

**CITY OF PACIFIC GROVE, CALIFORNIA
COUNCIL POLICY**

SUBJECT	POLICY NO.	EFF. DATE	PAGE
Committee Classification; Board, Commission, and Committee Appointments and Procedures	000-5	February 2, 2011	1 of 3

1. Purpose. This policy establishes standards for: 1) the classification of Council committees; 2) the appointment of board, commission, and committee members; and 3) board, commission, and committee procedures.

2. Classification. The following classification shall be in place to handle the committee and other referral needs of the Council not otherwise subject to the jurisdiction of charter or municipal code boards and commissions:

a. Ad hoc committees. This class of committee shall consist either of citizens only or a mixed group of Council members and citizens. Such committees shall have limited assignments related to temporal issues and shall be expected to complete the assignments within a relatively short time. The Council shall provide a written statement of mission to an ad hoc committee, shall ask that the work of the committee be completed by a certain date, shall advise as to record keeping and form of recommendation and shall provide guidance on legal and practical aspects of proceeding with committee work, including suggested formats for agenda and minutes. Ad hoc committees shall be required to submit summary progress reports to the Council on a regular basis, or at least semi-annually. Unless otherwise directed by the Council, ad hoc committees shall designate their chair and vice chair. Ad hoc committees shall be free to request that the Council expand committee missions, i.e. scope of work, but shall make no such changes without specific approval of the Council.

b. Standing committees. This class of committee shall consist either of citizens only or a mixed group of Council members and citizens. Assignment(s) shall not necessarily be permanent, but a standing committee may exist to address issues arising more or less continually in an area of interest to the Council. With the exception of the time specific items, the provisions set out in the ad hoc committee section, above, shall apply as well to standing committees.

c. Council subcommittees. This class treats the situation where one, two, or three Council members are given direction to perform work/research and to return to the Council with some pre-assigned product.

NOTE: Staff shall not be named as committee members. Staff's role is advisory and supportive; naming staff as committee members confuses staff's relationship and responsibility to assigned committees.

3. Appointment of Board, Commission, and Committee Members.

a. Members of charter and municipal code boards and commissions are selected by the Mayor, subject to approval by the Council. Selection shall occur annually at the second regular meeting in January and on an as-needed basis thereafter. The appointment process includes a minimum two-week notification period, including posting, posting on the City's web site, and media notices specifying the board(s) or commission(s) having a vacancy, the number of vacancies on each, the

term of service, the application process, and the application closing date. The City Clerk shall make available a folder containing all applications for Council examination, and the Mayor's selections for Council approval will be placed on the next available regular meeting agenda following the closing date. If a vacancy arises during a term, and there are one or more active applications for that board or commission on file, appointment can be made from those applications, without re-noticing. This can help avoid a significant disruption in the operations of the board or commission due to extended vacancy. In any event, applications are valid for a maximum of only 12 months.

b. When considering appointments to a City Boards or Commissions, Pacific Grove residency and voter registration shall be required.

1. Residency in Pacific Grove is established when all of the following conditions are met: the applicant is registered to vote; the address listed on the applicant's drivers license; the address where the applicant receives his or her mail; and where the applicant physically resides, combined with the intent to remain there.
2. Should a Pacific Grove resident serving on a City Board or Commission no longer qualify as a Pacific Grove resident under paragraph (b) 1, above, that office shall be vacated.
3. As an exception to the residency requirement set by this paragraph (b), a non-resident may be appointed to the Economic Development Commission and the Golf Links Advisory Commission.

c. With respect to appointment of citizen members of ad hoc committees and standing committees, appointment opportunities shall be announced at a Council meeting and in the media, as appropriate, with a stated closing date that is a least one week before the meeting at which the appointments will be made. If there are not sufficient or appropriate applications, the time limit may be extended and announcements may be repeated. Recommendations shall be invited from everyone with interest or expertise, i.e., Council, staff, board/commission/committee members, and citizens. Recommendations shall be made to the Mayor or the City Clerk. Any interested Council members may review the applications in the Clerk's file. The Mayor shall submit final selections for Council approval on the next available regular meeting agenda following the closing date.

d. Membership of boards, commissions, and committees shall not be changed without Council approval.

e. In making appointments to the many bodies referenced in this policy, the Council shall endeavor to distribute the appointments as broadly as possible throughout the city population. Unless a special talent or expertise otherwise dictates, the Council shall not favor appointment of more than one member of a household to a single body. Further, in considering appointments, the Council shall be attentive to the City's status as an Equal Employment Opportunity (EEO) organization.

f. (1) With the exception of charter boards and commissions (which service limitations are set out in the city charter) a citizen member of a body covered by this policy shall not be reappointed to a new term if such reappointment would result in continuous service on the body for more than eight consecutive years. Service for less than a full term shall not be counted in applying the eight-year limit.

(2) Lengths of terms, commencement, and expiration dates of said terms for members of

boards, commissions, and committees established by the Municipal Code shall be as provided by the Municipal Code. Expiration dates are staggered, so as to provide continuity.

(3) Lengths of terms of standing committee members shall be as provided at the time the Council establishes a standing committee. Said terms shall in any event be set to expire on January 31 of the appropriate year.

(4) Ad hoc committee member terms shall be for the time required for the work of the committee to be completed, as specified by the Council.

g. Appointments to outside agencies shall be made by the Mayor subject to approval by the Council.

h. All members shall serve at the pleasure of the Council. The Council, by an affirmative vote of four of its members, may remove any committee member at any time during the member's term of office (Charter Article 26). Possible grounds for removal are: excessive absences, verbally or physically abusive behavior, and violations of ethics or conflicts of interest.

4. Board, Commission, and Committee Procedures. Charter, municipal code, ad hoc, and standing boards, commissions, and committees shall adhere to standard procedures for notice, conduct of meetings, reporting to the Council, and other matters, as provided in the *Boards, Committees and Commissions Handbook*, which are attached to and made a part of this policy.

5. Council Review of Board Actions. The City Council shall not "approve" the minutes of any board, commission, or committee; rather the minutes shall be "received." If there is an item in the minutes that requires actions of the Council, it shall be separately and specifically listed on the Council agenda for action. As set forth in the municipal code (PGMC §23.73.080) the Council, acting at its next regular meeting following a final decision of any board or commission, may "call up" an item acted upon by that board or commission. The vote of three members of the Council shall be required to call an item for review. The action so called shall be reviewed by the Council, de novo, within thirty days of the decision to compel review. Notice of the review shall be provided in the same manner as required for the initial action. The review, by majority vote, may affirm or modify the original decision.

Attachments:

Boards, Committees and Commissions Handbook

Adopted: June 17, 1992 Resolution No. 6280

Amended: September 1, 1993 Resolution No. 6361

Amended: March 29, 1996 Resolution No. 6-017

Amended: May 15, 1996 Resolution No. 6-026

Amended: January 8, 1997 Resolution No. 7-001

Amended: February 19, 1997 Resolution No. 7-006

Amended: September 1, 2010 Resolution No. 10-069

Amended: December 1, 2010 Resolution No. 10-103

Amended: February 2, 2011 Resolution No. 11-007

Amended: March 6, 2019 Resolution No. 19-003

**CITY OF PACIFIC GROVE
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Policy Governing	Policy No.	Effective Date	Page No.
Council, Board, Commission and Committee Member Appearances at City Hearings and Meetings.	000-6	May 2, 2007	1 of 2

Statement of Purpose

It is of paramount importance to the City Council that all City business be conducted in a fair and impartial manner. At the same time, the Council recognizes that citizens serving their community cannot be expected to give up their right of free speech. This policy is an attempt to establish guidelines that balance the individual’s right of free speech with the community’s right to due process through the fair and impartial conduct of City business.

Policy Governing Council Members

Members of the City Council may attend and observe hearings and meetings of City boards, commissions, and committees of which they are not members. However, since Council Members may later be required to review and act on decisions and recommendations of lower bodies, Council Members should not participate in or attempt to influence the decisions of such bodies.

Policy Governing Members of Boards, Commissions and Committees

Appointed members of City boards, commissions, and committees may attend hearings and meetings held by other City bodies of which they are not members. If the member is not attending at the direction of and as an official representative of another body, he or she may still participate in the meeting as long as it is clearly explained in advance that such participation is strictly personal and unofficial. Those who serve their community hold a public trust and they should avoid giving any appearance of unfairness.

It is intended that boards, commissions, and committees are provided ample opportunity to exchange information with the City Council during regular City Council meetings. It is recognized that the advisory bodies may benefit from direction by the City Council and that the Council may benefit from timely updates from advisory bodies on their progress and challenges. To foster this communication, the following provisions are adopted:

- Only members of the board, commission, or committee are permitted to speak on behalf of the body.
- The member presenting must be the Chair or another member designated by the advisory body to present material to the Council.
- The material being presented must have been approved by the advisory body at a legally noticed public meeting.
- If the report requires action by the Council at that meeting, a legally noticed agenda report shall be prepared and submitted to the Council prior to the meeting.

Advisory body representatives who do not meet these criteria should speak during the public comment portions of the agenda and clearly identify that they are speaking as individuals and not on behalf of the advisory body.

Adopted: February 1, 1989--Resolution No. 5957

Amended: May 2, 2007-- Resolution No.07-016

**CITY OF PACIFIC GROVE, CALIFORNIA
CITY COUNCIL POLICY**

Policy Governing	Policy No.	Effective Date	Page
Fund Raising by Boards, Commissions, Committees	000-12	10/06/93	1 of 1

BACKGROUND AND PURPOSE

Not infrequently a city board, commission, or committee will desire to raise funds in the name of the city for a purpose related to the function of such board, commission or committee. It is the desire of the council to establish a policy and procedure applicable to requests for such fund raising efforts.

POLICY AND PROCEDURE

1. City boards, commissions and committees shall be authorized to raise funds for purposes related to their defined functions, but only following council approval of a request to raise funds.

2. A written request to raise funds shall, at a minimum, include the following items.

- a. Name of board, commission or committee making the request.
- b. The name of the member of the board, commission, or committee assigned to head the fund raising.
- c. Nature of the fund raising event or activity, and the dates on or between which the event/activity is to occur.
- d. Explanation of the need for the funds.
- e. Target amount sought via the event/activity.
- f. Names of coordinators working on or involved in the event/activity.
- g. Plans for and timing of proposed expenditure of funds raised, and person or persons authorized to make such expenditures.
- h. Any other information requested by the city manager to be included with the request.
- i. Disposition of unexpended funds.

3. The council may require information in addition to that submitted with the written request.

4. The council may approve, reject or approve with conditions. In taking such actions, the council shall not be bound by specified standards governing such requests, or by previously taken actions or such requests. The council shall be guided only by the consideration in the exercise of its sole discretion, whether the event/activity is in the best interests of the city.

Adopted: October 6, 1993

Resolution No.: 6368