

FACT SHEET FOR COMMISSION ON ROLE OF COMMISSION – relevant to topics of retreat
From Margaret Brodtkin
October 20, 2023

All city Commissions:

- “Formulate, evaluate, and approve goals, objectives, plans and programs and set policies consistent with the overall objectives of the City and County as established by the Mayor and Board of Supervisors through the adoption of City legislation.”
- Approve budgets or budget transfers or budget modification.
- Hiring department head – Submit to Mayor at least 3 qualified applicants; Remove department head or remove department head if Mayor recommends removal.
- Conduct investigations through power of inquiry and make recommendations to Mayor and Board of Supervisors.

Specific to Juvenile Probation Commission (per bylaws)

- Ultimate responsibility for the governance of the department rests with the Commission.
- Community meetings at least twice a year.
- Special meetings can be called at any time.
- Informational meetings for the purpose of conveying information to the public and receiving information from the public may be held.
- Committees are Program and Finance, and any other committee the president may appoint.
- Agenda items set by president, commission members, and department head.
- Commission should receive written materials no later than 7 days prior to meeting.
- Resolutions: “The Commission shall consider policy matters relating to juvenile probation. All declarations of policy shall be made in the form of a resolution. All resolutions directive of Juvenile Probation Department policy from the Commission shall upon passage be assigned a number, note all sponsors, and reflect all relevant dates in its development; including: date of first reading, date of committee approval (if applicable), date of amendments (if applicable) and date of passage.
- Action Items: “All items requiring action by the Commission shall be first discussed during an appropriate Committee meeting, at which time all those with an interest in the item may present testimony. After such general discussion, the Commission shall act on any appropriate resultant motion. For items that do not arise in Committee, the Commission may take action after a general discussion during a full Commission meeting.”