

1 RESOLUTION NO. 2024-R\_\_\_\_\_

2 A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF  
3 CULVER CITY, CALIFORNIA, ESTABLISHING A MARTIN  
4 LUTHER KING, JR. CELEBRATION COMMITTEE.

5 WHEREAS, the City and its residents and visitors have been enjoying the Martin  
6 Luther King, Jr. Celebration for many years; and

7 WHEREAS, an integral part of the planning and promotion of the Martin Luther  
8 King, Jr. Celebration is the Martin Luther King, Jr. Celebration Committee; and

9 WHEREAS, the Martin Luther King, Jr. Celebration Committee in years past was  
10 comprised of persons interested in planning and promoting this annual community event;  
11 however, the past committee did not have a formal legal structure; and

12 WHEREAS, committee members should enjoy the support and protection  
13 afforded to members of other official City Commissions, Boards, and Committees as they  
14 discharge their official duties in planning and promoting Martin Luther King, Jr. Celebration;  
15 and  
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17 WHEREAS, Section 1105 of the City Charter provides the City Council with the  
18 authority to establish committees for a specific purpose.  
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20 NOW, THEREFORE, the City Council of the City of Culver City, California, DOES  
21 HEREBY RESOLVE as follows:

- 22 1. The Martin Luther King, Jr. Celebration Committee is hereby established  
23 and shall consist of seven voting members to be appointed by City  
24 Council.  
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- 26 2. The Martin Luther King, Jr. Celebration Committee's purpose,  
27 organization, duties, officers, meetings and staff support, and the  
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qualifications of the Committee members shall be governed by the Martin Luther King, Jr. Celebration Committee Bylaws.

3. The Martin Luther King, Jr. Celebration Committee Bylaws, attached hereto as Exhibit A and incorporated herein by this reference, are hereby approved and may only be amended by resolution of the City Council.
4. This Resolution shall take effect on the date of its adoption.

APPROVED and ADOPTED this 22<sup>nd</sup> day of January 2024.

\_\_\_\_\_  
YASMINE-IMANI MCMORRIN, MAYOR  
City of Culver City, California

ATTEST:

APPROVED AS TO FORM:



\_\_\_\_\_  
JEREMY BOCCHINO, City Clerk

\_\_\_\_\_  
HEATHER BAKER, City Attorney

**EXHIBIT 'A' TO RESOLUTION NO. 2024-R-\_\_\_\_**  
**MARTIN LUTHER KING, JR. CELEBRATION COMMITTEE BYLAWS**

**I. PURPOSE**

- A. To advise and make recommendations to the City Council, the Director of Parks, Recreation, and Community Services (Director), and Special Events Manager (Manager) on policies and issues related to the City's annual Martin Luther King, Jr. Celebration (Event) as defined in these Bylaws.

**II. ORGANIZATION**

A. Composition

1. The Martin Luther King Committee (hereinafter Committee) shall consist of seven (7) members appointed by the City Council. All members need not be Culver City residents; however, a majority of the committee members shall be Culver City residents. Owners/operators of Culver City based businesses are encouraged to apply for the Committee.

B. Terms of Office

1. The Planning Year is the eight-month period commencing on the first day of the first month 6 months (generally July 1 of each year) prior to the annual Event.
2. Initially, three Members shall serve until March 1, 2027, with the remaining four Members serving until March 1, 2028. Thereafter, members shall serve four-year overlapping terms.
3. Members shall serve a maximum of two full terms. If a member serves a partial term in excess of two (2) years, it shall be considered a full term for the purpose of these Bylaws. Nothing in this provision shall act to bar service as a Committee Member after at least two years have elapsed from the Committee Member's last full term.
4. All members shall serve at the pleasure of the City Council.

C. Absence of Committee Members

1. Any member who is absent from three consecutive meetings or a total of five meetings in any six-month period shall automatically forfeit their membership on the Committee. Culver City Policy 3002 provides exceptions to this attendance policy and those exceptions do apply.
2. Any member of the Committee may be removed at any time and without cause by a majority vote of the City Council.

#### D. Appointments to Fill Vacancies

1. If a vacancy occurs, the City Council may, but shall not be required to, appoint a qualified replacement for the remainder of the term for that seat.

#### E. Compensation and Reporting

1. Members of the Committee shall serve without compensation for their service on the Committee.
2. Members may be required to file statements of economic interest in accordance with the California Government Code.
3. Members shall take any mandatory training prior to serving within 90 days of being appointed by the City Council.

### **III. DUTIES**

- A. The Committee shall provide advice to the City Council and the Director (or their designees) based on the specific tasks or duties approved by the City Council, which may include, but shall not be limited to:
  1. Assisting the City in the organization and production of the Event.
  2. Stimulating community interest in the Event through education, community involvement, advertisement, and volunteer opportunities.
  3. Promoting cooperation and coordination among various community organizations, local businesses, and Event participants.
  4. Exploring ways to improve the Event and provide for greater enjoyment for residents.
  5. Involving all segments of the community in the Event.
- B. The operation of this Committee is subject to all applicable laws, including but not limited to, the City Charter, the Culver City Municipal Code, and other applicable Ordinances and Resolutions adopted by the City Council (including City Council Policies and specifically City Council Policy 3002).
- C. Unless prohibited by applicable federal or state law or the City Charter, notwithstanding any other provisions of these Bylaws, or where final decision-making authority has been delegated by the City Council to this Committee, the City Council retains jurisdiction on all items which may otherwise be considered by the Committee. Either the City Council or the City Manager, in their sole discretion, may determine to have any item heard directly by the City Council.

## **IV. OFFICERS**

### **A. Designation of Officers**

1. At the initial meeting and at the first meeting at the beginning of the Planning Year, the Committee shall elect a Chair and Vice-Chair from among its membership.
2. The Chair and Vice-Chair of the Committee shall serve at the pleasure of the Committee.
3. The Chair and Vice-Chair shall serve terms of one Planning Year commencing upon their appointment and concluding on the later of March 1 of the following year or the election of their successors.
4. If the office of Chair becomes vacant prior to the conclusion of the Chair's term, the Vice Chair shall become Chair and the Committee shall elect a new Vice Chair, both of whom shall serve the remainder of those terms as set forth in Section IV.A.3.

### **B. Duty of Officers**

1. The Chair shall preside over all Committee meetings.
2. The Vice-Chair shall act as the Chair in their absence.

## **V. MEETINGS**

- A. Annual Meeting: The Committee shall meet at least one time each Planning Year. Officers shall be selected at this Annual Meeting. Other business may also be transacted during this meeting.
- B. Post-Event Meeting. The Post-Event Meeting of the Committee shall be held at the next scheduled meeting of the Committee after the conclusion of the Event. At this time, the Committee may receive written reports related to the Event, discuss any problems experienced during the Event and consider proposals for improvements to future Events.
- C. Regular Meetings: The Committee shall meet monthly at a time and place designated by the Committee. The Members shall establish a regular meeting schedule at the annual meeting.
- D. Special Meetings: Special meetings may be called at any time by the Director or by a vote of four or more members of the Committee.
- E. Brown Act: All meetings shall be called, noticed, held, and conducted in accordance with the provisions of the Ralph M. Brown Act (commencing with California Government Code Section 54950).
- F. Quorum: Four Committee members appointed by the City Council shall constitute a quorum. Each Committee member shall be entitled to one vote.

Approval of any matter requires an affirmative vote from the majority of the members present.

- G. Rosenberg's Rules of Order: Rosenberg's Rules of Order shall constitute the parliamentary guidelines for transaction of the Committee's business. Where there is a conflict between Rosenberg's Rules of Order and the Bylaws, the Bylaws shall have precedence. Failure to strictly follow Rosenberg's Rules of Order shall not invalidate any action of the Committee.
- H. Placing Items on an Agenda: Consensus among a majority of Committee members present must exist in order to place an item on a future agenda for discussion, or to request research by staff. Staff may also place items on future agendas.

## **VI. STAFF SUPPORT**

- A. The Director, Manager and Parks, Recreation, and Community Services Department staff, as directed and determined by the Director, shall provide staff support to the Committee to include:
  - 1. Agenda Preparation and posting.
  - 2. Respond to requests for information by the Committee.
  - 3. Provide technical assistance and advice to the Committee.
  - 4. Take minutes and coordinate preparation and dissemination of materials.
  - 5. Perform follow-up activity as requested consistent with the duties of the Committee.
- B. In the event the assigned staff determines that a request for research by the Committee is not within the approved tasks or duties of the Committee as set forth in Section III A of these Bylaws, or that the request requires a dedication of staff time that is not available within the requirements of day-to-day operations, the staff shall confer with the Director. The Director shall decide whether the staff support shall be provided in that instance. The Committee may appeal the Director's decision to the City Manager.

## **VII. AMENDMENT TO BYLAWS**

- A. These Bylaws may only be amended by resolution of the City Council. The Committee may recommend amendments to the City Council by a majority vote of the Committee Members present at a regular meeting; provided, the recommended amendments of the Bylaws is placed on a regular meeting agenda and that a copy of the proposed changes have been distributed to members in writing at least 10 days before the meeting at which the amendment will be considered.