Communications to the Commission – Issues for Action

In all cases, when the advisory board has voted affirmatively to recommend issues for action or consideration by the City Commission, the following process should be followed:

- A majority of the board's members present at the meeting must vote affirmatively to send an issue to the City Commission for consideration, information, or action. This is done by clearly identifying in the motion that it is a Communication to the Commission.
    - Example: ***I would like the following motion to be considered a Communication to the Commission***. John then states the motion, there is a second, and vote to approve or deny the motion.

- The assigned staff liaison communicates the request of the advisory board, to the City Clerk. The Communication is identified in the advisory board minutes and placed on the next City Commission agenda by the City Clerk.

- The City Commission may choose to act, and if action is taken, the advisory board will be informed, usually through a letter from the Mayor, City Manager, or his/her designee to the Chair of the advisory board, indicating the action taken.

Advisory board members shall not take it upon themselves to relay the advisory board's position to entities outside city government, without the approval of the City Commission. In those instances when it is necessary to transmit time sensitive information, only the approved City letterhead, provided by the staff liaison, should be used.