

# Ex-Officio Members on Boards and Commissions

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- **Addition of an Ex-officio seat for a Housing Catalyst representative on the Affordable Housing Board**
- **Removal of all other Ex-officio seats in the Code**
  - **Art in Public Places Board – removal of an ex-officio representative from the Cultural Resource Board**
  - **Water Commission – removal of an ex-officio representative from the County’s Public Works Department**

## August 8 Council Work Session

## October 24 Council Work Session



Discussion concerning the Housing Catalyst's request for ex-officio representation on the Affordable Housing Board (AHB). Staff given direction to draft criteria for City Council to consider when a request is made to add an ex-officio, nonvoting member to a board or commission.

Criteria brought to Council.  
Discussion concerning the need for an ex-officio member on boards and commissions. Consideration of what criteria organizations must meet to be considered for an ex-officio seat.

- **The request for an addition of an ex-officio member can come from a variety of sources:**
  - **Board chair or Board member(s)**
  - **Community organization**
  - **Resident**
  - **Councilmember(s)**
  - **Staff liaison, Department Director or City Manager**
- **The source should outline their request utilizing the criteria listed on the next slides.**
- **Council considers the request using the same criteria listed.**
- **If there is a desire by Council to approve the request, Council will need to formally amend the Code to add any ex-officio seats to boards or commissions.**
- **Once the entity is adopted in the Code, the entity then appoints the ex-officio member.**
- **Ex-officio members are non-voting members of the board.**

**For an organization to be considered for an ex-officio seat on a board or a commission the following must apply:**

- The organization must be nonpartisan and a governmental or quasi-governmental entity.
- The organization includes members or employees who are experts in the field of work that falls within the functions of the board.
- The entity's expertise is needed on an ongoing basis.
- The work of the entity aligns with the board's functions.

**The following may apply:**

- The City is a party to an intergovernmental agreement with the other organization.
- The City has a financial tie to the organization.
- A City Councilmember serves as a liaison or board member to that organization.

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Note: On September 19, 2023, City Council adopted Ordinance No. 118, 2023, which eliminated ex-officio members from the Women’s Advisory Board effective January 1, 2024.

- **Second reading of Ordinance will be December 19, 2023.**
- **Each board and commission is encouraged to include an ex-officio assessment, using the established criteria, in their work plans which are due in November of every year and bring forth a recommendation for Council consideration at a future date, if one is needed.**
  - **Active Modes Advisory Board will begin in April 2024 and will discuss ex-officio needs.**



**Thank you!**