



MEMORANDUM

TO: Mayor and Council

FROM: Myrna Rios, City Clerk *MR*

DATE: March 28, 2023

SUBJECT: Response to Resolution 20221115-061

On November 15, 2022, Council passed Resolution No. 20221115-061 directing staff to establish a formal policy that Boards and Commissions meetings are not scheduled on an election day for federal, state, or City elections.

Boards and Commissions meeting schedule overview

City Code 2-1-23 Training requires each appointed member to comply with training requirements. While training has historically advised against scheduling on holidays including election days, staff have updated the section of the training to more clearly state that board and commission meetings will not be scheduled on election day for federal, state, or city elections.

City Code 2-1-43 (A) states a board will approve a regular meeting schedule annually and file with the Office of the City Clerk. Assigned liaisons coordinate with their respective body to address conflicts when discussing meeting schedules.

In response to the recent Council directive, all liaisons have been notified that no board or commission meetings may be held on election day for federal, state, or city elections. Additionally, Facility Scheduling Contacts have been informed to that no meeting rooms should be reserved for a board or commission on an election day for federal, state, or city elections. Most used facilities for board and commission meetings are, City Hall, Planning Development Center (PDC), and Austin Energy.

Next Steps

The Clerk's office is currently working on updating sections of the code related to boards and commissions and will work to expand language in City Code section 2-1-43 (A) to add language to not schedule meetings on an election day. Our Team will continue to email reminders to all boards and commissions regarding meeting schedules.

The Clerk's office has completed the directive of Resolution No. 20221115-061

cc: Jesús Garza, City Manager
Anne Morgan, City Attorney