

# Boards, Commissions & Committees Governance Modernization Recommendations

Annapolis City Council

May 26, 2026

# City Boards, Commissions & Committees

Affordable Housing & Community

Development Commission

Alcoholic Beverage Control Board

Annapolis Conservancy Board

Art in Public Places Commission

Audit Committee

Board of Appeals

Board of Supervisors of Elections

Building Board of Appeals

Civil Service Board

Commission on Aging

Education Commission

Environmental Commission

Ethics Commission

Financial Advisory Commission

Heritage Commission

Historic Preservation Commission

Housing Authority of the City of Annapolis

Human Relations Commission

Maritime Advisory Board

Planning Commission

Plumbing Inspectors Commission

Police and Fire Retirement Plan Commission

Port Wardens

Public Safety Disability Retirement Board

Recreation Advisory Board

Transportation Board

# Present State

- 26 Boards and commissions
- 200 Over seats
- 54 Vacant seats
- 36 Expiring shortly
- 6 Lack a Quorum or Chair  
(can't meet)

# Civic Service & City Operations Support Time

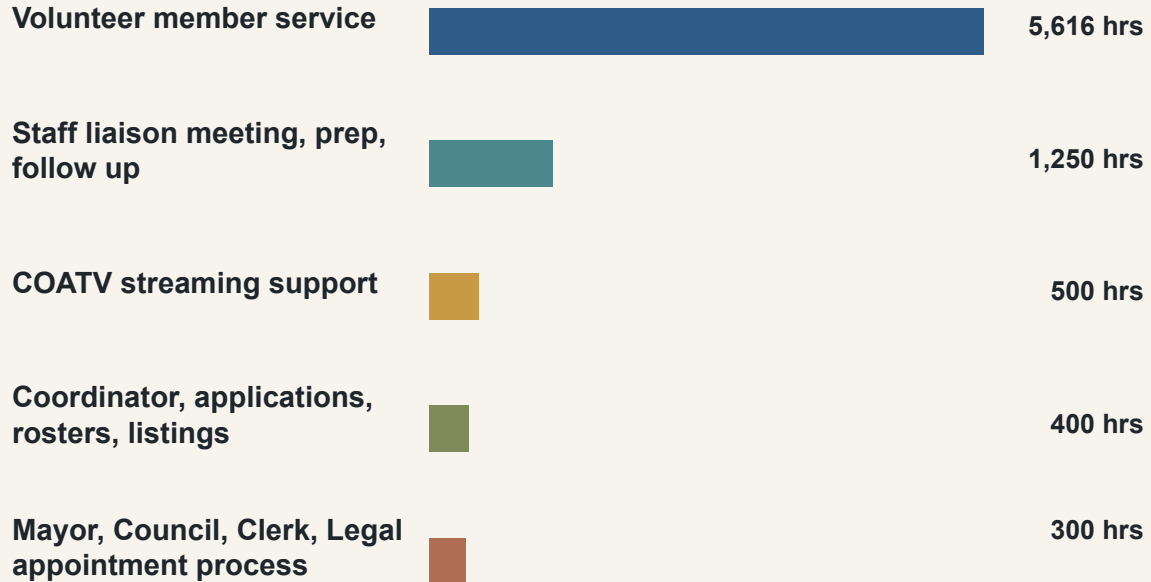
**8,300+**

total annual hours

26 boards × 12 meetings = 312 meetings  
per year

312 meetings × 2 hours = 624 meeting  
hours

234 members × 24 hours = 5,616  
volunteer hours



Estimated annual hours by resource

# Modernize Boards & Commissions

- Improve efficiency
- Strengthen accountability
- Reduce staff burden
- Increase impact

# Present State

- Members/Chairs may remain in a role for many terms
- Less opportunity to grow new leadership
- Lower overall participation

# Standardization

- Implement templates: bylaws, minutes, agendas and annual reports
- [Use of AI](#) to create draft minutes
- Accountability via Staff Liaison and Chair
- Timed meetings (90 min)/Action Agendas

# Efficiency Code Revision Recommendations

(Beginning with Advisory)

- Reduce board size
- Consolidate boards
- Enforce code provisions  
i.e., term limits
- Boards vs. working groups

# Enforcement for Efficiency

- Enforcement of removal rule: 3 sequential missed meetings or 4 total missed meetings in a year
- Remote meeting stream is the record of the meeting
- COATV support for 90 minutes, none for off schedule or in person meetings

# Efficient Management

- Meet when there is active business/vote (not monthly default)
- Use of timed agenda and aim for 90 minutes or less
- 50% or greater in-person meetings
- Quarterly management of application reviews, interviews, appointments, swearing in and training

# Maximize the Staff Liaison Role

## Regular Staff Training

- Civic Plus
- Legal Rules for Board Governance
- Best Practices
- Accountability

# BOARD APPOINTMENT PROCESS



# Next Steps

- Review consolidation recommendations
- Office of Law draft code updates
- Draft ordinances/amendments for Council vote
- Chair and Staff liaison trainings (done)
- SOP Documentation
- Training, data updates, continuous care for system

**Thank You**