

MEETING DATE: December 10, 2012

AGENDA ITEM : (1) Discussion of the Current Structure of the Fiesta La Ballona Committee; (2) Consideration of Creating a City Council Appointed Fiesta La Ballona Committee; and (3) Adoption of a Resolution Creating the Committee and Approving Bylaws for Such Committee (if Desired)

ATTACHMENTS

	<u>Pages</u>
1. Proposed Resolution (w/proposed bylaws)	1-7

RESOLUTION NO. 2012-R_____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
CULVER CITY, CALIFORNIA, ESTABLISHING A FIESTA LA
BALLONA COMMITTEE.

WHEREAS, the City and its residents and visitors have been enjoying the
Fiesta La Ballona for over fifty years; and

WHEREAS, an integral part of the planning and promotion of the Fiesta La
Ballona Event is the Fiesta La Ballona Committee; and

WHEREAS, the Fiesta La Ballona Committee has taken several forms over its
lifetime, including at one point, having its members appointed by the City Council; and

WHEREAS, the current Fiesta La Ballona Committee is comprised of persons
interested in planning and promoting this annual community event; however, the current
committee does not have a formal legal structure; and

WHEREAS, committee members should enjoy the support and protection
afforded to members of other official City Commissions, Committees, and Boards as they
discharge their official duties in planning and promoting the Fiesta La Ballona event; and

WHEREAS, Section 1105 of the City Charter provides the City Council with the
authority to establish committees for a specified purpose.

NOW, THEREFORE, the City Council of the City of Culver City, California,
DOES HEREBY RESOLVE as follows:

1. The Fiesta La Ballona Committee is hereby established and shall
consist of seven voting members to be appointed by the City Council.
2. The Fiesta La Ballona Committee's purpose, organization, duties,
officers, meetings and staff support, and the qualifications of the

1 Committee members shall be governed by the Fiesta La Ballona
2 Committee Bylaws.

- 3 3. The Fiesta La Ballona Bylaws, attached hereto as Exhibit A and
4 incorporated herein by this reference, are hereby approved and may
5 only be amended by resolution of the City Council.
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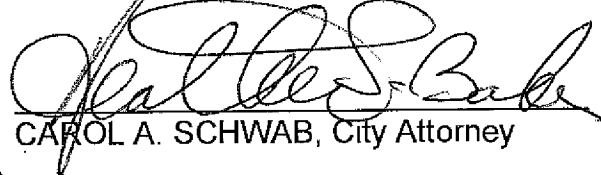
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9 APPROVED and ADOPTED this _____ day of _____, 2012.
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12 _____
13 ANDREW WEISSMAN, Mayor
14 City of Culver City, California

15 ATTEST:

16 APPROVED AS TO FORM:

17 _____
18 MARTIN R. COLE, City Clerk

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20 CAROL A. SCHWAB, City Attorney
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A12-01028

EXHIBIT 'A' TO RESOLUTION NO. 2012-R-____

FIESTA LA BALLONA COMMITTEE

BYLAWS

I. PURPOSE

- A. To advise and make recommendations to the City Council and the Director of Parks, Recreation, and Community Services (Director) on policies and issues related to the City's annual Fiesta La Ballona (Event) as defined in these Bylaws.

II. ORGANIZATION

A. Composition

- 1. The Fiesta La Ballona Committee (hereinafter Committee) shall consist of seven (7) members appointed by the City Council. Members need not be Culver City residents, however Culver City residents and owners/operators of Culver City based businesses are encouraged to apply for the Committee.

B. Terms of Office

- 1. Initially, three Members shall serve until November 30, 2014 with the remaining four Members serving until November 30, 2016.
- 2. Members shall serve a maximum of two 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.
- 3. All members shall serve at the pleasure of the City Council.

C. Absence of Committee Members

1. Any member, who within a twelve month period has four absences, shall be referred to the City Council for consideration of replacement.
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 or, if deemed appropriate by the City Manager, within 180 days of being appointed by the City Council.

III. DUTIES

- A. The Committee shall provide advice to the City Council and the Director (or his/her designees) based on the specific tasks or duties approved by the City Council, which may include, but shall not be limited to:

1. To assist the City in the organization and production of the Event.
2. To stimulate community interest in the Event through education, community involvement, advertisement and volunteer opportunities.

3. To promote cooperation and coordination among various community organizations, local businesses, and Event participants.
 4. To explore ways to improve the Event and provide for greater enjoyment for residents.
 5. To involve 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).
- 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 year commencing upon their appointment and concluding on the later of November 30 of the following year or the election of their successors.

B. Duty of Officers

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

V. MEETINGS

- A. Annual Meeting: The Committee shall meet at least one time each Planning Year. The Planning Year is the twelve month period commencing on the first day of the first month 10 months prior to the annual Event – generally November 1 of each 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.
- B. Regular Meetings: The Committee shall meet as needed. The Members shall establish a regular meeting schedule at the first meeting of each Planning Year.
- C. Special Meetings: Special meetings may be called at any time by the Chair or four or more members.
- D. 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).
- E. Fifty percent plus one of those 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.

- F. The latest edition of *Robert's Rules of Order* shall constitute the parliamentary guidelines for transaction of the Committee's business. Where there is a conflict between Robert's Rules of Order and the Bylaws, the Bylaws shall have precedence. Failure to strictly follow Robert's Rules of Order shall not invalidate any action of the Committee.
- G. 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.

VI. STAFF SUPPORT

- A. The Director of Parks, Recreation, and Community Services (Director) and 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 Director 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 Director shall confer with the City Manager. The City Manager shall decide whether the staff support shall be provided in that instance. The Committee may appeal the City Manager's decision to the City Council.

VII. AMENDMENT TO BYLAWS

These Bylaws may only be amended by resolution of the City Council.