – Some seats have very specific requirements and are appointed by the Council Appointment Advisory Commission. 3) Council Interviewed Commission – Interviewed and appointed by full Council 4) Mayor or Council Liaison Appointed – The Mayor or Council liaison select the members of the board.	Application submitted for City resident, registered voter, Conflict of Interests are reviewed by CAO and Code Enforcement. In Spring and Fall Recruitment cycles, Council Appointment Advisory Commission interviews and recommends candidates for appointment and submits to the appropriate Council for appointment.	In May 2013, a number of Boards and Commissions were consolidated and/or eliminated.

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State of Texas	To date - No response received			
San Antonio	83 Boards & Commissions and 735 board members. Board membership ranges from 3-34 members	District appointments made by the Mayor and City Council Members and approved by the full Council. At-large appointments are interviewed at Council Committee level and recommended to the full Council for appointment. Once approved, appointment packets are mailed to appointees. New appointees must attend the Municipal Leadership Institute (MLI) within 1st term of office.	Currently, Ch. 2, Article IX, Sec. 2-541 provides that the Mayor appoint 3 members to a City Council Ad Hoc Committee for Boards and Commissions; comprised of one senior Council Member, who will serve as the Chairperson, and two (2) Council Members. The Ad Hoc Committee meets as needed, to review any board or commission concerns that need to be presented to the full City Council. The most recent Mayoral Appointments to said Ad Hoc Committee were in 2009 (as evidenced by Ord. 2009-03-19-0205).	1) City South Management Authority; 2) Commission for Children and Families; 3) San Antonio Commission on Literacy; 4) Advisory Board of Health of the San Antonio Metropolitan Health District; 5) Air Transportation Advisory Commission; 6) Airport Noise Abatement Committee; 7) Arts & Cultural Advisory Committee; 8) Building & Fire Code Board of Appeals; 9) Crime Prevention Commission; 10) Electrical Board; 11) Electrical Examining and Supervising Board; 12) Electrical Supervisory Board; 13) Empowerment Zone Governance Board; 14) Keep San Antonio Beautiful, Inc.; 15) Mechanical Appeals & Advisory Board; 16) Plumbing Appeals & Advisory Board; 17) Public Art Board

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Newly created and consolidated boards	Board Vacancies Advertisements	Boards & Commissions best practices identified
1) Economic Prosperity Commission; 2) Economic & Capital Budget Joint committee; 3) Joint Cultural Commission; 4) Joint Inclusion Commission; 5) Small Area Planning Joint Commission; 6) Joint Sustainability Commission	Newsletters	No Response
North Texas Education Finance Corporation and Reinvestment Zone 20 Board (Mall Area Redevelopment)	List vacancies on the City Clerk's webpage	No Response
2015 - Hispanic Cultural Center Subcommittee (only until end of year), Bicycle Advisory Committee	No Advertising	No Best Practices
Bicycle Committee 2015	City Clerk speaks to groups	Nothing to recommend
Created Task Force - Lease Agreement for Criminal Justice Center and Charter Review Board	No Advertising	Keep database updated
There have been several short-term ad hoc boards and commissions setup, and member term updates for most permanent boards, but no permanent Boards or Commissions have been created or sunset in the past 3 years.	Vacancies are not advertised. Vacancies and application information can be viewed on the Board and Commission directory webpage http://phoenix.gov/phxd/bdcomm/index.jsp .	Provide each member with a resource guide and coordinate training upon appointment. Provide notary services for oaths at each Formal City Council meeting as a convenience to members. Provide training and resource guides to liaisons who staff boards and commissions to ensure consistency and compliance with city policies and State laws.
In May 2013, Council Appointment Advisory Commission consolidated the Human Rights Commission, Disability Advisory Commission and the Family/Domestic Violence Advisory Board into the Human Services Commission. Consolidated the Library Commission and Early Child/Education Commission into the Library and Early Education Commission.	Vacancies are advertised on the City's website, each Councilmember advertises their vacancies, Board and Commission staff provide press releases to subscription list, which is comprised of a list developed of stakeholders. In the process of jointly developing a Board and Commission resource fair to the community.	We're still developing and figuring out how to streamline the new process implemented with the consolidation that occurred in May 2013.

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1) SA 2020 Commission on Education; 2) SA Commission on Strengthening Family Well-Being; 3) San Antonio Arts Commission combined with Public Arts; 4) San Antonio Early Childhood Education Municipal Development Corporation; 5) Noise Abatement & Air Transp Boards combined with Airport Advisory Commission; 6) Charter Review Commission; 7) Hemisfair Park Area Redevelopment Corporation; 8) Building-Related Fire Codes Appeals & Advisory Board; 9) Building Standards Board; 10) San Antonio Housing Commission	Vacancies are distributed via TV-SA, newsprint, Press Releases, and social media. City Clerk and Boards Coordinator provide presentations city-wide to Recruit Applicants	Office provides Continuous Vacancy Recruitment via Advertisements and Presentations, Conducts Municipal Leadership Institute Semi-Annually with Orientation Packet and Presentations by Budget Office, City Attorney's Office and City Clerk. Each Department conducts a New Member Departmental Orientation.