



Eileen M. Donoghue  
City Manager

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## MEMORANDUM

**TO:** Mayor Leahy and Members of the City Council  
**FROM:** Eileen Donoghue, City Manager *EMD*  
**DATE:** October 13, 2020  
**SUBJECT:** Associate Membership on Boards and Commissions

**Motion by C. Nuon on 9/22/2020** - Req. City Mgr. Provide An Update Regarding The Expansion Of Associate Memberships On Boards And Commissions And What Is Being Done To Encourage Residents' Participation On These Boards And Commissions.

Last year, in response to a request from the City Council, the memberships of the Planning Board, Zoning Board of Appeals and the Pollard Memorial Library Board of Trustees were expanded to allow for additional members. Pending confirmation of appointments appearing on the October 13<sup>th</sup> City Council agenda, the newly established associate positions on each of these boards will be filled.

Thus far, the addition of associate positions has assisted these several boards and commissions in meeting quorum requirements and has been a successful means of fostering greater public participation.

In December of 2018, the City Council authorized the filing of special legislation which would allow for the creation of three associate positions on the Conservation Commission, which was required because the Commission is chartered by statute. To date, the legislation has not been enacted. The commissioner positions will be actively promoted once formally established.

At the time that expansion of membership was considered, it was determined that adding members to the remaining boards and commissions was not recommended because they either already have a substantial number of members, their membership was governed by statute, or they have specific membership requirements that would make the addition of associate members infeasible.

In partnership with the Human Relations Department, my office conducts a thorough process to recruit applicants when positions on boards and commissions become available. Vacant positions are posted on the City's website and shared via email with an extensive network of partnering agencies, non-profit organizations and community leaders. Additionally, opportunities to serve on boards and commissions are widely promoted through the City's social media channels. These enhanced outreach efforts have been successful in reaching a broader audience of potential applicants and have yielded qualified members who may have otherwise not been aware of opportunities to serve.