

Roles and Responsibilities of City of Columbus Boards, Committees, and Commissions

Section 2-41 of the City Code was updated on March 8, 2025, as part of Ordinance 799-25 Concerning Committees, Commissions, and the way the City Council conducts its business.

Notable changes include:

- Unless required by statute, all committees, boards, and commissions (BCC) will:
 - Have 7 members, appointed for 3-year terms.
 - Have members appointed by the Mayor subject to approval by the Council.
 - Have 1 Council member that will have the ability to vote.
 - Have 1 City staff that is a non-voting member and acts as secretary.
 - Have City staff develop memos and share support materials in meeting packets when agendas are posted.

There are various other general responsibilities that Staff have as liaisons to each BCC:

- Assist in doing legwork for BCC-recommended projects.
- Act as point-of-contact or coordinator for BCC-recommended projects.
- Manages the department budget(s) according to Council approval and BCC recommendation along with submitting invoices and receipts to the Finance Office according to City purchasing policy.
- Inform the BCC of relevant policies and procedures.
- Any additional or required responsibilities and duties as required by Ordinance and/ or Statute.

There are various other general responsibilities that each BCC has:

- Make high-level recommendations of projects to be reviewed by the Council.
- Make recommendations for department budgets and capital projects as needed and appropriate.
- Follow-up on directives from the Council.
- Direct Staff liaisons for research, legwork, and follow-up.
- Any additional or required responsibilities and duties as required by Ordinance and/ or Statute.