

**Culver City Municipal Code (CCMC) § 3.03.005 through § 3.03.035:  
General Provisions for Commissions and Agencies**

**GENERAL PROVISIONS**

**§ 3.03.005 CREATION; COMPOSITION; ELIGIBILITY; COMPENSATION.**

There shall be a Civil Service Commission, Cultural Affairs Commission, Parks, Recreation, and Community Services Commission, and Planning Commission, each consisting of five (5) members to be appointed by the City Council. Commissioners shall be residents of the City who are lawfully registered voters of the City, none of whom shall hold any paid office or employment in the City Government. Applicants for appointment to any Commission seat must have been lawfully registered voters of the City for the thirty (30) days immediately preceding the filing of their application. No person may serve on more than one (1) Commission at the same time. Compensation of Commissioners, if any, may be established by resolution of the City Council.

**§ 3.03.010 TERMS OF MEMBERS.**

Members of the Commissions shall generally serve for a term of four (4) years and until their respective successors are appointed and qualified. The terms of at least one (1) and not more than two (2) members shall expire on July 1 of each succeeding odd-numbered year, and any appointment to fill an unexpired term shall be for such unexpired period only. The City Council may determine to appoint persons to the Commissions for terms less than four (4) years for purposes of creating staggered terms or for any other reason determined by the City Council.

**§ 3.03.015 TERM LIMITS.**

A. No person shall serve more than two consecutive full terms as Commissioner on any one (1) Commission. If a person serves a partial term in excess of two (2) years, it shall be considered a full term for the purpose of this provision.

B. Nothing in this provision shall act as a bar to service as a Commissioner on the same Commission after at least two (2) years have elapsed from the last full term as Commissioner.

C. A Commissioner who has served two (2) consecutive full terms as a Commissioner on one (1) Commission may serve on a different Commission without waiting the required two (2) year period provided for in this section.

**§ 3.03.020 REMOVAL; FORFEITURE OF MEMBERSHIP.**

A. Commissioners serve at the pleasure of the City Council and may be removed at any time by a majority vote of the Council.

**Culver City Municipal Code (CCMC) § 3.03.005 through § 3.03.035:**  
**General Provisions for Commissions and Agencies**

- B. The grounds for forfeiture of the seat of a Commissioner are the following:
1. The Commissioner is convicted of a felony or a crime involving moral turpitude; or
  2. The Commissioner ceases to be a resident and lawfully registered voter of the city.
- C. Upon request of the affected Commissioner whose seat has been forfeited, the City Council shall hold a public hearing during which the City Council shall consider declaring the seat vacant. The conclusion of the City Council shall be at the City Council's sole discretion and shall be final. In the absence of such a request and notwithstanding the provisions of § 3.03.005 hereof, after the occurrence of any of the foregoing events, the seat of the Commissioner may be declared vacant by the City Council by a vote of at least three (3) of its members.

**§ 3.03.025 MEETINGS; MEETING PLACE; QUORUM; MINUTES.**

- A. *Meetings.* Each Commission shall meet on an as-needed basis as determined in the sole discretion of the City Manager or duly authorized designee. Meetings shall at all times be open to the public and shall be held in the Council Chambers except when such Chambers are required for any meeting of the City Council or when the Commission determines that a meeting should be held in a different location due to the subject matter being considered, in which case another room or public place within the City limits may be used.
- B. *Change of meeting place.* Notice of change in meeting place shall be posted on the front door of the Council Chambers.
- C. *Quorum.* A majority of the members of the Commission shall constitute a quorum.
- D. *Minutes.* Commission minutes shall be kept in accordance with City Council policy.

**§ 3.03.030 COMPLIANCE WITH APPLICABLE LAWS.**

Commissioners shall comply with all applicable laws and City Council policies.

**§ 3.03.035 CITY COUNCIL RETAINS JURISDICTION.**

Unless prohibited by applicable federal or state law or the City Charter, notwithstanding any other provisions of this code, or where final decision making authority has been delegated by the City Council to another person or body, the City Council retains jurisdiction on all items which may otherwise be considered by the various Commissions. Either the City Council or the City Manager, in their sole discretion, may determine to have any item heard directly by the City Council.