

LEGISLATIVE DIGEST

[Administrative Code - Resignations from City Boards and Commissions]

Ordinance amending the Administrative Code to establish a City policy against seeking preemptive resignation letters from persons seeking or being considered for appointment or reappointment to City boards and commissions and other City bodies

Existing Law

Article IV-A of Chapter 16 of the Administrative Code describes the process for City officers to resign from their positions. An appointed City officer – in other words, a department head or a member of a board or commission – may resign by submitting a resignation letter to the body or officer who appointed them (their “appointing authority”).

Amendments to Current Law

The ordinance establishes a City policy that an appointing authority may not ask or require a person seeking or being considered for appointment to a City office to prepare or submit a letter of resignation before their appointment has taken effect or as a condition of their reappointment. The ordinance also provides that the resignation procedures for appointed City officers apply to members of advisory bodies established in the Charter or by ordinance.

Background Information

The ordinance is not intended to prohibit an appointing authority from asking an appointee to resign at any point during the appointee’s tenure, or from removing or seeking to remove an appointee under the removal procedures set forth in the Charter.

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