

MEETING DATE: **08.22.11**

AGENDA ITEM: **Approval of By-laws for the Culver City Committee on Homelessness.**

ATTACHMENTS

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1. Draft Culver City Committee on Homelessness By-laws	1-3

CULVER CITY COMMITTEE ON HOMELESSNESS BY-LAWS

I. PURPOSE/MISSION STATEMENT

The Culver City Committee on Homelessness is Committed to Improving the Quality of Life in Culver City as follows: Advise City Council and Staff in identifying Short and Long Term Strategies to Decrease Homelessness; Review the Homeless Services Provided by Independent Contractors and Make Recommendations to Improve Service Delivery; and Collaborate and Educate within our Communities and Act as a Voice for the Public.

II. ORGANIZATION

a. Composition

The Committee shall consist of seven members who are Culver City residents.

b. Terms of Members

- i. Citizens appointed as Committee members shall serve terms of three or four years; limited to two consecutive terms.
- ii. All members shall serve at the pleasure of a majority of the City Council.
- iii. Of those first appointed, four members shall be for three-year terms and three members shall be for four-year terms.
- iv. The fiscal year of the Committee shall be July 1st – June 30th.

c. Selection of Committee Members

- i. All Committee members shall be selected without regard to race, creed, color, religion, national origin, sex, income, age, handicap or marital status.
- ii. Individuals wishing to volunteer to serve as citizen Committee members shall complete and submit the Culver City Application and Biographical Data for Commission, Board or Advisory Committee Membership form.
- iii. All eligible citizen applicants' names shall be submitted to the City Council for consideration.

d. Absences of Committee Members

- i. Any Committee Member who has an unexcused absence from any two (2) consecutive meetings of the Committee; has a total of three (3) unexcused absences from any meetings within any twelve (12) months period; or has a total of four (4) absences, whether excused or unexcused within a twelve (12) month period shall thereby, automatically forfeit his/her membership in said Committee.

- ii. The City Council has the authority to determine before forfeiture that an absence is justified. In the event of forfeiture, the City Council shall appoint a successor to serve the balance of the term.
 - iii. An excused absence is defined as notification to appropriate City Hall staff 24 hours prior to meeting date.
- e. Appointments to Fill Vacancies

If a Committee vacancy occurs, the City Council shall appoint a successor to serve the balance of the term.

III. OFFICERS

- a. Designation of Officers
- i. The Committee shall elect its own officers from among the citizen members consisting of a Chairperson and a Vice Chairperson.
 - ii. The Chairperson and Vice Chairperson of the Committee shall be elected annually and shall serve at the pleasure of the Committee.
- b. Duties of the Officers
- i. The duties of the Chairperson shall consist of presiding over all general Committee meetings and forwarding recommendations of the Committee to the City Council.
 - ii. The Vice Chairperson shall perform the duties of the Chairperson when that person is absent or if the Chairperson is unable to complete his or her term as Chairperson, for any reason.

IV. MEETINGS

- a. General Meetings
- i. The Committee shall meet regularly on the fourth Tuesday of every odd number month at 7:00 p.m., and at other times as needed at the City of Culver City, City Hall, or other location if determined by City Hall staff to be necessary to accommodate and/or facilitate public attendance at the meeting.
 - ii. All regular Committee meetings shall be open to the public and duly noticed at least seventy-two hours prior to the meeting.
 - iii. A majority of the Committee Members shall constitute a quorum for the transaction of general business.
- b. Special Meetings
- i. The Chairperson or the Vice Chairperson may call special Committee meetings with at least twenty-four hours written notice given in advance of a special meeting. A majority of the Committee members shall constitute a quorum for the transaction of special business.

c. Conduct of Meetings

- i. In compliance with the State's Open Meetings Law, commonly known as "The Brown Act," Committees can only take action on items that appear on the agenda. Members wishing to have an item placed on the agenda for discussion must obtain a majority of Committee Members support to place an item on a future agenda. Committee Members who believe they may have a concern related to Brown Act compliance shall consult with the City Attorney.
- ii. While considering items at Committee meetings, disagreements may arise, which is normal and part of the process in participatory government. However, it is important that Committee Members conduct meetings with proper decorum and respect.
- iii. To facilitate proper decorum, Roberts Rules of Order shall be the parliamentary standard when conducting meetings.

V. VOTING

- i. A majority of board members constitutes a quorum. In absence of a quorum, no formal action shall be taken except to adjourn the meeting to a subsequent date.
- ii. Passage of a motion requires a simple majority (ie, one more than half the members present).

VI. CONFLICT OF INTEREST

Any member of the Committee who has a financial, personal, or official interest in, or conflict (appearance of a conflict) with any matter pending before the Committee, of such nature that it prevents or may prevent that member from acting on the matter in an impartial manner, will offer to the Committee to voluntarily excuse him/herself and will vacate his seat and refrain from discussion and voting on said item.

VII. STAFF SUPPORT

A designated City Hall staff representative shall provide staff support to the Committee, who shall:

- i. Take minutes and coordinate with the Chairperson the preparation and dissemination of required reports;
- ii. Perform follow-up activity deemed necessary by the Committee