

Governance Assessment Preliminary Work Plan

Recommendations	Lead • Anticipated Action	Anticipated Timeframe
<p>1. Develop proposed set of Charter amendments and strategy for future referral to Salem voters – potentially at the November 2026 General Election</p>	<p>Charter Task Force, support from the City Manager’s Office and Legal Department</p> <ul style="list-style-type: none"> • Review recommended adjustments to the Charter, consider which amendments to pursue and how to package the amendments for referral to Salem voters • Task Force recommendations to City Council • Preparation of draft amendments and informational materials for public outreach 	<p>July 2024 – January 2026</p>
<p>2. Create consistent experience for volunteers serving on Boards and Commissions – and improve effectiveness in support to Boards and Commissions</p>	<p>Board and Commissions Appointments Committee, support from City Manager’s Office and Legal Department</p> <ul style="list-style-type: none"> • Recommend Code amendments to clarify roles and responsibilities of boards and commissions • Consider and make recommendations to City Council on when/which Boards and Commissions should have City Council liaison role • Consider recommendation for merger of Board and Commissions – from Governance Assessment • Prepare periodic calendar for Board and Commissions Appointments Committee to include review of governance structure <p>Legal and Staff Liaisons</p> <ul style="list-style-type: none"> • Prepare model bylaws, eligibility requirements, add for annual work plans 	<p>2024-2025</p>

Attachment 2 – Salem Governance Assessment

	<p>and annual reports, and adjustments required to accommodate annual recruitment process to City Council for Salem Revised Code amendment</p> <ul style="list-style-type: none"> • Adjust application to be similar to Revenue Task Force and transition to annual recruitment schedule • Prepare onboarding materials for volunteers • Develop training schedule on equity and inclusion for staff liaisons with emphasis on public meetings and access • Develop clear guidance for staff liaisons on their role • Provide support to staff as transition Boards and Commissions’ meeting materials to single software 	
<p>3. Strengthen Neighborhood Associations</p>	<p>Community Services & Community Planning and Development Departments</p> <ul style="list-style-type: none"> • Work with Neighborhood Association Chairs to consider whether additional requirements could support Neighborhood Associations’ recruitment, such as requiring additional standards for recognition and considerations for equity • Clarify expectations for City support Neighborhood Associations 	<p>2025-26</p>