

# **RICHMOND CITY COUNCIL**



## **BOARDS, COMMISSIONS, & SIMILAR ENTITIES**

Office of the City Clerk

March 15, 2022 - Governmental Operations Standing Committee Presentation

# OVERVIEW

- **Defining boards and commissions**

- (ORD. 2017-100)

- **Classification**

- Advisory
- Policy
- Supervisory

- **Categorization**

- City Public Body vs. Regional Board vs. Other Independent Entities

# OVERVIEW

**504**

Total board seats  
*(515 when including inactive boards)*

**54**

Boards, Commissions and  
similar entities

**40**

Meet Virtually

**78**

Empty member seats  
*(106 when including inactive boards)*

**50**

Active Boards

**10**

Meet In-Person *(Inactive  
boards excluded)*

**26**

Seats filled by City Council Members  
*(28 when including inactive boards)*

**4**

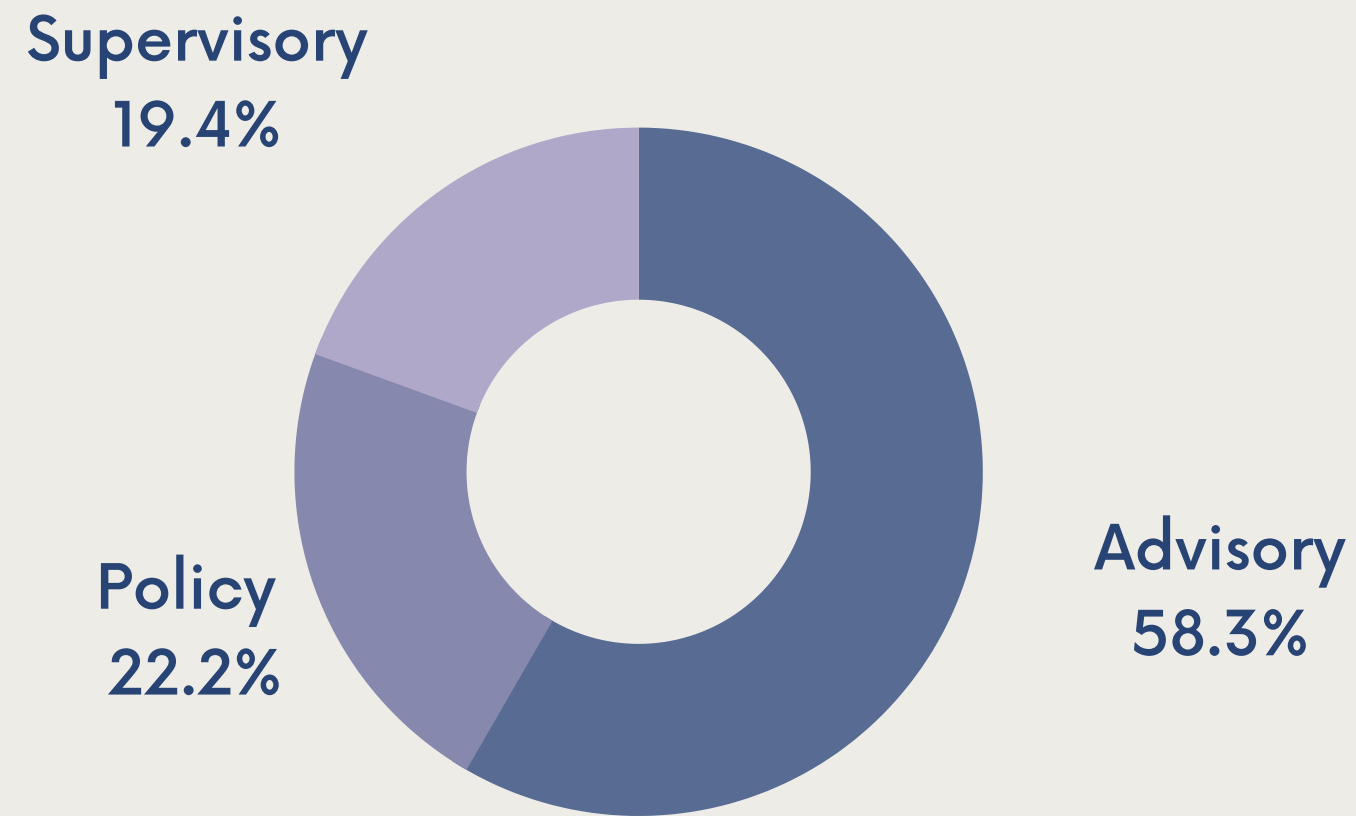
Inactive Boards

**9**

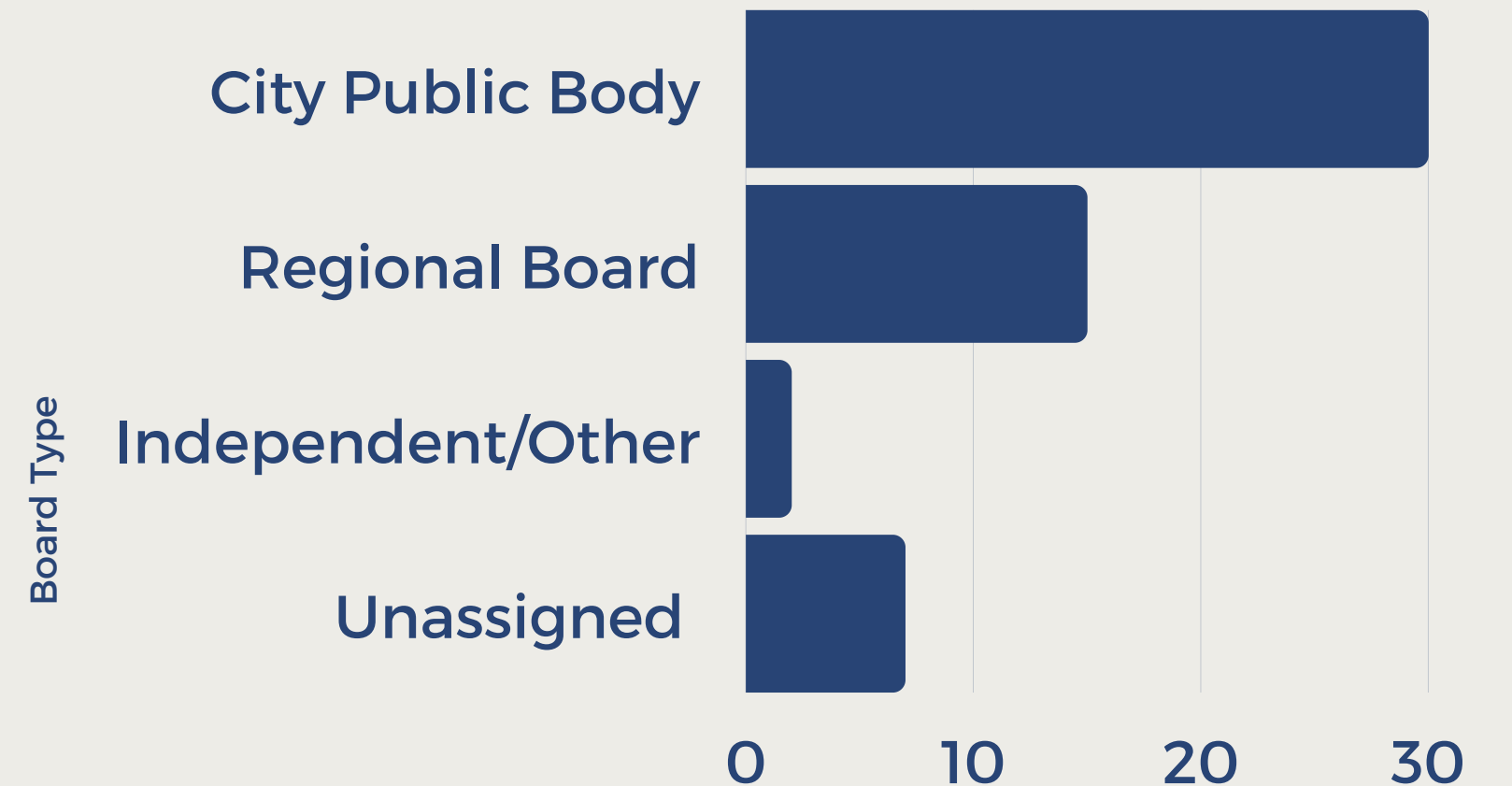
Compensated Boards and  
Commissions

\*Numbers are subject to change based on appointments, reappointments, resignations and the establishment/composition change of new boards, commissions, or similar entities.

# OVERVIEW - Classification and Type



Classification



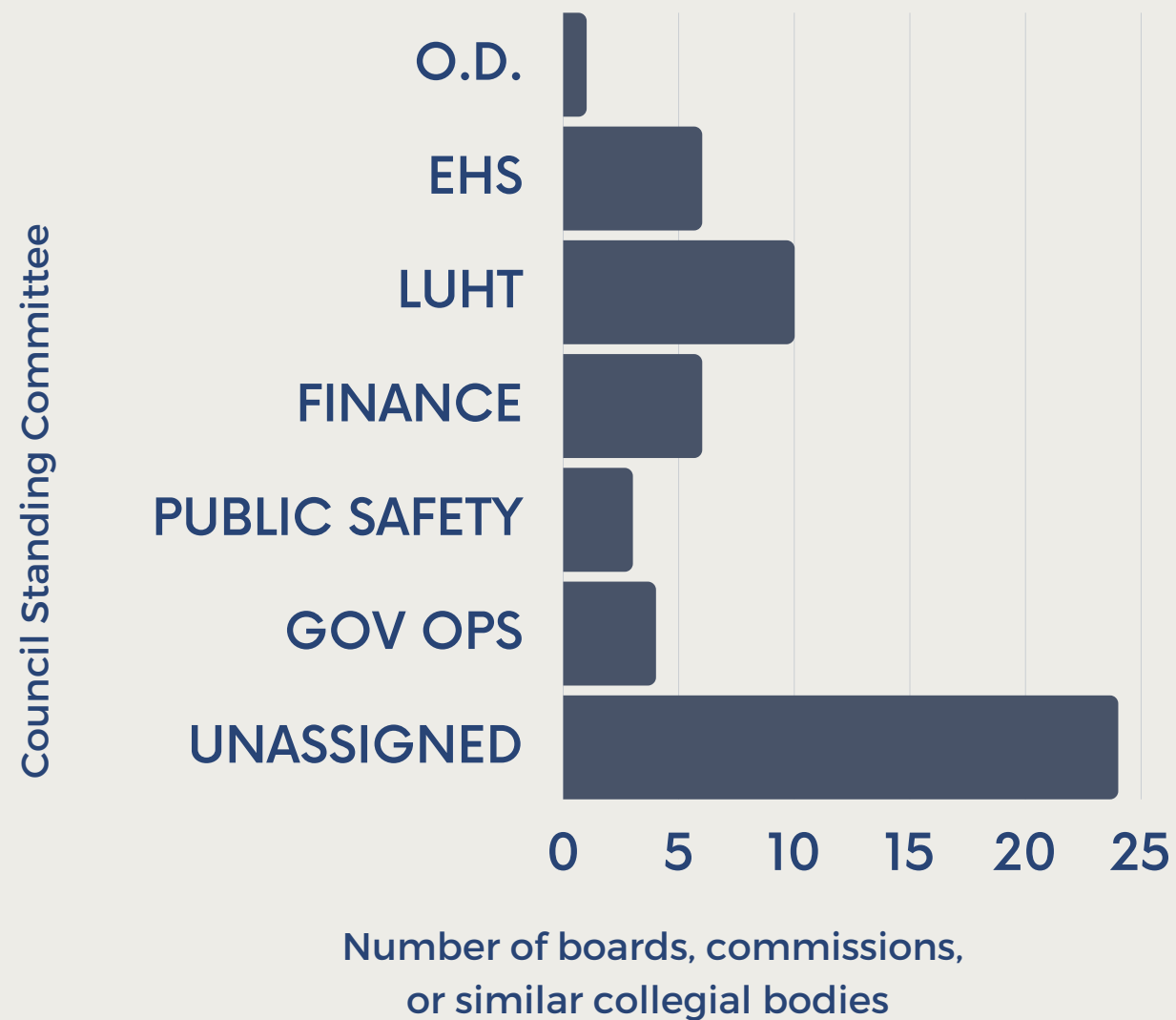
Board Type

Number of boards, commissions or similar collegial bodies

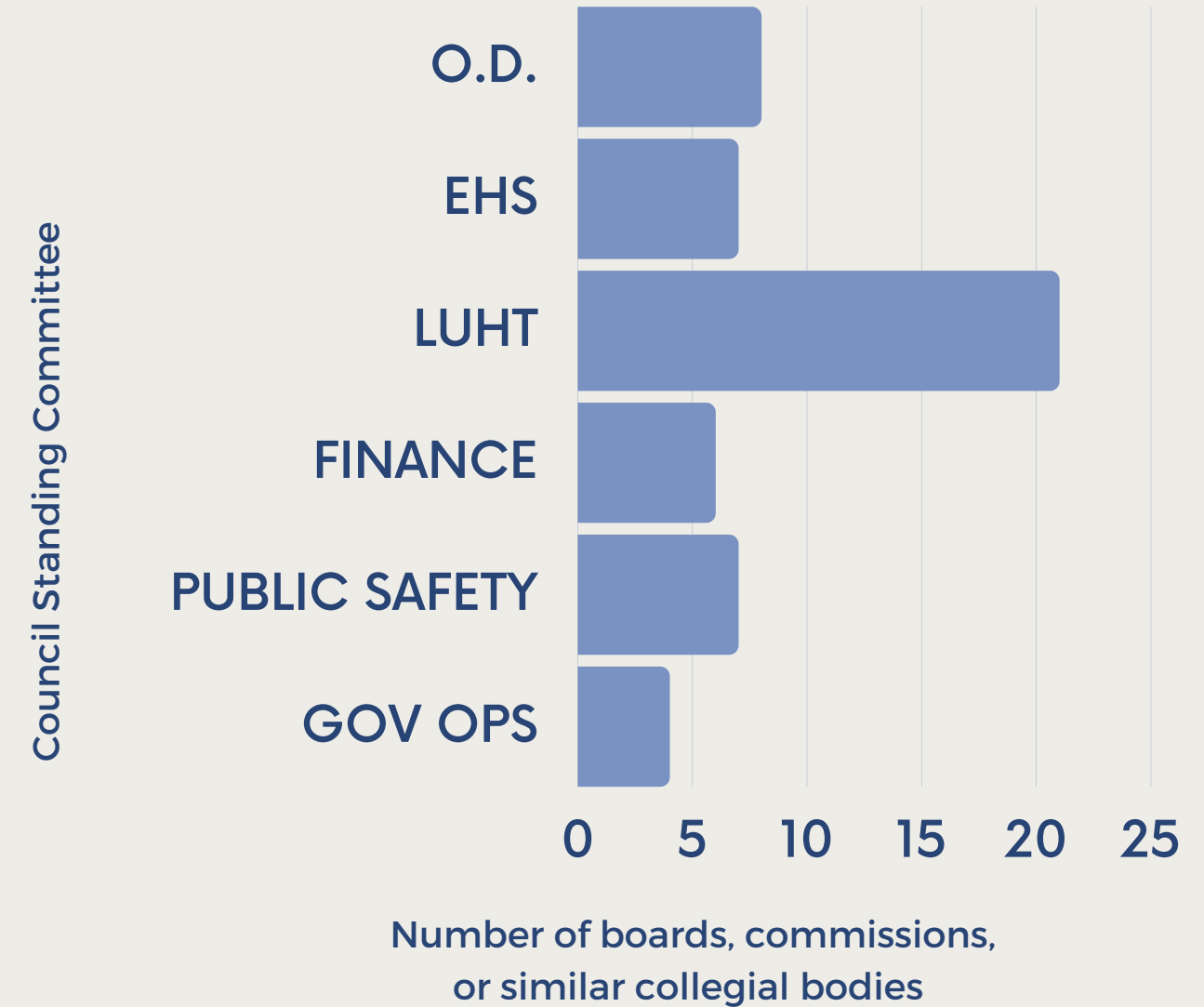
Type

\*Approximate numbers for both charts.

# OVERVIEW - Standing Committee Assignments



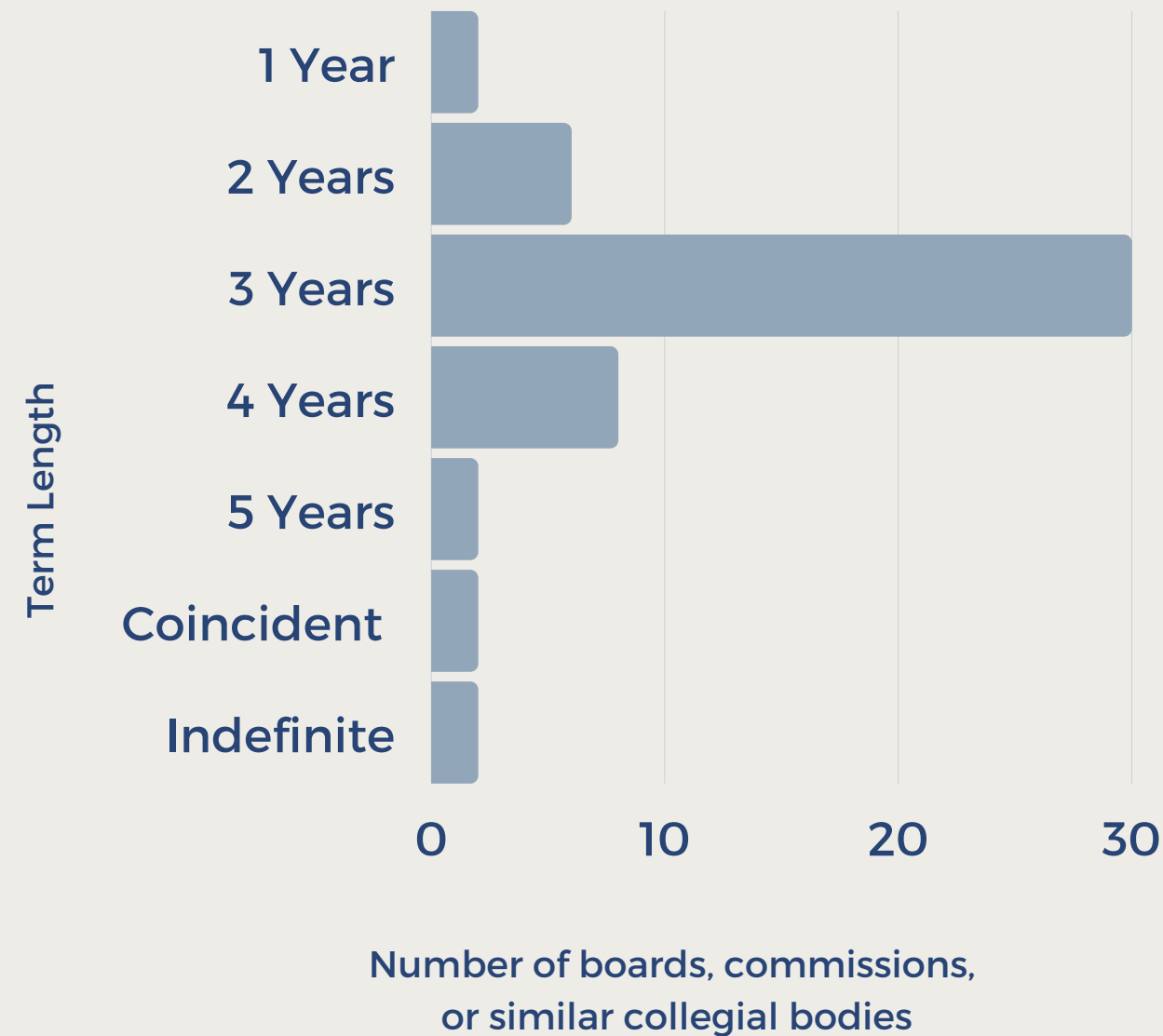
**Standing Committee Assignment**  
(RES. 2011-R064-68)



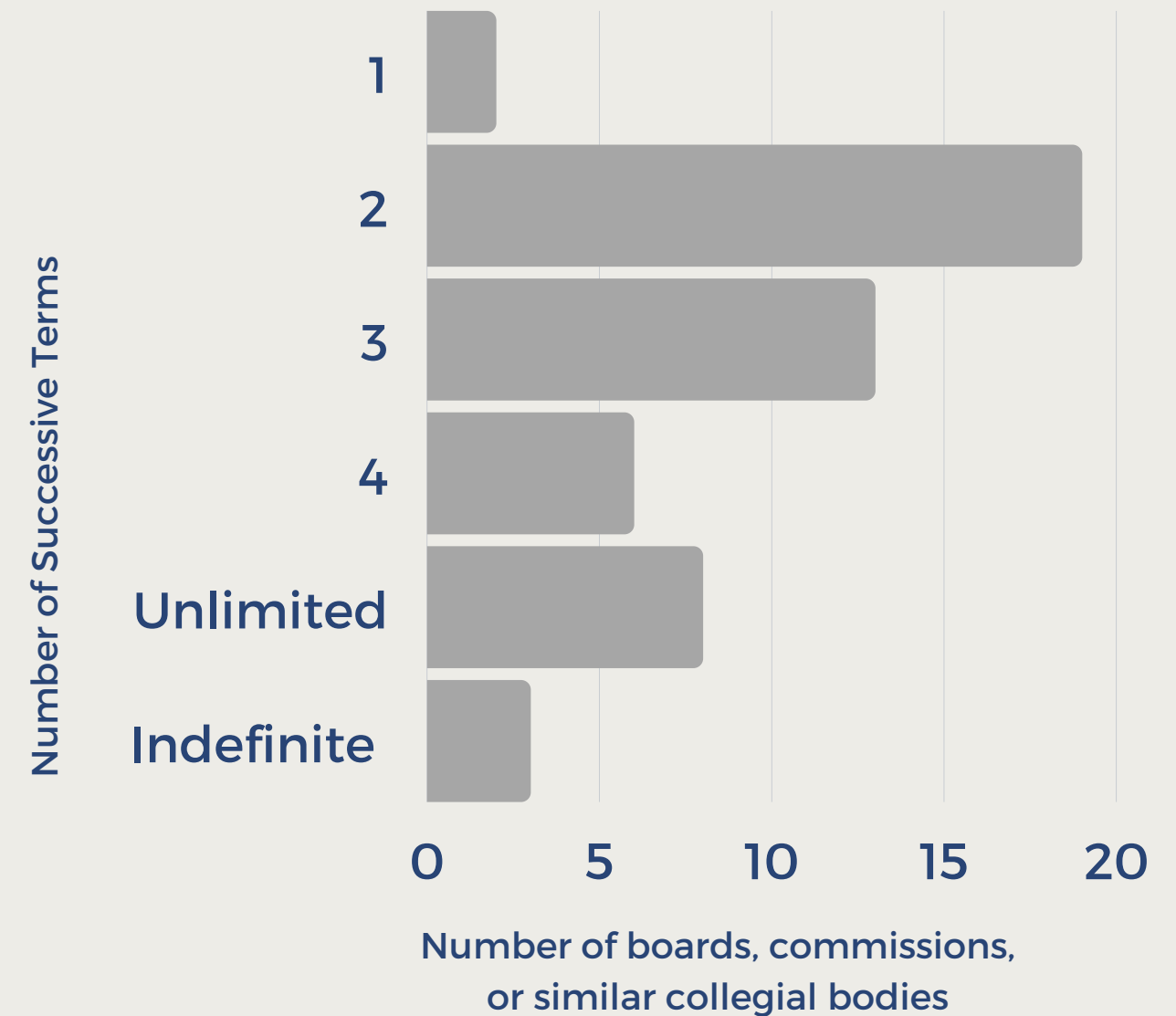
**Unofficial Standing Committee Assignment**

\*Approximate numbers for both charts.

# OVERVIEW - Term Length and Succession

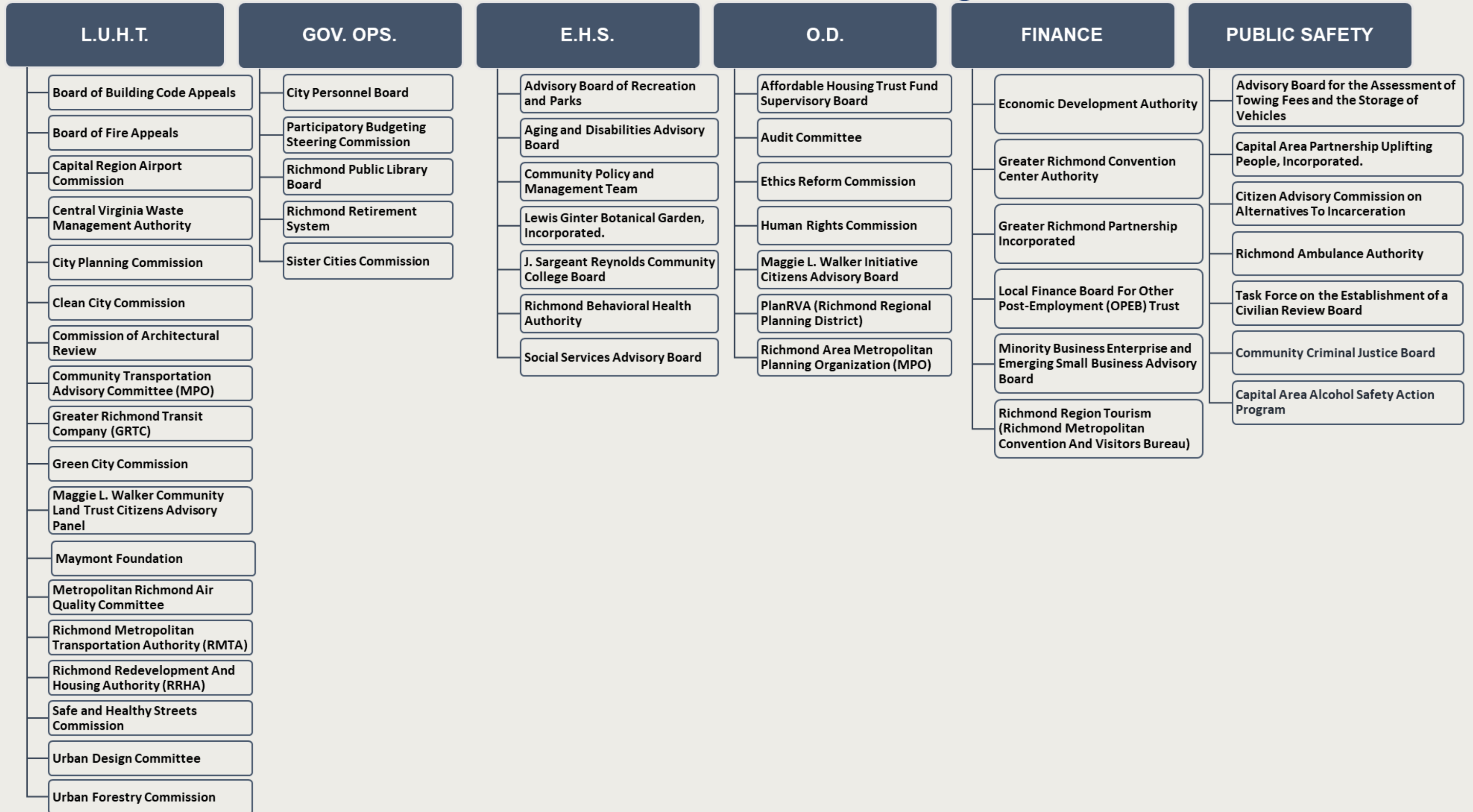


Term Length

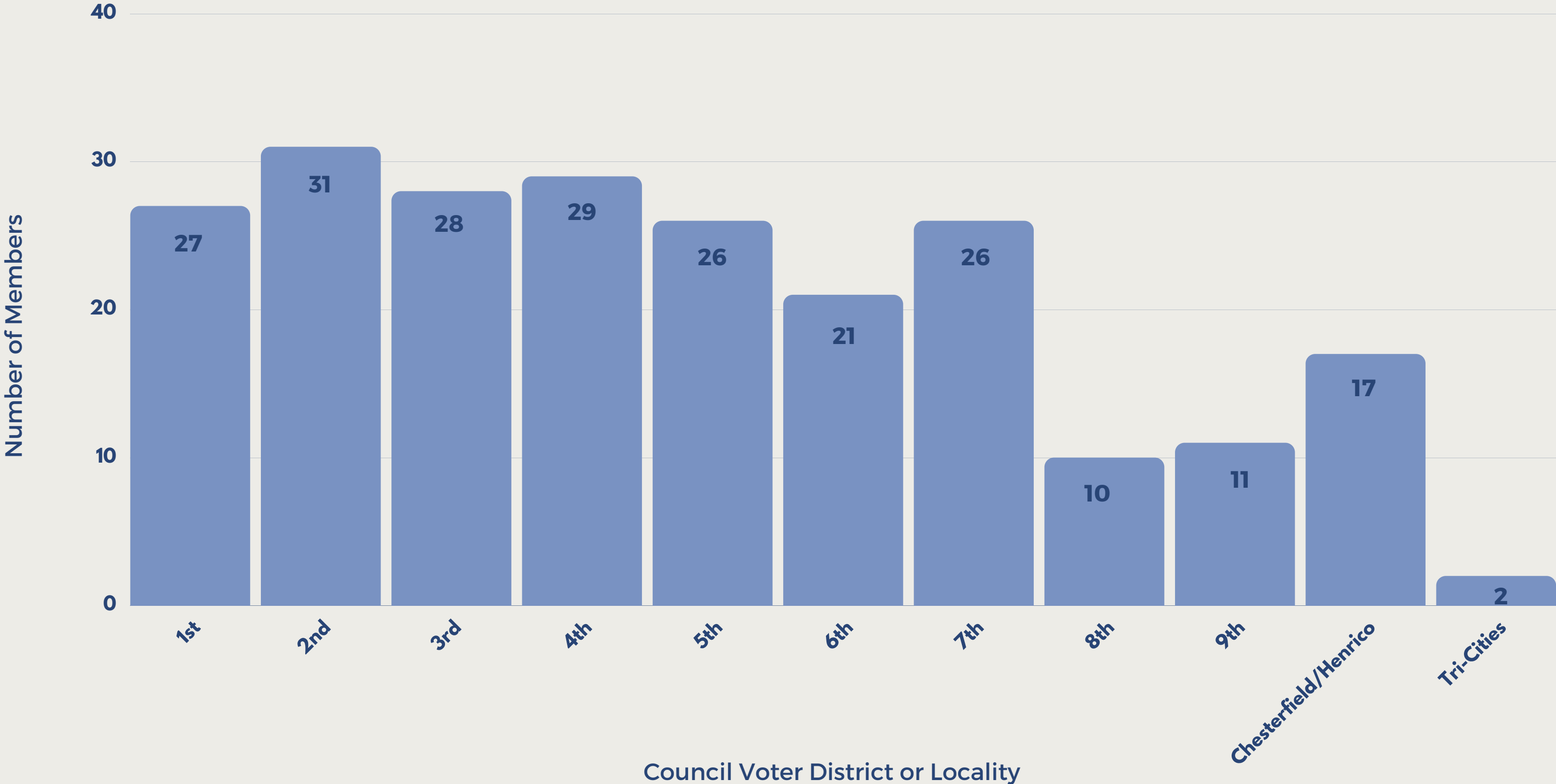


Number of Allowed Successive Terms

# OVERVIEW - Unofficial Assignments



# OVERVIEW - Residency Data



\*Numbers are subject to change based on appointments, reappointments, resignations and the establishment/composition change of new boards, commissions, or similar entities. Inactive boards, Councilor seats (except one (1) per District), and some indefinite seats were excluded..



# QUARTERLY APPLICATION PROCESS

## Application Received

- Verify eligibility
- Confirm existing vacancy
- If the applicant is eligible, but no vacancy exists, then the applicant is notified that their application will be held for six months.
- If the applicant is not eligible for appointment, or if the board is not accepting vacancies the applicant is notified via e-mail.
- Eligible applicants are sent an acknowledgement e-mail which details the next steps in the process.
- All applicants are provided the link to sign up for quarterly board vacancy e-mail notifications.

## Standing Committee Review

- Vacancy reports are compiled prior to consideration by their respective Standing Committees and sent to members via e-mail.
- When reviewed, the committee should do one of the following:
  - (1) Forward the application to Council with a recommendation for appointment,
  - (2) Select a competing application,
  - (3) Continue the application to a future meeting (preferably the next Quarter).
- Both the Clerk's website and applicants whose applications were continued are updated on application status following action by their respective Standing Committee.

## Interviews

- Questionnaires and interviews take place at the request of the Standing Committee, and questions are gathered from the respective board, commission or similar entity.
- In recent memory, only the Land Use, Housing and Transportation and Public Safety Standing Committees have conducted such interviews.
- Interviews

## Appointment

- When a standing committee recommends appointment, the applications and vacancy information is compiled in a packet for final consideration by Richmond City Council during their Formal meeting.
- At a formal City Council meeting, all applications in a 'Board Appointments' packet should result in:
  - (1) Appointment,
  - (2) Continuance, or Appointment
  - (3) Denial.

## Oath

- After an appointment takes place, all newly appointed members are sent congratulatory e-mail which includes establishing documents, website links and information concerning FOIA and open meeting laws.
- We then set up a time with the appointee to administer his or her oath.
- Update both the membership list internally and on the website.
- Create an application/member packet to include the oath, application, supporting documentation and correspondence.

**\*Timeline can range from 1-4 months depending on when the application was submitted and Council Standing Committee decisioning.**

# LEGISLATIVE CONSIDERATIONS

- **RES. 2011-R064-68**
  - Assigns boards, commissions, committees and other entities to Council standing committees for annual reporting purposes pursuant to City Code
- **RES. 2002-R087-81**
  - To abolish certain Council-appointed Boards, Commissions and Committees of the City of Richmond and to terminate the members' terms.
- **RES. 2017-R071**
  - Council will appoint no person to an independent entity for a period of continuous service longer than permitted by City Code (8 years) to include independent entities and authorities pursuant to state law and those not created by statute, ordinance, resolution, or mayoral action
- **ORD. 2017-143**
  - Uniform definition of "board or commission," that no citizen member is eligible for reappointment after eight years of continuous service until at least one year has lapsed since the expiration of the citizen member's last term, and requiring each board or commission provide certain information to the City Clerk
- **ORD. 2007-140-103**
  - Requirement that boards, commissions, and committees whose members are appointed by Council certify that such board, commission or committee has met at least once during a 12-month period
- **ORD. 2017-100**
  - Classification of boards, commissions, and committees and requirements to make reports, for allowing annual written reports instead of annual presentations as a reporting mechanism
- **RES. 93-R295-273**
  - No person shall be eligible to serve on more than two standing boards, commissions, committees appointed by the Council

# **LEGISLATIVE CONSIDERATIONS**

- **Sunset inactive boards and commissions**
- **Make appropriate assignments of boards and commissions to appropriate Council standing committees**
- **Evaluate current term limits and policy application**
- **Consolidate boards and commissions with similar objectives**
- **Evaluate attendance policy and removal process**

# ADMINISTRATIVE CONSIDERATIONS

- **Application Updates**
  - Appointment and Reappointment Application Form
- **Applicant Vetting Processes**
- **Overlapping Reporting Periods**
- **Council Standing Committee & Annual Reporting Preferences**
- **Feedback from boards and commissions regarding applicants**
- **Onboarding**

# FUTURE CONSIDERATIONS

- **Establishment Standards**

- Include certain specific information in CART requests, O&R's and legislation for newly established Council boards and commissions
- Established guidelines and expectations of Council established boards and commissions and members (Comprehensive policy/member handbook)

- **Member Compensation**

- **Stakeholder Feedback**

- **Communications Strategy** (*post legislative clean-up*)

- Collaboration with OPIE and CCOS's Public Information Officers
- Recruitment Efforts
- Diversity, Inclusion & Barriers

# MAYORAL APPOINTMENTS

- **Appointments vs. Nominees**
- **Mayoral Seats**
- **Appointment Process (on our end)**
- **Future Collaboration**

# Questions/Discussion