

CITY OF CULVER CITY  
ADVISORY COMMITTEE ON HOUSING AND HOMELESSNESS  
(Formerly Known as the Committee on Homelessness)  
BY-LAWS

I. PURPOSE/MISSION STATEMENT

The primary goal of the Culver City Advisory Committee on Housing and Homelessness ("Committee"), formerly known as the Committee on Homelessness, is to identify and advocate for solutions to end homelessness and methods and means for improving the quality of housing and life for all individuals, in the following ways:

- Advise City Council and City Staff on the appropriate funding to implement solutions for ending homelessness;
- Advising the City Council and Staff in identifying short, medium and long term strategies to end and prevent homelessness;
- Being solutions-focused, specifically towards the decriminalization of homelessness, for a housing, services and equity based approach;
- Reviewing the homelessness services provided by independent City contractors and making recommendations to City Council to improve service delivery;
- Outreaching to the Culver City community along with neighboring and overlapping jurisdictions to help create local and regional solutions to ending homelessness; and
- Collaborating and educating within our communities and acting as a voice for the public.

II. ORGANIZATION

a. Composition

The Committee consists of nine members. Six members shall be appointed at large and shall be Culver City residents. To the extent possible, one member who is currently experiencing homelessness or who has previously experienced homelessness; one member age 16-25; and one member age 65 or older. If no applications are received from individuals meeting these three specific categories, members at large may be substituted for these seats. Members are not required to be Culver City residents; however, the member must have some current or former connection to the Culver City community (e.g. attending a school in Culver

City, having formerly experienced homelessness in Culver City, active member of the Culver City senior center, etc.)

b. Terms of Members

- i. Appointed Committee Members shall serve four-year, staggered terms.
- ii. Members shall serve a maximum of two consecutive terms. If a member serves a partial term in excess of two years, it shall be considered a full term for the purpose of these Bylaws.
- iii. All members shall serve at the pleasure of the City Council and may be removed at any time, and without cause, by a majority vote of the City Council.

c. Selection of Committee Members

All Committee Members shall be selected without regard to race, creed, color, religion, national origin, sex, income, age, handicap or marital status.

d. Absences of Committee Members

- i. Any Member who is absent from three consecutive meetings of their respective CBC or a total of five meetings in any six-month period shall automatically forfeit his or her membership on said CBC, provided, however, that there shall be no such forfeiture in the event of any of the following: (1) When a Member is unable to attend due to illness or physical incapacity. (2) When the City Council has determined before forfeiture that an absence is justified.
- ii. the City Council has the authority to determine 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 may, but shall not be required to, appoint a qualified successor to serve the remainder of the term.

### III. OFFICERS

a. Designation of Officers

- i. The Committee shall elect its officers from among its 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 the Chairperson is absent or if the Chairperson is unable to complete his or her term, for any reason.

#### IV. MEETINGS

a. Regular Meetings

The Committee shall meet regularly on the third Tuesday of every 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.

b. Special Meetings

The Chairperson or a quorum of the Committee may call a Special Meeting.

c. 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). All meetings, including study sessions and workshops, shall be open and public. A quorum of Committee Members shall not discuss Committee business except at an open and public meeting. Regular meeting agendas shall be posted in a public place at least 72 hours in advance of the meeting, and special meeting agendas shall be posted in a public place at least 24 hours in advance of the meeting, and discussion shall be limited to the topics on the agenda. Committee Members who believe they may have a concern related to Brown Act compliance shall consult with the City Attorney.

d. Quorum and Voting

A majority of Committee Members shall constitute a quorum. Each Committee Member shall be entitled to one vote. Approval of any matter requires an affirmative simple majority vote of the Committee Members present. Abstention is not considered voting. In absence of a quorum, no formal action shall be taken except to adjourn the meeting to a subsequent date. As the Committee is strictly advisory, voting shall be on matters of recommendation to City Council and shall not constitute the final approval of the recommended action.

e. Conduct of Meetings

- i. The latest edition of Robert's Rules of Order (or similar rules of parliamentary procedure, e.g. Rosenberg's Rules of Order) shall constitute the parliamentary guidelines for transaction of the Committee's business. Where there is a conflict between the parliamentary guidelines and these Bylaws, the Bylaws shall have precedence. Failure to strictly follow parliamentary guidelines shall not invalidate any action of the Committee.
- ii. While considering items at Committee meetings, disagreements may arise, which is a normal part of the process in participatory government. However, it is important that Committee Members conduct meetings with proper decorum and respect.

f. Placing Items on an Agenda

Consensus among a majority of the Committee Members present and voting must exist in order to place an item on a future agenda for discussion or to request research by staff.

V. CONFLICT OF INTEREST

Any Committee Member who believes they may have a conflict of interest in any matter pending before the Committee (including, but not limited to, financial, personal, and official interests), or a the appearance of a conflict, should consult with the City Attorney's Office to determined appropriate steps to ensure compliance with applicable conflict laws and regulations.

VI. STAFF SUPPORT

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

- i. Take minutes, coordinate with the Chairperson, and prepare and disseminate required agendas and reports;
- ii. Perform follow-up activity deemed necessary by the Committee;

City staff that work with the unhoused population should attend Committee meetings on an as-needed basis. At a minimum, the following City Departments should attend as a non-voting representative to participate in Committee meetings: Community Development Department/Housing Division; Culver City Fire Department; Culver City Police Department; and, City Attorney's Office.

## VII. AMENDMENT TO BYLAWS

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