

ATTACHMENT 1

Title 2 ADMINISTRATION AND PERSONNEL

Chapter 2.06 BOARDS AND COMMISSIONS—GENERAL PROVISIONS

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2.06.010 Commissions established.

There shall be established within the City a Planning Commission, Traffic and Parking Commission, and a Community Services Commission. The City Council may establish by ordinance such other boards or commissions as it deems necessary. (Ord. 309 § 3, 2018; Ord. 304 § 4, 2018; Ord. 295 § 3, 2017; Ord. 165 § 1, 2007)

2.06.020 Number of members.

Unless otherwise specifically provided in the establishing and enabling ordinance, each board or commission shall consist of five (5) members. (Ord. 165 § 1, 2007)

2.06.030 Qualifications.

A. Unless otherwise specifically provided by law or by ordinance of the City Council, all members of boards and commissions of the City shall, at all times during their incumbencies be bona fide residents and registered voters of the City.

B. No member of any board or commission shall be a City employee, nor shall any person be a member of more than one (1) board or commission at any one (1) time. (Ord. 165 § 1, 2007)

2.06.040 Applications.

The City Clerk shall maintain all applications submitted to the City for board or commission positions for a period of one (1) year. (Ord. 165 § 1, 2007)

2.06.050 Appointment.

Each member of the City Council shall appoint one (1) member to each board and commission within ninety (90) days of being sworn in as a member of the City Council. (Ord. 304 § 5, 2018; Ord. 165 § 1, 2007)

2.06.060 Term—Removal.

A. The term of a board or commission member shall expire upon the expiration of the term of the City Council member that appointed the board or commission member.

B. A member of any board or commission serves at the pleasure of the entire City Council and may be removed only by a majority vote of the entire City Council.

C. Unless removed by a majority vote of the entire City Council, a board or commission member shall be entitled to serve on such board or commission until a successor is appointed, notwithstanding the expiration of his or her term.

D. The terms of the existing board and commission members in effect on the date the ordinance codified in this section becomes effective as amended, shall be established by resolution of the City Council.

E. At the completion of any term, a board or commission member may be eligible for appointment pursuant to the provisions set forth in Section [2.06.030](#) of this Code. (Ord. 304 § 6, 2018; Ord. 165 § 1, 2007)

2.06.062 Revolving door.

A. For purposes of this section, “City official” means a City Councilmember, Mayor, Mayor Pro Tem, City Manager, City Attorney and the heads of the City Departments.

B. No former City official, for two (2) years after leaving office after termination of his or her service or employment with the City, shall, for compensation, act as the agent or attorney for, or otherwise represent, any other person by making any formal or informal appearance, or by making any oral or written communication, before the City Council, the City Planning Commission, any present member of the City Council or Planning Commission, or any officer or employee of the City, if the purpose of the appearance or communication is to influence legislative or administrative action by the City, including but not limited to influencing any action or proceeding for any license, permit or other entitlement for use.

C. No former City official, for two (2) years after leaving office or after termination of his or her service or employment with the City, shall, for compensation, knowingly aid, counsel, advise, consult or assist any other person in connection with an appearance or communication, in relation to any case with the intent to influence legislative or administrative action by the City, including but not limited to, influencing any action or proceeding for any license, permit or other entitlement for use.

D. The following activities are not subject to the prohibition in this section:

1. Appearances or communications made by a former City official for the sole purpose of representing himself or herself or any member of his or her immediate family, in his or her individual capacity in connection with any matter pending before the City.

2. If a former City official is employed by a firm or business, appearances or communications by any other employees, officers, members or partners of the firm or business, provided that the former City official is not personally involved and does not personally participate in any way that is prohibited by this article.

3. If a City official becomes an officer or employee of another public agency, appearances or communications made by the former City official on behalf of that other public agency in connection with any matter pending before the City. (Ord. 165 § 1, 2007)

2.06.065 Officers of boards and commissions.

The Chair and Vice-Chair of each board and commission shall be selected by a majority vote of the membership of that board or commission. (Ord. 165 § 1, 2007)

2.06.070 Vacancies.

In the event a member of any board or commission resigns or dies while in office, the City Council member who appointed that board or commission member shall appoint a successor pursuant to the provisions of this chapter. The successor shall serve for the remaining balance of the term to which his or her predecessor was appointed. (Ord. 304 § 7, 2018; Ord. 165 § 1, 2007)

2.06.080 Meetings—Quorum.

The City Council shall establish meeting schedules for each board and commission by resolution. A quorum of three (3) for a five (5) member board or commission and a majority of the board or commission for a larger board or commission shall be required for the transaction of any business. (Ord. 165 § 1, 2007)

2.06.090 Absence from meetings.

Should any board or commission member be absent from any three (3) consecutive meetings of the board or commission, without excuse acceptable to the City Council, that member shall vacate his or her seat on the board or commission. The vacancy shall be filled in the same manner as any other vacancy. (Ord. 165 § 1, 2007)

2.06.100 Appeals.

Appeals to the Planning Commission are in accordance with Chapter [2.04](#) of this Code. (Ord. 278 § 2, 2015)
