CITY OF COSTA MESA, CALIFORNIA

COUNCIL POLICY

SUBJECT	POLICY NUMBER	EFFECTIVE DATE	PAGE
CITY COUNCIL APPOINTED ADVISORY COMMITTEES AND BOARDS	000-2	2/1/99 **REV:** 3/03 **REV:** 10/18/11 **REV**: 6/5/12	1 of 3

BACKGROUND

Revisions to this Policy occurred in March, 2003, and October, 2011. The City Council has modified the recruitment, criteria, and selection of committee and board members. The City Council also approved the decrease in membership of the committees and boards through attrition and to be reflected in the Commissions/Committees/Boards Handbook. On May 5, 2012, the City Council modified the Policy indicating that the expiration of all committee and board-terms shall be in April. Council Policy 000-2 has been changed to cover only the City's appointed committees and boards.

PURPOSE

To provide clear and cohesive policies which assist appointed committee and board members in performing their duties, and procedures for new standing and ad hoc committee formation.

POLICY

1. Bring community attitudes and needs into focus by providing valuable communication links between the community and the government of the City.

2. Facilitate recommendations from the community, which aid City Council in making sound decisions concerning policy formulation and resource allocation.

3. Establish and maintain a streamlined mechanism to facilitate committee formation; membership, interaction, work programs, and evaluations.

PRACTICES AND PROCEDURES

1. Formation and Membership

   a. Based upon the need for citizen input on matters of importance to the community, requests to form a committee may be made by individual Council Members. "Committee Formation Application Forms" and "Committee Interest Forms" shall be made available to all interested parties through the City Clerk's Office.

   b. Upon review of completed Formation Request Forms, City Council may create a new committee by formal action. Such action will establish the purpose of the committee and the number of members.

   c. Individuals may apply to serve concurrently on more than one committee assuming there is no conflict.

d. The City Council will appoint members to various committees and boards with staggered terms.

e. The Mayor shall designate at least one member of City Council to serve as a non-voting liaison to each committee.

2. Membership Terms

a. Appointed committee members must be Costa Mesa residents.

b. Committee members shall be appointed or reappointed for a term of two (2) years (staggered) unless otherwise specified by City Council.

c. The expiration of all committee and board-terms shall be in April.

d. To vacate a position on a committee or board, the person shall file a written resignation with the Staff Liaison. Vacancies may be filled immediately if alternate members exist, or held open until a regular appointment time period occurs.

e. The City Council, at any time, may request the resignation of or terminate membership of any committee member.

e. Alternates shall automatically fill vacancies left by the departure of full members, based on the alternate's length of time serving on the committee.

3. Work Program/Committee Review Process

a. Each February, all committees shall prepare and submit a Work Program for City Council review. The Work Program shall include:

- Evaluation of the previous years' progress;
- Delineation of the upcoming year's program, goals and objectives; and
- Proposed budget requests.

b. The City Council shall conduct a Committee Review Process once a year in February to review the role and progress of committees to determine their effectiveness. In doing so, City Council reserves the right to revise the status of various committees based upon their need and benefit to the community.

4. General Information and Procedures

Except as provided in this policy all committees and boards 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 committees and boards.

5. Quorum Due to Vacancies

a. Where there are no vacancies by resignation of members, the quorum for a committee formed by City Council shall be a majority of the members of such body.

b. Where the membership on a committee is reduced to less than a majority of the members of such a body due to vacancies by resignation of its members, the quorum shall be a majority of the remaining members of such body until the vacancies are filled by City Council; provided, however, that under no circumstances would the quorum be lowered to less than three (3) committee members. (For example, a committee formed by City Council, which has seven members, would need four members to be present for the committee to take formal action on a matter on the agenda for the meeting. If vacancies occur due to resignations of the members, the quorum would be adjusted to require a minimum of three members to be present for the committee to take formal action on a matter on the agenda while the vacancies have not been filled by City Council. Once the vacancies are filled, the quorum would return to the requirement of four members.)