



Administrative Regulations

Number AR8-8
Issue 1

Subject: Staff Support to Advisory Boards, Commissions and Committees.

I. PURPOSE

The purpose of this regulation is to establish a policy governing administrative staff support related to advisory boards, commissions and committees.

II. SCOPE

This regulation is applicable to all City departments and offices responsible directly to the City Manager. It is also requested that elective offices and other independent offices and departments of the City comply with these procedures in the interest of administrative uniformity.

III. POLICY

Within the limits dictated by fiscal constraints, and in order to assist them to perform their functions in an effective manner, the City will endeavor to provide reasonable staff support to advisory boards commissions and committees.

City employees assigned as staff shall have the responsibility to arrange for new members to receive appropriate orientation when they assume their official duties.

This orientation shall include the following:

- (a) Explanation of the purpose of the advisory body.
- (b) Definition of the advisory character of the body.
- (c) Explanation of Ralph M. Brown Act requiring open meetings.
- (d) Provision of one copy of Roberts Rules of Order to advisory body, but not to individual members.
- (e) Provision of copy of ordinance No. C-5705 (Regulations affecting boards, commissions and committees) to each member.
- (f) Explanation of procedural and reporting requirements.
- (g) Provision of other relevant material, explaining functions of the affiliated department; and the relationship of the advisory body to the affiliated department.
- (h) Introduction to key staff members with whom commissioners will be working.
- (i) In departments where appropriate, a brief field trip of departmental facilities in order that new members will have first hand knowledge of the nature and scope of operations and activities upon which they may be called for counsel.

Assigned staff may be requested to prepare an annual written report explaining the activities of the body for the past year to the Mayor and City Council. The report shall include the following:

- (a) The name of the body;
- (b) Its objectives and functions;
- (c) A reference to all reports and recommendations presented to the City Council, including the number of subject matters referred by the City Council;
- (d) The number of meetings held;
- (e) Attendance records of all members;
- (f) The number of public hearings conducted;

- (g) The amount of money, if any, expended in support of that body;
- (h) A list of City personnel who regularly assist that body;
- (i) A recommendation as to whether that body should be abolished, modified or continued.

The City Clerk shall forward the original report to the City Council and shall maintain a copy. Such reports shall be open to public inspection.

Advisory boards commissions and committees responsible to the Mayor's office shall receive support from legislative staff personnel.

NOTE: A copy of Ordinance No. 5705, establishing the procedures for Advisory Boards, Commissions and Committees is attached for informational purposes.

ORDINANCE NO. C - 5705

AN ORDINANCE AMENDING ORDINANCE NO.
C-3600, KNOWN AS THE LONG BEACH MUNICIPAL
CODE, BY ADDING PART 1 TO CHAPTER 3 OF
ARTICLE II THEREOF, RELATING TO ADVISORY
BOARDS, COMMISSIONS AND COMMITTEES

The City Council of the City of Long Beach ordains as follows:

Section 1. That Ordinance No. C-3600, as amended, known as the Long Beach Municipal Code, is further amended by adding Part 1 to Chapter 3 of Article II thereof, to read as follows:

ARTICLE II - Administration

Chapter 3 - Departments

Part 1 - Uniform Regulations - Advisory
Boards, Commissions and Committees

SECTION 2310 - Title and Purpose - This Part may be referred to as the "Uniform Regulations for Council Established Advisory Boards, Commissions and Committees." Its purpose is to provide uniform general regulations applicable to all boards, commissions, and committees of the City established by the City Council for the performance of various prescribed duties and functions.

SECTION 2310.1 - General Regulations - The following regulations shall apply to all advisory bodies which are subject to this Part:

- (a) The members of each body shall be appointed by the Mayor and confirmed by a majority vote of all members of the City Council;
- (b) The members of each body must reside in the City at the time of appointment; and must maintain residence within the City at all times during their service on the advisory body;
- (c) The term of office shall be two years for members of each body. Members may be reappointed after their initial term, but in no event shall any person who has served four consecutive two-year terms on the same body be eligible for reappointment to that body. Serving any portion of an unexpired term shall not be counted as service of one term. Members not eligible for reappointment may continue to serve until their successors are appointed and qualified. The terms of office for members of all advisory bodies shall terminate on the third Tuesday of July of every even-numbered year.
- (d) The members of advisory bodies shall receive no compensation for the performance of their official duties unless compensation is expressly provided by the City Council;
- (e) Appointments to fill vacancies on advisory bodies shall be handled in the same manner as original appointments. When a vacancy occurs during a term, the appointment to fill such vacancy shall be for the un-expired portion of the term; and
- (f) The members of each body may be removed by a majority vote of all members of the City Council for the following causes:
 - 1. Absence from three consecutive meetings without official permissions expressed in the official minutes;

2. Incompetence, malfeasance, misfeasance, neglect of duty, or conviction of a crime involving
3. Refusal to resign from an advisory body when no longer a resident of the city.

SECTION 2310.2 - Selection of Officers

- (a) Each board, commission or committee shall have at least two officers (such as Chairman and Vice-Chairman) and such other officers it deems necessary.
- (b) All officers shall be elected by the members for a term of one year and no officer shall serve more than two successive terms.

SECTION 2310.3 - Meetings

- (a) All meetings of such bodies shall be open to the public and whenever possible shall be held at a City-owned facility.
- (b) Reasonable notice shall be given to the public prior to the convening of any meeting.
- (c) Minutes of each meeting shall be kept and filed with the City Clerk and copies of the minutes shall be sent to the Mayor and City Manager.
- (d) Each body shall meet at least quarterly.
- (e) A majority of all the members of such body shall constitute a quorum for the transaction of business. A motion shall carry upon the affirmative vote of the majority of the members present at any meeting.

SECTION 2310.4 - Rules and Regulations

- (a) Each body may promulgate such rules and regulations for its conduct as it deems necessary. Meetings shall be conducted in accordance with Roberts Rules of Order.
- (b) All adopted rules and regulations shall be promptly filed with the City Clerk and shall bear the signature of the presiding officer.

SECTION 2310.5 - Reports - Each body shall present an annual written report of its activities for the past year to the Mayor and Council; it may also make appropriate recommendations. The report shall include the following:

- (a) The name of the body;
- (b) Its objectives and functions;
- (c) A reference to all reports and recommendations presented to the City Council, including the number of subject matters referred by the City Council;
- (d) The number of meetings held;
- (e) Attendance records of all members;
- (f) The number of public hearings conducted;
- (g) The amount of money, if any, expended in support of that body;
- (h) A list of City personnel who regularly assist that body;
- (i) A recommendation as to whether that body should be abolished, modified or continued.

The City Clerk shall forward the original report to the City Council and shall maintain a copy. Such reports shall be open to public inspection.

SECTION 2310.6 - City Council Duties - The City Council shall:

- (a) Review and take necessary action to verify the reports submitted under Section 2310.5 (Reports) of this Part.
- (b) Evaluate the performance of the reporting body based on the criteria provided in Section 2310.7 (Criteria for Review) of this Part.
- (c) Between November 1 and February 1:
 1. Determine which bodies, if any, should be considered for continuation, modification or termination.
 2. Conduct a public hearing on each body to be considered for modification or termination, to decide whether it should be modified or terminated.

SECTION 2310.7 - Criteria for Review - The City Council shall consider the following criteria in determining whether a public need exists for the continuation of a body subject to this Part:

- (a) Identify the objectives and the problems or needs which that body was to address; and the extent to which the objectives have been achieved.
- (b) The extent to which that body is needed used.
- (c) The efficiency of that body.
- (d) The promptness and effectiveness of that body in disposing of its business.

(e) The extent to which the jurisdiction of that body overlaps or duplicates the jurisdiction of another body; and the extent to which the functions of that body can be consolidated with those of other bodies.

(f) The cost of operation.

(g) The availability of less restrictive or other alternative methods of performing any function of that body which could adequately serve the public need.

(h) The impact in terms of federal intervention or loss of federal funds if that body is abolished.

Nothing in this Part shall be construed to prohibit or limit the City Council from abolishing, modifying, or reorganizing any advisory body at any time it deems necessary or desirable.

SECTION 2310.8 - Applicability - The provisions of this Part shall apply to every advisory board, commission and committee of the City whether it is established by ordinance, resolution or otherwise. In the event any provision of this Part conflicts with a specific provision of an ordinance or resolution establishing a specific board, commission or committee, such specific provision shall control.

The City Council may create by ordinance such other appointive boards or commissions as it deems necessary and may grant to them powers and duties that are consistent with the provisions of this Part. The City Council, by motion adopted by the affirmative vote of at least a majority of its members, may appoint from time to time temporary committees or task forces to give counsel and advice to the City Council.

SECTION 2310.9 - Staff Support - Staff will arrange for new members to receive appropriate orientation when they assume their official duties. Within the limits dictated by fiscal constraints, the City will endeavor to provide reasonable staff support to advisory bodies in order to permit them to perform their functions in an effective manner.

SECTION 2310.10 - Existing Boards and Commissions - Members of existing appointive boards, commissions and committees on the effective date of this Part shall continue in office and shall perform their duties until such duties are delegated to another body or such bodies are disbanded.

Sec. 2. The City Clerk shall certify to the passage of this ordinance by the City Council of the City of Long Beach and cause the same to be posted in three conspicuous places in the City of Long Beach, and it shall take effect on the 31st day after its final passage.

I hereby certify that the foregoing ordinance was adopted by the City Council of the City of Long Beach at its meeting of April 14, 1981, by the following vote:

Ayes:	Councilmembers:	Wilder, Edgerton, Hall Clark, Kell, Wilson, Tuttle, Rubley, Sato.
Noes:	Councilmembers:	None
Absent:	Councilmembers:	None