

200-06 APPOINTMENTS TO CITY BOARDS, COMMITTEES AND COMMISSIONS

PURPOSE

To provide uniform policies and consistent procedures for interviewing, appointing and approving appointments to various boards, committees and commissions of the City of Vista; to comply with Vista Municipal Code and with the provisions of state law, including the Ralph M. Brown Act, Government Code Section 54975; to provide guidelines for operations and to clarify the relationship among the City Council, City staff and members of City boards, committees and commissions.

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POLICIES AND PROCEDURES

1. Local Appointments List
 - a. In order to comply with the provisions of California Government Code Sections 54970 through 54975, on or before December 31 of each year, the City Clerk shall prepare and submit to the City Council for its approval an appointments list of all regular and ongoing boards, commissions, and committees of the City. This list shall be known as the Local Appointments List of the City of Vista and shall contain the following information:
 - 1) A list of appointive terms which will expire during the next calendar year, with the name of the incumbent appointee, the date of appointment, the date the term expires, and the necessary qualifications for the position.

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- 2) A list of all boards, commissions and committees whose members serve at the pleasure of the City Council, and the necessary qualifications for each position.
 - b. Upon approval by the City Council, a copy of the Local Appointments List shall be provided to the Vista Library. Copies of the list shall also be made available to any member of the public requesting a copy, at a cost not to exceed the City's established cost of copying or reproduction.
 - c. In the event an unscheduled vacancy occurs on any board, commission or committee of the City, a special notice of the occurrence of the vacancy shall be posted in the Office of the City Clerk and in the Vista Library. Such notice shall be posted not earlier than 20 days before or not later than 20 days following the occurrence of the vacancy. The City Council shall not make a final appointment to fill the vacancy for at least ten working days following the posting of the notice. In the event the City Council determines that any emergency exists necessitating the immediate filling of the vacancy, the City Council may make an "acting" appointment, pending a final appointment.
2. Application Procedures, Qualifications, Re-appointment
 - a. The City Clerk shall solicit applications from qualified persons for all vacant positions and expiring terms of office on City boards, commissions, and committees through advertising and public notices. The City Clerk shall maintain a general information packet describing the functions, duties and responsibilities of each of the boards, commissions and committees of the City.
 - b. Each applicant for any vacancy shall complete an application for the position on a form to be provided by the City Clerk, and return the completed application by the deadline date for such applications announced by the City Clerk. An applicant shall not be considered for appointment to a City board, commission or committee until the City Clerk has determined that the applicant meets the minimum qualifications required for appointment.
 - c. Any incumbent member of a City board, commission or committee wishing to be considered for re-appointment to his or her position shall submit an application prior to any deadline set for applications for that position. There is no limit on the number of terms of office a member of any board, commission or committee may serve.

3. Qualified Applicants List

The City Clerk shall maintain a list of qualified applicants for each board, commission or committee. The qualified applicants list shall contain the names of all persons who have filed a properly completed application form for appointment to a board, commission or committee, in the past twelve months and who have been determined by the City Clerk to meet the minimum qualifications for the board, commission or committee.

4. Interviewing Qualified Applicants for Appointment

- a. Pursuant to the requirements of the Ralph M. Brown Act, any interviews by the City Council of candidates for any vacancy on a City board, commission or committee shall be conducted in an open meeting. All members of the City Council are entitled to attend any interviews. The City Clerk shall assist the City Council in arranging interviews in accordance with this policy.
- b. Subject to the exception listed below, every applicant on the Qualified Applicants List shall be offered the opportunity to be interviewed by the City Council.

If an incumbent member of any board, commission or committee has submitted an application to be considered for re-appointment to a new term on that board, commission or committee, in the absence of a written request by any member of the City Council to conduct interviews of other candidates, the Mayor or District Representative may determine that interviews of other candidates shall not be conducted, pending a decision of the City Council on the re-appointment of the incumbent.

5. Nomination and Appointment to Fill Vacancies

- a. Nomination of members shall be made as follows:
 - 1) Nomination for appointments to the following Commissions, Boards, and Committees shall be made on the basis of Districts. Each District Representative shall nominate one member and the Mayor shall nominate all remaining members.
 - Community Development Block Grant Citizens Advisory Committee
 - Community Safety Commission
 - Parks and Recreation Commission
 - Planning Commission
 - Public Arts Commission

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- Sales Tax Oversight Committee
- Senior Citizens Affairs Commission
- Traffic Commission

2) Until District Representatives are elected from a District, the incumbent living in a District shall be considered to be the District Representative for the purpose of this Policy.

b. General Procedure for Appointment to Commissions, Boards, and Committees.

When an appointment will be made to a commission, board or committee the City Council shall use the following procedure.

- 1) Upon completion of all interviews to be conducted for each vacancy, the City Council member(s) with seats to fill shall nominate a candidate for appointment and shall immediately inform the City Clerk. The City Clerk will compile the complete nomination list and provide it to each member of the City Council. City Council members may solicit advice or comments regarding the nominees from other members of the City Council.
- 2) The nomination for appointment to a board, commission or committee shall be effective upon confirmation of the full City Council.
- 3) After a member of the City Council has given written notice to the City Clerk regarding any nominee the member may withdraw the nominee from nomination any time prior to appointment becoming effective. In the event the member withdraws the name of a nominee after giving written notice of the nomination, but prior to consideration by the City Council, the member shall notify the City Clerk of the withdrawal, along with the name of any alternate nominee, in writing as provided above. The member shall not be required to state any reason for the withdrawal of a nominee. The City Clerk shall notify the other members of the City Council of the withdrawal.
- 4) No alternate members shall be appointed.

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6. Attendance and Other Policies and Procedures
 - a. All members of City boards, commissions and committees are expected to attend regular and special meetings of the board, commission or committee when scheduled. Three consecutive absences, or failure to attend more than 50 percent of the regularly scheduled meetings held in any consecutive 12 month period, shall constitute grounds for removal by the City Council.
 - b. The staff member assigned to provide staff services to a board, commission or committee shall provide an orientation for all new members. Orientation shall include, but not be limited to, a review of the enabling legislation, ordinance or resolution under which the board, commission or committee has been established, a review of the Ralph M. Brown Act, the Political Reform Act, and any other pertinent laws, and a summary of the recent work of the board, commission or committee, including issues currently pending.
 - c. Each board, commission or committee shall cause to be prepared and submitted to the City Council an annual report of its activities. The annual report may be included as part of the department's annual report. The annual report shall describe the number of meetings held by the board, commission or committee, the nature of issues discussed, and any recommendations to the City Council. The City Council may review the role and purpose of each commission on its own determination, or upon recommendation of the City Manager. The City Council may move to suspend or dissolve any board, commission or committee within its purview at its discretion.
 - d. Except as otherwise provided by law or City Ordinance, the role of each board, commission or committee is advisory to the City Council. The authority of the City Council and its legislative power cannot be delegated or assigned, except as expressly conveyed in the manner provided by law. A commission, board or committee shall not establish policy on behalf of the City, nor give direction to staff, except as expressly authorized by the City Council.
 - e. Youth representatives on all commissions, with the exception of the Youth Commission, shall be nonvoting members.

HISTORY

Items A, B, and C adopted September 24, 1988

Item D added June 12, 1989

Revised: December 10, 1996

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