

**CITY OF CULVER CITY  
COUNCIL POLICY STATEMENT**

Policy Number **3102**

General Subject: Commissions, Boards and Committees      Date Issued 10/25/99

Specific Subject: Recruitment and Selection of      Effective Date 10/25/99  
Commission, Board and Committee  
Members      Resolution No. **99-R086**

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**PURPOSE:**

To establish a policy regarding how Commission, Board and Committee members are recruited and selected by the City Council.

**STATEMENT OF POLICY:**

City Commission, Board and Committee Members serve an important role in reviewing a variety of issues, hearing appeals, issuing certain approvals and decisions, and making recommendations to the City Council. The Commission, Board and Committee process allows the public, employees and staff the opportunity to have thorough consideration given to issues and concerns before their respective matters are decided, and provides the City Council with analysis of issues that are returned to them for deliberations. Commissions, Boards and Committees also provide a vehicle for citizens to become part of the City administrative and policy review process, and often serve as a training ground for future City Council Members.

It is, therefore, important to encourage qualified applicants to apply for Commission, Board and Committee seats, and to have a good response to the recruitment process. Therefore, the City Council establishes the following policy:

- Candidates for the Charter-established Commissions and Landlord-Tenant Mediation Board seats will be recruited in March and April of each year for annual vacancies (terms commencing July 1).
- Candidates for Committees will be recruited as such Committees are created or as vacancies occur.
- Should a vacancy arise during the term of office of a Commission, Board or Committee member, the City will re-advertise for that vacancy, and include the applications already on file from the immediately preceding recruitment.
- Advertising for Commission, Board and Committee applicants will include local newspapers, the City Web site, “banners” on the City cable television broadcasts, announcements on the City radio channel, flyers on public counters throughout City Hall and other City facilities, and other innovative methods, as appropriate.

- Annual Commission and Board appointments will be made at the first Regular City Council Meeting in May. Interim vacancy appointments to Commissions, Boards and Committees will typically be made at the first Regular City Council Meeting following the close of advertising.
- The City Council reserves the right to re-advertise for Commission, Board and Committee candidates if it is dissatisfied with either the recruitment process or the response.
- Applicants for Commission, Board and Committee appointment shall complete a questionnaire describing their background and reasons for applying for the specific appointment. Applicants will be provided the opportunity to address the Council, if they so desire, at the Council meeting when appointments will be made.

Should any sitting Commission, Board or Committee Member become aware that he/she cannot continue to serve or complete his/her term, he/she shall notify the Department staff assigned to his/her Commission/Board/Committee, the Chief Administrative Officer and/or the City Council, in writing, at the earliest possible date.

#### **PROCEDURES:**

The City Clerk's office shall be responsible for placing advertisements for Commission appointments under this policy, and for receiving all applications, and for preparing the staff report for the City Council.

The Housing Division shall be responsible for placing advertisements for the Landlord-Tenant Mediation Board under this policy, and for receiving all applications, and for preparing the staff report for the City Council.

The respective City Department or Staff Liaison to Committees shall be responsible for placing advertisements for Committee seats under this policy, and for receiving all applications, and for preparing the staff report for the City Council.

The responsible party designated above shall notify all applicants of the date of the Council meeting at which appointments will be considered.

City Council Members shall nominate candidates from the applicant list for specific Commission or Board seats, and a vote of the majority of Council Members will determine the appointee(s). Committee appointments may be conducted in the same manner, or in such manner as the City Council determines (e.g., appointments by individual Council Members).

Upon appointment by the Council, the City Clerk shall advise the newly appointed Commission, Board or Committee members. The City Clerk shall arrange for the Commission, Board and Committee Members to be sworn into office.