



**CITY OF BOULDER  
CITY COUNCIL ITEM ADDENDUM**

**MEETING DATE: January 26, 2023**

**AGENDA ITEM**

Item #1 - Council discussion on proposed Boards and Commission Liaison duties and procedures

**PAGE NUMBER/S: N/A**

**DESCRIPTION:**

Attachment A was amended after review by the City Attorney.

**ATTACHMENTS:**

No New Attachments (Attachment A Council Liaison Duties & Procedures – UPDATED)

**Potential City Council Liaison to Boards and Commissions Duties**

1. Attend Annual Retreat.
2. Attend 1-2 board or commission meetings a year to observe with advanced notice to the board/commission.
3. Serve as the primary communications channel between the board or commission and Council, with support from board and commission chairs as needed.
4. To participate in candidate interviews for the board or commission.
5. To help facilitate the board or commission's understanding about the role of city council and city council priorities.
6. To assist as requested with identifying any challenges that may exist with respect to the functioning of the board or commission and bring those to city staff or the full council for resolution.

**Potential City Council Liaison to Boards and Commissions Selection Process**

1. The city council shall have the authority to appoint one member of the city council to serve as a council liaison to any board or commission.
2. The term of office of said liaisons shall coincide with the council's annual committee assignment process. Typically assignments will last two years, but occasionally council members may have a reason to change an assignment after one year.
3. Proposal for a process for Council to select their liaison assignments:
  - a. In advance of the biannual council retreat, council members could be asked to rank their top five desired board and commission assignments. Based on those rankings, staff can compile a recommended slate of liaison assignments for further discussion and negotiation during their biannual retreat to determine final assignments.