



CITY OF
**PALO
ALTO**

City Council Staff Report

Report Type: CONSENT CALENDAR

Lead Department: City Clerk

Meeting Date: May 5, 2025

Report #:2504-4537

TITLE

Approval of Boards, Commissions, and Committees Interview Process as recommended by Policy and Services Committee

RECOMMENDATION

The Policy and Services Committee recommends that City Council adopt the following procedure to select Boards, Commissions, and Committees (BCC) candidates to interview.

BACKGROUND

On February 26, 2024, the City Council set an interview selection method for the Boards, Commissions, and Committees (BCC) that allowed each Councilmember to cast a number of votes equal to the number of vacancies plus 50%, rounded up. A minimum of two votes was required for a candidate to advance to the interview stage. While this approach provided a structured process, feedback from City Council has indicated a desire to revisit the method.

On March 10, 2025, the City Council directed staff to return to the Policy and Services Committee with options to revise the interview selection process for BCC Recruitments. At the April 8, 2025 Policy and Services Committee Special Meeting¹, staff presented a range of options for consideration, including:

- Adjusted Voting-Based Selection
- Automatic Interviews for Small Applicant Pools
- Lowered Voting Threshold for Large Applicant Pools
- Proportional Voting Approach

Additional concepts were presented for potential integration into the process include a Scoring System, a Preliminary Review Panel, Weighted Voting, and a Hybrid Approach that combines multiple elements to meet the needs of various applicant pool.

¹ April 8, 2025 Policy & Services Committee Meeting, Item 4 -

<https://cityofpaloalto.primegov.com/Portal/Meeting?meetingTemplatId=16030>

ANALYSIS

At the April 8, 2025 Policy and Services Committee meeting, the Committee considered several options to ensure that candidates are given a fair and equitable opportunity to be selected for the BCC interview phase. The Committee recommendation is that each Councilmember will receive twice the number of votes as there are vacancies. Candidates with the highest number of votes will be selected for interviews. The number of candidates interviewed will be based on the number of vacancies, as follows:

- For 6 or fewer applicants, all will be interviewed.
- For 1-2 vacancies, up to 6 candidates will be interviewed.
- For 3 vacancies, up to 8 candidates will be interviewed.
- For 4 vacancies, up to 10 candidates will be interviewed.

These proposed revisions are intended to create a balanced selection process that upholds the City's values of transparency, inclusion, and civic participation. By refining the current method, City Council can help ensure that all qualified applicants have equitable access to serve their community. The proposed method would recognize and respect the time, effort, and commitment that applicants invest in the process, while also supporting Councilmembers in making informed decisions.

The recommended process will be reflected in the BCC Handbook, which is available publicly and to BCC members. This provides transparency and clear communication regarding this step of the BCC recruitment cycle.

FISCAL/RESOURCE IMPACT

The recommendations and actions taken in this report will not impact the City on a fiscal basis.

STAKEHOLDER ENGAGEMENT

The item was presented to the Policy and Services Committee on April 8, 2025. Public notification was completed through the agenda posting procedure in print and digital.

ENVIRONMENTAL REVIEW

City Council action on this item is not a project as defined by CEQA because it is an organizational or administrative activity that will not result in direct or indirect physical changes in the environment. CEQA Guidelines section 15378(b)(5).

APPROVED BY:

Mahealani Ah Yun, City Clerk