



**GOVERNMENT SERVICES COMMITTEE  
BOARD & COMMISSION POLICY**

<b>EFFECTIVE DATE:</b> 2/11/2020	<b>POLICY NO. GSC-03</b>	<input type="checkbox"/> <b>New</b> <input checked="" type="checkbox"/> <b>Revised</b>
<b>TITLE:</b> Board, Commission and Committee Training		
<b>PURPOSE:</b> Establish a uniform process for the training of new board, commission and committee members.		
<b>GOVERNING AUTHORITY:</b> Glendale City Code, Chapter 2, Article VIII		
<b>EXCEPTIONS:</b> Temporary Committees		
<p><b>POLICY</b></p> <p>The Government Services Committee (GSC) recognizes that many staff liaisons currently provide training/orientation for new members.</p> <p>The GSC would like the standard practice for all boards and commissions to be that when a new member is appointed, training/orientation along with printed materials will be provided.</p> <p>The staff liaisons for the board or commission will provide training and materials to new members that cover such topics as:</p> <ul style="list-style-type: none"> <li>• Mission, functions and duties</li> <li>• Meeting schedules</li> <li>• Rules and procedures</li> <li>• Roles of the board or commission members and staff</li> <li>• Applicable statutes, City Code, regulations, etc.</li> <li>• Historical information</li> </ul> <p>The City Clerk’s Office and City Attorney’s Office provides training to new members regarding the Open Meeting Law, Conflicts of Interest, Parliamentary Procedure, etc., along with a handbook with more in-depth information on the topics covered.</p> <p><b>ADDITIONAL REQUIREMENTS</b></p> <p><u>Community Development Advisory Committee</u></p> <p>In addition to the training listed above, all members of the Community Development Advisory are required to complete:</p> <ul style="list-style-type: none"> <li>• Whistleblower training</li> </ul>		