

COUNCIL POLICY

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BACKGROUND

The City Council has changed the method it uses to appoint the members of the Planning Commission and the Parks and Recreation Commission so that each Council Member appoints a person to each of these commissions. The persons appointed serve at the pleasure of the appointing Council Member, except that the Council by a 4/5 vote can act to reject an appointment or a removal. The commissioners' terms are concurrent with their appointing Council Member. Additional procedures need to be established by Council Policy to implement this new system.

PURPOSE

To establish certain procedures governing the appointment of Planning and Parks and Recreation commissioners and related matters.

PRACTICES AND PROCEDURES1. Appointments

- a. The City Manager will put on the City Council agenda for the second regular City Council meeting in January following each General Election the matter of appointment of commissioners for the Planning Commission and Parks and Recreation Commission. Appointments will be needed to fill any vacancies caused by the election of new Council Members.
- b. The City Manager will give advance notice of the calendaring of this matter to the Council Members and invite them to submit to him the names of their appointments in time for him to submit them with his report for the scheduled Council meeting.
- c. Prior to the scheduled Council meeting, the City Manager will also cause public notice to be given of the pending appointments and invite any interested persons to submit to his office their name, resume, and statement of interest in the commission appointment desired. All such applications received will be supplied to the Council Members.
- d. At the scheduled Council meeting when this matter is called for consideration, each Council Member will announce his or her appointments. After such

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announcement, any other Council Member may make a motion to reject the appointment which motion will require a 4/5 vote to pass. If an appointment is rejected, the Council Member involved may make another appointment either at this meeting or a later Council meeting to which this matter may be continued.

2. Qualifications

- Commissions must be residents and qualified electors of the City. The City Clerk shall verify that applicants satisfy these qualifications.
- No commissioner shall be a regular, full-time employee of the City, nor a Council Member.
- The Council Members shall select their appointments based on the individual Council Member's judgment that his or her appointees are the best qualified persons for these commissions.
- The appointments do need to be from among persons who have submitted applications.

3. Terms

- Each commissioner will have a concurrent term to that of the appointing Council Member.
- Notwithstanding subdivision 3.a above, a commissioner will continue to serve until a replacement commissioner has been appointed and qualified.
- A commissioner's term shall automatically terminate upon his or her ceasing to be qualified under section 2 above.

4. Removal

- A Council Member may remove one of his or her appointments by placing the removal on a Council agenda.

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- b. When this matter is called for consideration, the Council Member shall announce his or her decision to remove the commissioner. After such announcement, any other Council Member may make a motion to reject the removal which motion will require a 4/5 vote to pass.

5. Compensation

Compensation for the commissioners will be set from time to time by City Council resolution.

6. Absences

The provisions in Costa Mesa Municipal Code, section 13-10(d) and (e) describing excusable absences and absences resulting in termination of office shall govern both Planning and Parks and Recreation commissioners. An absence without cause from three consecutive meetings shall automatically end a commissioner's term of office.

7. Additional Policies

Except as provided in this policy, the Planning Commission and Parks and Recreation Commission shall be guided by the policies set forth in the Commissions/Committees/Boards Handbook. In case of any inconsistencies between this policy and the Handbook, the provisions in this policy shall govern these commissions. The Handbook includes material on such items as:

- Agenda/Minutes
- Attendance Requirements
- Brown Act Requirements
- Compensation
- Conflict of Interest
- Formal Communication with City Council
- Legislative Activity
- Oath of Allegiance
- Staff Liaison Roles
- Travel and Expense Policy