Authorities, Boards, Commissions, and Committees Handbook

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Approved by the Long Beach City Council on February 19, 2008

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MESSAGE FROM THE CITY CLERK:

Welcome and congratulations on your appointment as a City of Long Beach Commission or Board member. As a member, it is your task to provide the Long Beach City Council with your advice and information on a wide variety of matters. Over the years, the services and programs provided by the City have expanded. Without your insight, many decisions made for this City would have been done without adequate information and thought. The detailed studies and considered advice of boards and commissions are key to creating new programs and policies that will make this City the best it can be.

Serving on a board is leadership in a significant way in that your actions can speak louder than words. Serving on a board or commission is a rewarding experience where constituents can be directly involved in major decision making to improve our community.

A democracy relies on the participation of its constituents and those courageous enough to keep alive and balance multiple opinions relative to good city policy and governance. It is the duty of the government to listen to its people, but it’s the responsibility of the people to speak.

Thank you for your service and your dedication to the City of Long Beach.
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INTRODUCTION

A. CITIZEN PARTICIPATION

Long Beach’s system of authorities, boards, commissions, and committees provides one way for residents who have special experience or interests to participate in the City’s decision-making process by advising the City Council on numerous issues. Other ways for citizens to get involved in local government include speaking at public hearings, speaking before the City Council and its subcommittees, participating in neighborhood-based organizations, petitioning, and letter writing.

The boards and commissions system provides the opportunity to interact creatively with people of all ages, interests, and backgrounds. Democracy can be realized when citizens are able to come together across neighborhood and economic lines to assist in making the community decisions that will shape all of their lives. While commissioners are themselves appointed from within the community, it is important that they in turn ensure that a wide variety of viewpoints from the rest of the community are considered when commissions make recommendations to the City Council. Commissioners should treat these widely varying viewpoints of other commissioners and members of the public with respect so that all citizens are encouraged to participate in government.

Please note that in this manual the term “commissions/commissioners” is inclusive of authorities, committees, boards and the members of such agencies.

For additional information, please contact your commission liaison, who is your primary contact with the City. If more assistance is required you may also contact the Office of the City Clerk at (562) 570-6101.
B. COMMISSION ORIGINS

Commissions originate from four different sources: the City Charter, City Council action, vote of the people, and state mandate.

Charter
Six Charter Commissions exist in the City of Long Beach. The City Charter, approved by the voters, governs each of these commissions. The Long Beach City Charter is analogous to the Constitution.

City-Owned Corporations appointed by the City
There are several non-profit corporations in which the City is the sole shareholder. These corporations are considered separate entities, governed by their own articles of incorporation and by-laws.

Council Action (Ordinance or Resolution)
Some commissions are created through City Council action when they see a need for an additional commission. An ordinance is a law of the City; all laws of the City are codified in the Long Beach Municipal Code. A resolution is a statement of City policy.

Regional Districts
The City of Long Beach belongs to several regional districts, but did not form the entities. The City sends appointed representatives to their boards.

State Mandate
Some commissions are required by the state, for which their duties and purposes are outlined by the state codes. For example, all cities are required to have a Planning Commission.

Vote of the People
Some commissions derive their authority from measures adopted directly by the voters, by initiative, and can only be changed with a vote of the people.

Miscellaneous
Advisory corporations that advises the City not appointed by the Mayor.

C. CURRENT LIST OF COMMISSIONS

The following is a list of the commissions that currently exist in The City of Long Beach; the numbers in the parenthesis show the number of members on each commission:

- **Charter Commissions:**
  - Citizens Police Complaint Commission (11)
  - Civil Service Commission (5)
  - Ethics Commission (7) [Created by Measure CCC, November 6, 2018]
  - Harbor Commission (5)
  - Independent Redistricting Commission (13 and 2 alternates) [Created by Measure DDD, November 6, 2018 – Organization in process.]
- Parks and Recreation Commission (7)
- Planning Commission (7) *(also State Mandated)*
- Water Commission (5)

- **City-Owned Corporations appointed by the City:**
  - Long Beach Public Transportation Company (7)
  - Long Beach Community Investment Company (7)

- **Council Action (Ordinance or Resolution) Commissions:**
  - Airport Advisory Commission (9)
  - Belmont Shore Parking and Business Improvement Area Advisory Commission (7)
  - Board of Examiners, Appeals, and Condemnation (7)
  - Board of Health and Human Services (15)
  - Cable Communications Advisory Commission (11) [Inactive]
  - Citizens’ Advisory Commission on Disabilities (9)
  - Commission on Youth and Children (19) *[Dissolution by Resolution No. RES-18-0099, July 10, 2018]*
  - Commission on Youth and Families (9) *[Added by Ordinance No. ORD-18-0019, July 10, 2018]*
  - Cultural Heritage Commission (7)
  - Economic Development Commission (11)
  - Homeless Services Advisory Committee (11)
  - Human Relations Commission (13)
  - Marine Advisory Commission (9)
  - Public Safety Advisory Commission (13)
  - Senior Citizen Advisory Commission (9)
  - Sustainable City Commission (11)
  - Technology and Innovation Commission (7)
  - Transactions and Use Tax Citizens’ Advisory Committee (5)
  - Veterans Affairs Commissions (9)

- **Regional Districts:**
  - California State University Headquarters Building Joint Powers Authority (5) *[Suspended 2015]*
  - Greater Los Angeles County Vector Control District (2)
  - Metropolitan Water District of Southern California (37)
  - Southern California Library Cooperative (1)

- **State Mandate:**
  - Disabled Access Appeals Board (5) *(Created by Resolution)*
    *[Dissolved effective 11/18/2014 pursuant to ORD-14-0019, responsibilities shifted to Board of Examiners, Appeals and condemnation]*
  - Long Beach Housing Authority (11) *(Created by Resolution)*
  - Pacific Gateway Workforce Investment Board (45) *(Created by Resolution)*
• **Vote of the People:**
  - Pedestrian Safety Advisory Committee (13) *(Created by Ordinance)*

• **Miscellaneous:**
  - Arts Council for Long Beach (31)
  - Downtown Long Beach Associates (29)
  - Long Beach Convention and Visitors’ Bureau

### D. COMMISSION FUNCTION

Commission functions fall into four major categories. Commission functions can and often do cross one or more category.

**Quasi-Judicial**
Certain commissions hold the authority to make decisions, which require or restrict the action of individuals. For example, the Planning Commission has the right to approve or deny permits, subject to appeal to the City Council.

**Administrative**
Some commissions may have the power to appoint, discipline, and dismiss their own employees. For example, the Harbor Commission has the power to hire its own staff.

**Advisory to the City Manager**
Certain Boards make recommendations to the City Manager when it comes to personnel hiring, discipline, or firing. For example, the Citizens Police Complaint Commission makes recommendations to the City Manager regarding the discipline of police officers.

**Advisory to the City Council**
All commissions advise the City Council concerning policies and programs upon request of the City Council.

### E. OFFICE OF THE CITY CLERK

**Duties of the Office of the City Clerk**
In 2007, the Office of the City Clerk was charged with the responsibility for coordinating administrative processes related to the appointment and enrollment of citizens to all Boards and Commissions. Specifically the Office of the City Clerk is responsible for processing new incoming members via an orientation program in compliance with State Law. (The processes are contained within this handbook). In addition to these responsibilities, the Office of the City Clerk is responsible for the maintenance and distribution of this handbook and the Boards and Commissions Roster throughout the City. Key City facilities where this handbook will be available include: City Hall and the Public Library, as well as the Internet.
SERVING ON A COMMISSION

This chapter addresses all aspects of the process of becoming a commissioner, serving on the commission, the responsibilities tied in with the position, and leaving the commission.

A. MEMBERSHIP

This section outlines the steps required to be taken throughout the commission process, from applying to serve on a commission to the completion of service.

1) APPLICATION/ SELECTION PROCEDURES

The following are the procedures required for one to apply and be selected for a commission.

a. Residency Requirements

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. This is as stated in the Long Beach Municipal Code (LBMC) § 2.18.050 (B). In some instances, the residency requirement maybe satisfied by business ownership or other nexus with the City.

b. Application

Most commissions apply through the Mayor’s office where the application can be picked up and turned in. Departments are responsible to assist the Mayor’s Office in community outreach and application distribution. Applications will remain valid and in an active status for two years. To apply, go online to:

http://www.longbeach.gov/mayor/action/commissions/

For commissions not under the exclusive jurisdiction of the City (e.g., Pacific Gateway Workforce Investment Board), there may be a separate application and appointment process.

c. Fingerprinting and Background Check

Prior to nomination or appointment to a commission the Office of the Mayor will order a Live Scan background and fingerprint check with the Long Beach Police Department. City departments will be “charged-back” the cost of the Live Scan and all the Live Scan reports will filed in the City’s Human Resource Department.
d. **Appointment**

Appointments are generally made by the Mayor and then approved by the City Council. See LBMC § 2.18.050(A). Appointments to charter commissions are first referred to the City Council Personnel and Civil Service Committee before being heard by the full Council. See LBMC § 2.03.065.

For commissions not under the jurisdiction of the City, commissioners may be appointed by other jurisdictions as well. Examples of such commission include: Pacific Gateway Workforce Investment Board, Metropolitan Cooperative Library System Advisory Board, and Vector Control District.

Appointments for the Pedestrian Safety Advisory Committee are made by the City Manager. For this exception, and to learn more about this committee’s particular set of rules, see LBMC § 10.68.010.

2) **ENROLLMENT**

Once appointed and approved, these are the procedures that must be completed before being enrolled on the commission: Live Scan, Form 700, ethics training, written ethics pledge, and the oath of office; which will not be administered before the completion of the previously mentioned requirements.

a. **Form 700**

The Political Reform Act (California Government Code §§ 81000-91014) requires most state and local government officials and employees to publicly disclose their personal assets and income. They also must disqualify themselves from participating in commission decisions that may affect their personal economic interest. The Fair Political Practices Commission (FPPC) is the state agency responsible for issuing the attached Statement of Economic Interests, Form 700, and for interpreting the law’s provisions. All commissioners are required to fill out the Form 700. This form must be filed before assuming office, every year thereafter by April 1st, and upon leaving office. The commission liaison is responsible for the submittal of the Form 700 of all commissioners. Copy of the Form 700 is attached in Appendix A, or you may retrieve it from the FPPC’s website at:

http://www.fppc.ca.gov/Form700.html

b. **Ethics Training Assembly Bill 1234**

The Long Beach Municipal Code § 2.07.020 requires Ethics Training for all commission and advisory members. In the event that a member of any City Charter commission or advisory body fails to complete the ethics training required by California Government Code Section 53234 et seq., within the time period specified therein, that person shall automatically be removed from membership from the commission or advisory body (ORD-06-0050 § 1, 2006). The training certificate must be submitted to the Office of the City Clerk before assuming office. Failure to complete training will result in automatic termination. The training can be provided in the Office of the City Clerk or you may take it online at:

http://localethics.fppc.ca.gov/login.aspx
c. **Written Ethics Pledge**

Pursuant to the Long Beach Municipal Code 2.07.010, elected officials shall pledge in writing to follow certain principles while acting in their official capacity. A written code of ethics pledge is required, and a copy of the signed pledge must be submitted to the Office of the City Clerk. Copy of ethics pledge is attached in Appendix B.

d. **Oath of Office**

According to the California Constitution in Article 20, § 3, members of the Legislature, and all public officers and employees, executive, legislative, and judicial, except such inferior officers and employees as may be by law exempted, shall, before they enter upon the duties of their respective offices, take and subscribe the Oath of Office. This will be administered at the Office of the City Clerk upon receiving the Form 700, signed Ethics Pledge, and the completion of the Ethics Training. Failure to take the Oath of Office will bar an appointee from participating and/or voting on any board or commission proceeding. Copy of Oath of Office is attached in Appendix C.

3) **TENURE AND CONDITIONS OF SERVICE**

The terms of office, regulations, attendance, and the process of completion of service are listed below.

a. **Term of Office**

*Charter Commissions*

The term of office of members of the Commissions set forth in this Charter shall be four (4) years, except that the term of office of members of the Harbor Commission shall be six (6) years and the term of office for Water Commission members shall be five (5) years, beginning with the first Monday after the first day of July following their respective appointments, and until their successors are appointed and take office. No person shall serve more than two (2) full terms on any one Commission. Serving any portion of an unexpired term shall not be counted as service of one term on such Commission. Long Beach City Charter § 508.

Additionally, members of the Citizen Police Complaint Commission are limited to two (2) year terms. § 1151.

*Council Action (Ordinance or Resolution) Commissions*

For non-Charter commissions, the term of office shall be two (2) 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 (4) consecutive two (2) 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 specific terms of office for members of all advisory bodies are set forth in the roster.
b. **Commissions with Special Regulations**

A few commissions require special qualifications such as degrees or certificates, specialized backgrounds or experience. When these positions become available, any special qualifications will be noted.

c. **Attendance Requirement**

For non-charter commissions, the members of each body may be removed by a majority vote of all members of the City Council for absence from three consecutive meetings without official permission expressed in the official minutes. LBMC § 2.18.050(F1).

d. **Accommodations for Commissioners with Disabilities**

Commissioners who have disabilities are entitled to receive reasonable accommodations upon request in order to fully participate in board or commission meetings and events.

e. **Stipends**

Commission members shall receive compensation for the performance of their official duties. A list of the advisory bodies currently eligible for compensation is attached in Appendix F. Member compensation is set by resolution and approved by the City Council.

f. **Removal by Majority Vote/Automatic Terminations**

1. For charter commissions, members can be removed by action of the Mayor with the concurrence of 2/3 of the Council. Long Beach Charter § 510.

2. For non-charter commissions, the members of each body may be removed by a majority vote of all members of the City Council for the following causes:
   
   a) Absence from three (3) consecutive meetings without official permission expressed in the official minutes;
   
   b) Incompetence, malfeasance, misfeasance, neglect of duty, or conviction of a crime involving moral turpitude; and
   
   c) Refusal to resign from an advisory body when no longer a resident of the City. LBMC § 2.18.050 (F).

3. Automatic termination can result from the following:
   
   a) Absence from three (3) consecutive meetings;
   
   b) Not filing the required Form 700;
   
   c) Non-Residency within the City of Long Beach;
   
   d) Failure to take the Oath of Office within 30 days of appointment letter; and
   
   e) Failure to complete required Ethics Training.

g. **Resignation Procedures**

A commissioner wishing to resign shall submit a letter of resignation directly to the commission liaison who then shall send the original to the Office of the City Clerk for retention and to update the official commissioner roster. Department staffs are requested to contact the Office of the City Clerk for the current procedures regarding the electronic transmission of resignation notices.
B. CONFLICT OF INTEREST

Conflict of Interest rules exist to reinforce public confidence that City officials, employees and commissioners are acting in the best interests of the public, and not in furtherance of their own self-interests. As a general rule, commissioners should avoid situations where their official actions may affect or appear to affect their private interests, financial or otherwise.

1) RELATION TO CONTRACTS

State law prohibits commissioners from being financially interested in any City contract if your duties call on you to participate in any way or at any stage in the approval of the contract. Any participation (including discussion) in the process by which such a contract is developed, negotiated or executed is a violation of the law.

2) PUBLIC DISCLOSURE REQUIREMENT

If disqualification on a meeting agenda item is required, the commissioner must publicly disclose the interest that is the subject of the potential conflict as well as the fact that they are disqualifying themselves from any participation in the decision. The disclosure may be made orally at the public meeting and/or in writing to the board secretary and must be made a part of the agency’s official records (e.g., the minutes of the meeting.) If commissioners have any further questions, please contact the City Attorney’s office. For more information please reference the Ethics Guide for Long Beach City Officials & Employees.

C. COMMISSION ORGANIZATION

The commissions follow Robert’s Rules of Order for their meetings and their general organization. Highlights of these aspects are listed below:

1) OFFICER ELECTIONS AND TERM OF OFFICE

   a. Each commission shall have at least two (2) officers (such as Chair and Vice-Chair) and such other officers it deems necessary.

   b. All officers shall be elected by the members for a term of one (1) year and no officer shall serve more than two (2) successive terms. LBMC § 2.18.060.

2) DUTIES OF OFFICERS

The chair, or in his/her absence, the vice chair, performs the following duties:

- Presides at all meetings of the commission and ensures that the work of the commission is accomplished;
- Appoints commission members to temporary subcommittees and ad hoc committees subject to the approval of committee;
- As necessary approves agenda prior to distribution;
- Signs the correspondence on behalf of the commission;
- Represents the commission before the City Council with the approval of the commission; and
• Approves and signs commission reports to Council as prepared by the commission.

3) TRANSFER OF CHAIR

In the absence of the chair or his/her inability to act, the vice chair presides in their place. In the event that neither can perform, the remaining committee must elect a temporary chair.

4) DUTIES OF COMMISSION LIAISON

The commission liaison is a City employee assigned from the operating department normally designated to the commission. This individual assists the commission in its functions and advises them of staff’s recommendations. The liaison should inform commissioners about activities, projects, and work taking place in the organization. Their duties include the following:

• Insure that commissioners file their Form 700 prior to taking part in the commission, every year there after by April 1st and upon leaving office;

• Insure that commissioners complete their required Ethics Training before taking their position as a commissioner;

• Execute commission meeting and agenda process to maintain compliance with the Brown Act, including tasks such as preparation of the agenda and minutes, notices, records of votes and attendance utilizing the City’s legislative information management system. System training will be provided by the Office of the City Clerk;

• Serve as the primary contact to the Office of the City Clerk for the commission;

• Notify the Office of the City Clerk of resignations;

• Request permission from the City Manager or department director to have extensive staffing; and

• Initiate suggestions to help lead commissioners in the right direction.

5) DUTIES OF SUPPORTING DEPARTMENT

Supporting departments are responsible for providing orientation to the commissioners regarding the role of the commission to which they have been appointed. Departments also have the authority to provide the commissioners with business cards, which are to be used for City business. Departments also pay the costs of Live Scan.
Chapter 3

COORDINATION WITH COUNCIL

In this chapter certain roles and procedures pertaining to the relationship between commission and City Council are outlined.

A. COORDINATION WITH COUNCIL

Some commissions’ main function is to report and advise the City Council on issues. This section outlines major ways of doing so.

1) RELATIONSHIP TO COUNCIL

The City Council welcomes advice and input from City commissions. The Council relies on the various commissions to have a large number of viewpoints and talents to help solve City problems.

2) PRESENTING AGENDA ITEMS TO COUNCIL

Commissions are welcome to request an item be placed on the City Council agenda. Commissioners must act through the department liaison. The liaison will work with the City Manager to request placement in the agenda at an appropriate time. Due to limited time available in City Council meetings, placement cannot be guaranteed and is up to the discretion of the City Manager. In addition to requesting that the City Manager place an item on an agenda, all citizens (including commissioners) have the right to request that a Councilmember or the Mayor place an item on the Council agenda.

3) ANNUAL REPORT

Commissions are required by the Long Beach Municipal Code to submit an annual report.

LBMC § 2.18.090

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

1. The name of the body;

2. Its objectives and functions;

3. A reference to all reports and recommendations presented to the City Council, including the number of subject matters referred by the City Council;
4. The number of meetings held;

5. Attendance records of all members;

6. The number of public hearings conducted;

7. The amount of money, if any, expended in support of that body;

8. A list of City personnel who regularly assist that body; and

9. A recommendation as to whether that body should be abolished, modified or continued.

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

4) COUNCIL MEETINGS AND AGENDAS

Regular City Council meetings are held every Tuesday except the last Tuesday of the month. Commissioners are welcome to attend and participate in the public comment period. When commissioners address the Council they should clarify whether they are speaking on their own behalf or on the behalf of the commission, at the beginning of their commentary. Only the chair of a commission, or a member who has the prior approval of the commission, should speak on behalf of the commission.
COMMISSION PROCEDURES

This chapter is intended to highlight and assist commissioners and staff with meeting-to-meeting operations required for a well-functioning commission.

A. WORK PROGRAM

Commissioners may find it helpful to establish a yearly work program to set goals for the upcoming year. In it they could outline specific projects and estimated dates of completion. However, the commission controls its own ways of conducting business, and so it may decide on alternate procedures to conduct work efficiently and effectively.

B. MEETINGS

This section is designed to help commissioners and staff to understand the meeting process from writing the agenda, the type of meetings, regulations, minutes and record keeping.

1) REQUIREMENT TO MEET IN PUBLIC

The Brown Act (California Government Code § 54950 et seq.), adopted by the State of California, requires that commission meetings be held in public when a commission majority is present and thus allow all persons to attend such meetings. Reasons valid for holding closed sessions are very limited. Specific cases must be cleared by the City Attorney prior to the scheduling of the meeting. For more information on the Brown Act regulations, reference Appendix D or visit:


2) REQUIREMENT TO BE ACCESSIBLE TO PUBLIC

All meetings must be held in an accessible location.

3) REQUIREMENT TO ALLOW FOR PUBLIC PARTICIPATION

a. Opportunity for Public Comment

The Brown Act requires that agendas for legislative bodies provide an opportunity for the public to address the body. Please refer to the Act or attachment in Appendix D for more information on procedures and time limits.
b. Formal Participation/Presentations

An individual wishing to formally address the commission or make a presentation must submit a written request to the commission liaison and if appropriate it will be scheduled on a future agenda. Once the request is on the agenda, the commission may grant or deny the presentation.

4) TYPES OF MEETINGS

Please consult the Brown Act or reference Appendix D for more information.

a. Public Hearing

Public Hearings are held when required by law or when the commission determines that such a hearing would be desirable. When law requires the hearing, that law may also specify the procedure for that hearing.

b. Workshops or Study Sessions

Workshops and study sessions are designed to elicit citizen input in an informal manner, it allows for citizens to interact with commissioners, which also allows commissioners to work on matters in more depth. Workshops or study sessions do not culminate in action at that meeting. Actions and recommendations should be taken at the next regular meeting.

c. Sub-committees and Ad Hoc committees

Sub-committees are designed to allow commissioners to discuss particular items for an indefinite length of time. Sub-committees are subject to the Brown Act if they have on going jurisdiction on a matter.

Ad Hoc committees are designed for a specific issue for a specific amount of time. Ad Hoc committees are not subject to the Brown Act because they are made up of less than quorum. For more information please reference the Brown Act.

5) MEETING REGULATIONS

- The subject matter must be clearly stated.

- Where a public hearing is mandated by law, the specified form and timing of the advanced notice is 72 hours prior to regular meeting and 24 hours prior to a special meeting.

- When conducting a hearing, the procedures depend on the subject matter and time available. When a hearing is run in a quasi-judicial fashion, minimal requirements for receiving testimony must be met. These include but are not limited to an introduction by the liaison or the chair, testimony by affected parties, interested citizens and the presentation of documents.

- Hearings should be formally declared open by the chair and should be terminated by commission motion.
• Findings that may be needed must be formally stated for the record.

• Any action resulting from the hearing must be clearly stated for the record. Under state law, action is prohibited on any matters not publicly noticed.

• If no action is taken, it should be announced by the chair and advise the public of when action is expected to take place.

• If a commissioner cannot participate because of conflict of interest, it should be noted at the commencement of the hearing.

C. COMMISSION AGENDA

This section is designed to give an overview of the agenda process and structure.

1) AGENDA TITLES/PURPOSES

The purpose of the agenda is to inform the public about the topics that will be discussed at the meeting. It is required by the Brown Act that the titles be as specific as necessary to fully describe the topic at hand.

2) AGENDA FORMAT

Prior to the scheduled meeting, the agenda needs to be formatted and distributed to include: Roll Call, Public Comment, Approval of Minutes, Public Hearing, Old Business, New Business, and Adjournment. Please refer to Appendices D & E for information.

3) SUBMISSION OF AGENDA REPORTS

All reports prepared by staff assisting the commission need to be submitted to the department director for policy and operational clearance about 3 full working days prior to mailing out deadline.

4) DISTRIBUTION OF AGENDA PACKETS

For those commissions staffed by the Office of the City Clerk, it is requested that all necessary documents be submitted eight full working days prior to the meeting. For these commissions, the Office of the City Clerk will mail out agenda packets no later than seven days prior to the meeting to commissioners and any other required individuals. For all commissions, complete agendas must be made available to the public and commissioners 72 hours prior to the meeting, and 24 hours prior to a special meeting. Agendas may be distributed to other departments that work with the commission or those that find interest in it. The City’s goal is to post all agendas on the Internet. To find an agenda for those commissions that are currently posting on the Internet, please go to:

http://longbeach.legistar.com/Calendar.aspx

For other commissions, please contact the department liaison.
D. MINUTES

In this section, the process of noting and recording minutes is explained.

1) ACTION MINUTES

An accurate record of the commission’s proceedings must be kept either by the City Clerk staff or by the liaison executive secretary of the commission. The action minutes will state the date, time, place of the meeting, attendance of members and staff, and a description of the actions taken. Approved motions are indicated by “moved, seconded, or carried” and include the breakdown of the vote.

Minutes are then presented to the commission for approval in the next meeting. If any corrections are made, the corrected minutes shall be approved as corrected.

2) RECORDING MINUTES

It is the policy of the City to record the meetings by audio or video streaming. The audio or video streaming must be maintained in accordance with the City’s Records Retention Schedule.

E. OFFICIAL COMMISSION RECORDS

All agendas, minutes, reports, communications, audio, videos, and any other related material should be kept in an organized manner as to facilitate the passing on of documents from one staff person to the next. It is the responsibility of the commission liaison or executive secretary to keep such documents in order.
APPENDICES

A. Form 700
B. Written Ethics Pledge
C. Oath of Office
D. Robert’s Rules of Order Quick Reference Outline
E. Ethics Guide for Long Beach City Officials & Employees
F. List of the Advisory Bodies currently eligible for Compensation