

DIFFERENCES

ADVISORY COMMISSIONS	ADVISORY COMMITTEES
Generally more regulation, authority, and structure.	Generally less regulation, authority, and structure.
Per City policy, meetings must be recorded and broadcast, and minutes must be prepared.	No requirement that meetings be recorded and broadcast or that minutes be prepared.
Per the City Charter, members are recommended by the Mayor and appointed by the Council.	No formal process for appointing members. The Council determines the process for each committee.
Commission members outline their 5-Year Plan and annual goals, which are approved annually by the Council.	Staff and/or Council generally direct the reasons for the committee meetings. Committees are not expected to establish long-term plans or goals.
Work sometimes involves planning and engaging in activities and/or events—in line with the City’s mission but separate from Council direction.	Work generally does not involve activities and/or events. The focus is on providing feedback and ideas into the City’s policies, programs, or practices.
The Chair creates the agenda, with assistance from the staff liaison, and the Chair leads the meeting.	Staff and/or Council generally create the agenda, and staff generally leads the meeting. There is no chair or vice-chair.
Meets monthly, as a meeting or workshop.	Generally meets once to twice a year, or as needed by City staff or Council.
Meetings have a public comment period.	Meetings do not have a public comment period.
Requires a Council liaison.	Does not require a Council liaison.
Receives an annual budget for activities. (Usually around \$2,500)	Historically has not received an annual budget for activities.
Performs actions the City Code allows a commission to do.	Not able to perform some actions the City Code allows a commission to do.
A staff liaison schedules the meetings, handles emails, and processes paperwork, including reports to Council, as directed by the commission.	A staff liaison convenes and leads the meetings, handles emails, and processes paperwork, including any reports to the Council as requested by the Council or staff.
Some have staff liaisons who are paid separately from their primary City work (HRC, ACC, Sister Cities). One has a staff liaison who is paid as part of their regular City job (Sustainability).	Staff liaisons are unpaid or paid as part of their regular City work. The work is incorporated into a staff member’s regular duties.
Terms and membership are imposed by City Charter. Members must be residents unless stated differently in the commission-establishing ordinance.	No formal term limits, membership, or residency restrictions are imposed by City Charter or the City Code. Council may determine requirements for each committee.
Council may delegate authority to enter into contracts related to activities.	No authority to enter into contracts.
Per City Code, members may be removed by a two-thirds vote of the Council.	No formal process for removing members. The Council may determine a process for each committee.

SIMILARITIES

ADVISORY COMMISSIONS	ADVISORY COMMITTEES
City Council establishes commissions and sets forth their powers, duties, and responsibilities.	City Council establishes committees and sets forth their powers, duties, and responsibilities.
Commission funds are City funds and must be accounted for and maintained as such.	Committee funds are City funds and must be accounted for and maintained as such.
Members may advise on policy guidelines and serve as forums for residents to give input or share concerns.	Members may advise on policy guidelines and serve as forums for residents to give input or share concerns.
Member concerns are shared with the Council.	Member concerns are shared with the Council.
Staff keeps a member roster on the website and communicates to the public about vacancies.	Staff keeps a member roster on the website and communicates to the public about vacancies.