

## **NEW PROCESS FOR SUBMITTING BOARD AND COMMISSION RECOMMENDATIONS**

### **Background:**

On March 1, 2012, City Council passed resolution 20120301-049 and requested that the City Clerk's Office develop a process for submission and distribution of board and commission resolutions and recommendations.

### **Terminology:**

- Resolution—a document passed by the Austin City Council
- Recommendation—a document passed by a board or commission

### **Starting April 1, 2013:**

- boards' and commissions' recommendations (used to be called resolutions) will have to go through a formal submission process;
- boards and commissions will have to use a template created by the City Clerk's office for their recommendations to City Council;
- after the ZWAC Commissioners vote on a recommendation, their votes will be recorded in the document and the document based on the City Clerk's template will be signed by the staff to verify its authenticity;
- the staff liaison will upload the document into the Boards and Commissions Information Center (BCIC) database for distribution to Mayor and Council Staff and to the Assistant City Managers' offices;
- boards' and commissions' recommendations related to Requests for Council Action (RCA) will need to be attached to the appropriate RCA in the SIRE system before the item is presented to the Council;
- recommendations initiated by the ZWAC Commissioners will need to be forwarded in the appropriate format (using the City Clerk's template) to the staff liaison at least 7 business days before the meeting at which the vote will take place (to add an item to the agenda, two Commissioners still need to sponsor the item);
- for recommendations brought to ZWAC by the Austin Resource Recovery Department (ARR), the staff will prepare the document for the Commissioners to vote on;
- after the Commissioners have voted on a recommendation, the staff liaison will record the votes in the document, print, sign, and upload it to BCIC;

- for items initiated by ARR, the staff liaison will upload the recommendation to the SIRE system and attach it to the appropriate RCA;
- for items initiated by another City department, the staff liaison will record the ZWAC Commissioners' votes, sign the document, and forward it to the department that requested the ZWAC recommendation for uploading into the SIRE system; and
- the department requesting the ZWAC recommendation will be responsible for forwarding all documents that will be presented to City Council, as well as a draft of the recommendation document, to the ZWAC staff liaison at least 7 business days prior to the ZWAC meeting.

**What does introducing this new process mean to ZWAC?**

- The person signing the recommendation only verifies its authenticity—the signature does not constitute an agreement with the content of the recommendation.
- The resolutions should be on the ZWAC meeting agenda well before the planned Council date; it may not be possible to submit the document at the last minute.
- ZWAC Commissioners and the City staff should use the City Clerk's template for recommendations.
- The votes of all Commissioners will be recorded in the recommendation document.
- This is the beginning of a completely new process, not all the possible situations have been addressed yet; some of the details have not been worked out, and at this stage, changes in the process are likely.
- If the ZWAC Commissioners attend a social gathering or take part in ceremonial events and constitute quorum, a formal meeting announcement has to be created in BCIC and minutes taken and posted.