

## **Attachment 2**

### **Roles and Responsibilities of Council Liaisons**

#### Los Altos definition of Council Liaison in Commission Handbook:

To facilitate the exchange of information between the Council and its Commissions, one Councilmember will be assigned as a liaison to each Commission. These liaisons may attend meetings, but will not participate as a member of the Commission. While Council liaisons may offer general guidance, liaisons do not speak for the Council on matters not previously considered by the Council as a whole.

#### Los Altos Definition of Council Liaison in Council Norms and Procedures:

Commission Liaisons. To facilitate the exchange of information between the Council and its Commissions, the Mayor will at least annually make liaison appointments to the Commissions. These appointments shall be ratified by the Council. Councilmembers shall respect the separation between policy making and advisory Commissions by: A) not attempting to lobby or influence Commissions on any item under their consideration; B) attending meetings of assigned Commissions, but not taking a position on an item before the Commission; C) not voting at the Commission's meeting on any item; and D) assisting the Commission in scheduling recommendations to be heard by the Council. If an issue arises regarding a member of any Commission, staff may work with the assigned Council Liaison to resolve the issue.

#### Palo Alto Definition of Council Liaison:

“The City Council relies upon the expertise and recommendations of the [Boards, Commissions, Committees] BCCs in advising the Council as it sets City policy. The Council liaison function serves to facilitate and enhance this work. Their principal function is to provide a wide range of information to the advisory body, such as information about Council discussions, policies and actions. This helps provide an historical perspective and thereby place the BCC work in context. However, the BCCs should act independently in formulating recommendations for the City Council to consider. Therefore, it is inconsistent for liaisons to direct, guide or unduly influence the policy making work of the City's advisory bodies. Council liaisons have flexibility in discharging their duties. They may serve with or without attending the meetings of their advisory bodies. Historically, Boards and Commission members have valued consistent participation by Council liaisons. However, at minimum, they should be available for contacts with members of advisory bodies, and particularly with the chairs.”