

CITY COUNCIL BOARDS, COMMISSIONS, AND COMMITTEES

PURPOSE

This policy sets forth guidelines for the establishment and conduct of the various Boards, Commission and Committees appointed by the City Council to review and make recommendations on specific issues or interest areas.

GENERAL GUIDELINES

The following shall apply:

- A. Boards and Commissions shall be established by City Charter or ordinance of the City Council. Committees shall be established by a resolution of the City Council in accordance with this policy.
- B. Boards, Commissions and Committees shall be designated either 1) Permanent; 2) Standing; or 3) Ad Hoc. Boards, Commissions and Committees having a definite termination date may be extended by Council action.
- C. Appointees to Boards, Commissions and Committees shall be electorates and residents of the City. However, when exceptions are warranted, the reasons shall be so stated in that Boards, Commissions or Committee's enabling ordinance or resolution.
- D. Committee appointees may be replaced after three (3) consecutive unexcused absences from committee meetings.
- E. With the assistance of the City Attorney, all Boards, Commissions and Committees shall determine the applicability of and comply with the Brown Act and other open meeting laws.
- F. All Boards, Commission and Committee meetings open to the public shall include an opportunity for public comments and questions.
- G. Boards and Commissions shall be reviewed on or before December 31 of each year consistent with the Maddy Act (Cal. Gov § 54972) and Council Policy A-2 (*Board, Commission, and Committee Appointments*). Committees shall be reviewed in October of each year for any needed additions, changes or deletions by the City Manager and the City Council. Within this review, Council shall consider

whether the work done by committees is duplicative of other committees' work, and shall consider merging or disbanding committees as appropriate. This provision shall not however prevent such changes at other times of the year.

BOARDS AND COMMISSIONS (PERMANENT)

These shall consist of citizens with a staff liaison pursuant to the enabling City Charter section, ordinance or resolution. Appointments are made pursuant to Council Policy A-2 (*Board, Commission, and Committee Appointments*).

COUNCIL COMMITTEES (STANDING OR AD HOC)

These shall consist of City Council members and City staff as prescribed by enabling ordinance or resolution. The Mayor annually shall appoint the City Council members subject to confirmation by the full City Council.

COUNCIL/CITIZENS COMMITTEES (STANDING OR AD HOC)

These shall consist of City Council members, citizens and City staff as prescribed by enabling ordinance or resolution. The Mayor annually shall appoint City Council members to these committees subject to confirmation by the full City Council. Appointment of citizens and staff members to these committees shall be addressed in the respective enabling ordinance or resolution.

CITIZENS ADVISORY COMMITTEES (STANDING OR AD HOC)

These shall be comprised solely of citizens with perhaps City Council or staff liaison. Appointments generally shall be made annually by the Mayor subject to confirmation by the full City Council. However, enabling ordinances or resolutions may provide that appointees represent each of the Council districts in which case appointments shall be made by individual Council members for their respective districts subject to confirmation by the full City Council.

JOINT GOVERNMENTAL COMMITTEES (PERMANENT OR STANDING)

These are committees comprised of representatives from several governmental agencies. Representatives to these committees can be either City Council members or City staff. Appointment to joint governmental committees shall be made annually by the Mayor subject to confirmation by the full City Council.

CITY STAFF COMMITTEES (PERMANENT, STANDING OR AD HOC)

These are comprised of staff members designated by their job title as prescribed by enabling ordinance or resolution.

Adopted - May 8, 1973
Amended - May 12, 1973
Amended - June 11, 1973
Amended - December 8, 1975
Amended - June 28, 1976
Amended - August 9, 1976
Amended - December 13, 1976
Amended - January 10, 1977
Amended - January 24, 1977
Amended - September 11, 1979
Amended - October 1, 1979
Amended - November 12, 1979

Amended - February 9, 1981
Amended - November 23, 1981
Amended - January 12, 1987
Amended - October 22, 1990
Amended - January 24, 1994
Amended - February 27, 1995
Corrected - February 26, 1996
Amended - May 26, 1998
Amended - May 12, 2015