

2020 Commissions, Boards, and Committees

Applicants and Members Handbook



City of Culver City - City Council

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CITY OF CULVER CITY

Dear CBC Member/Prospective Applicant,

Thank you for your interest in serving on a City of Culver City commission, board, or committee (CBC).

The City Council appreciates your willingness to serve your community and provide important community insight and perspective into the various issues and decisions that help make Culver City a great place to live, work, and play!

Your role as an advisory commission, board, or committee member will be a key part of the effort to engage members of the Culver City community in their government. We encourage you to use the training you will receive, as well as this handbook and guidance from CBC Chairs and staff liaisons, to augment your ideas, experiences, and talents to provide the best service you can to the organization and the Culver City community.

We hope you will gain much from your service to the community.

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Section 1: General Information

Commissions, boards, and committees (CBCs) provide one way for residents who have special experience or interests to participate in the City's decision-making process by advising the City Council on numerous issues.

This handbook is designed to serve as a guide to familiarize you with the general policies and procedures for City advisory bodies. As a new member, you will meet with the staff liaison of your CBC, to discuss ongoing work. We also recommend that you review [agendas and minutes](#) from recent meetings to see what issues have been under consideration. These are available at www.culvercity.org/meetings.

The procedures in this handbook are established so that expectations and practices can be clearly articulated to guide members in their actions; however, it does not incorporate all material and information necessary to understand your duties. Therefore, it is important you always consult with your staff liaison if you have questions concerning your duties and responsibilities.

Please note that in this manual the term "CBC Member" is inclusive of all commissions, boards, and committee members.

The following principles help ensure that a CBC operates with maximum efficiency and effectiveness. Members are expected to:

1. Prepare for and attend all meetings.
2. Contact your staff liaison prior to the meeting if you have questions or require additional information.
3. Fully participate in meetings.
4. Respect the decision-making process, and the official position or action of the commission.

CBC Functions

Quasi-Judicial

Certain CBCs hold the authority to make decisions. For example, the Planning and Cultural Affairs commissions have the right to approve or deny projects, subject to appeal to the City Council and the Civil Service Commission conducts disciplinary hearings

Advisory to the City Council

All CBCs advise the City Council concerning policies and programs upon request of the City Council or which has already been delegated to them through the Culver City Municipal Code (CCMC).

Roles of Commissions, Boards, and Committees

Background

The City Charter provides the City Council with the authority, by ordinance, to establish, and abolish such commissions and boards as it may determine, from time to time, to be necessary for the effective and efficient governance of the City. The CCMC currently establishes the Civil Service Commission, Cultural Affairs Commission, Planning Commission, Parks, Recreation, and Community Services Commission, and the Landlord-Tenant Mediation Board, and their respective powers and duties. The Charter further gives the City Council the authority, by ordinance, resolution or other action, to establish and abolish committees for a specified purpose.

CITY CHARTER SECTION 1100. IN GENERAL.

The City Council may, by ordinance, establish and abolish such commissions and boards as it may determine, from time to time, to be necessary for the effective and efficient governance of the City, to encourage citizen participation in local government and maintain positive human relations in the community.

CBC Members serve an important role in providing findings and recommendations to the City Council on matters pertaining to policies, procedures, and rules and regulations within the subject matter jurisdiction of that CBC. The CBC process provides an opportunity for issues and concerns to be thoroughly, researched, considered and debated before decisions are made or recommendations are provided to City Council. CBCs also provide a vehicle for members of the public to become part of the City administrative and policy review process.

Roles of CBCs

Essentially, each CBC assists the City Council in the business of the City, primarily in an advisory capacity. The City Council will then consider the broader issues of City management, including budget, public interest and policies in making decisions based upon CBC findings and recommendations.

As a result of the different objectives of an advisory body versus a policy making body, the City Council may periodically make decisions that are different than a CBC recommendation. This does not reflect negatively on the capabilities or integrity of any CBC or CBC Member. Rather it is the natural consequence of the City Council's overall responsibilities.

It would be extremely challenging for the City Council to address all the issues affecting the City in an efficient manner without the capable assistance of its commissions, boards, and committees. Each CBC Member has a role in the analysis of issues contributing to

the overall mission of providing quality public services and being responsive to community needs and sensitivities. However, once appointed, a CBC Member no longer acts solely as a private member of the public, but rather as a representative of the City. His/her conduct must be consistent with the obligations of public office.

Distribution of Meeting Materials Before a Meeting

The agenda and meeting materials for items to be considered at a CBC meeting must be published 72 hours or more prior to a regular meeting and 24 hours prior to a special meeting. The City uses Granicus and the Legistar agenda management system for publishing CBC materials electronically. CBC Members will be advised by staff of the current process for distribution of meeting materials and how to access them.

Staff will coordinate with the City Clerk's Office to set up a Legistar account for certain CBC Members. Please verify with your staff liaison.

Frequency of Meetings

CBCs shall meet on a regular or as-needed basis, as established by the CBC's bylaws, if applicable, or other policy.

Regular Meetings

The City Council has not prescribed a regular time and place of meetings for CBCs. Each body provides for its own meeting schedule. Once a regularly scheduled date and time is established, the CBC meets in accordance with the established schedule, unless a meeting is cancelled, or the schedule is changed by CBC or City Council action. Meetings must be held in a public place within the City limits. Regardless of turnover in membership, CBCs must continue to meet at the time and place fixed by previous CBC Members until the CBC makes a change to the established schedule.

If a regular meeting falls on a holiday, it shall be held the next business day. Or, at a regular meeting prior to the holiday, another meeting date may be chosen. Similarly, if it is not possible to obtain a quorum on a regular meeting date or there is no work for the body to consider, staff may cancel the meeting. In the case of a lack of a quorum, further discussions on any matter may NOT take place. Staff should notify all persons interested in business before the CBC, and proper public notification should be made of the change in date/time. If there is a change in the regular meeting date, the meeting becomes a special meeting, as it is not at the regular time and place, even though regular business may be conducted.

Special Meetings

California Government Code Section 54956 provides for the calling of a special meeting. Notice must be given to the CBC Members and proper noticing and posting must be provided with at least 24 hours' notice to the public and must indicate the business to be considered at the meeting.

Typically, special meetings are for a single purpose. Only those items listed on the agenda may be addressed at a special meeting.

Adjourned Meetings

A meeting may be adjourned to a time and place specified in the order of adjournment. If the meeting is adjourned, staff will adjourn to a stated time and place and give notice of the adjournment. In addition, a copy of the notice of adjournment shall be posted on or near the door of the Council Chamber or other meeting place within 24 hours after the meeting was adjourned, and on the City website. An adjourned regular meeting is considered a regular meeting for purposes of transacting business.

Brown Act

The State of California ("State") requirements for a regular meeting time and well-publicized notice of any special meeting are necessary to implement the right of the residents to know what their public officials are doing: The Brown Act states in the strongest terms the necessity for openness in public meetings:

In enacting the Brown Act, the State legislature finds and declares that the public commissions, boards, and committees and other agencies in this State exist to aid in the conduct of the people's business. It is in the intent of the law that their actions be taken openly and that their deliberations be conducted openly.

The Brown Act requires that all meetings, including special meetings, not only of the City Council but also of any standing CBC, or combination of these bodies, be open and public. Discussion among a majority of members of a legislative body outside a public meeting (including correspondence and e-mail) is strictly prohibited. The law further specifies that each member who knowingly attends a meeting where action is taken in violation of the law is guilty of a misdemeanor. Section 4 of this Handbook contains **Open & Public V** (League of California Cities publication) , which explains the Brown Act in detail. If a CBC Member has questions about the Brown Act, he/she should contact the City Clerk's Office and/or City Attorney's Office.

Agenda

The agenda outlines the order of business for every public meeting. Agendas must be posted 72 hours in advance of every regular meeting on three accessible locations within the City. The agenda and any supporting materials are always posted on the City website. The minimum notice for a special meeting is 24 hours and has the same posting requirements.

The agenda must contain a brief general description of each item listed and the nature of the action proposed to be taken by the legislative body. The public must, from the posted agenda, have enough information to participate in the discussion of each item of business.

Items may be placed on the agenda in the following ways:

1. Department Work Plans are approved by the City Council each year, as part of the City's budget process. Staff may place items on the agenda relating to these work plans.
2. Staff may place non-Department Work Plans on the agenda relating to matters that require CBC recommendations and City Council action, as determined by the City Manager.
3. The City Council may direct a CBC body to consider items it deems appropriate before making a decision on a matter. This may entail analysis of issues and acting in an advisory role to the City Council.
4. Both members of the public and CBC Members may also, at a public meeting, request items be considered before the respective body. This method does require receiving consensus by a majority of members in order to add an item to a future agenda.

Next Steps for Agenda Items

Once an item is approved for placement on an agenda, staff prepares the item to be placed on a future meeting agenda for consideration by the body.

Public Comment for Items Not on the Agenda

The "public comment" item listed on the agenda is required by law. It is intended to provide an opportunity for any interested person attending the meeting to speak about a matter that is **not** on the agenda but is within the subject matter jurisdiction of the legislative body. However, the legislative body may only respond briefly or direct staff, but may not discuss at length, nor act on any item not appearing on the agenda.

Those who wish to speak are sometimes requested to complete a speaker card. However, neither registration, completion of a questionnaire nor fulfillment of any other condition shall be a prerequisite to attending or speaking at any meeting. Neither the speaker's identity nor residence address can be requested, and if given freely, only the speaker's name will appear in the minutes of the meeting.

The City Council has traditionally established a three-minute time limit per speaker, per item; however, it is often adjusted depending on the number of speakers and the number of agenda items that need to be considered during the course of the meeting. CBCs also have the discretion to establish time limits for speakers in order to efficiently conduct the business of the CBC.

Public Comment on Agenda Items

In instances where a large number of people are present to address an item, the Chair has discretion to shorten the speaker time limit to allow for input from all present. If this is ever necessary, the Chair should make the determination and announcement prior to the commencement of public comment to ensure that all speakers are allocated the same

amount of time to speak. It is important that the Chair be consistent in his/her application of the time limit.

Procedures

Meetings are conducted according to rules of parliamentary procedure. The CBC chairperson directs the meeting and his/her rulings must be followed unless a majority of the CBC overrules them. Rosenberg's Rules of Order (Section 4 of this Handbook) is provided to serve as a guideline for meeting procedures. **However, if Rosenberg's Rules of Order and City policy are in conflict, City policy is controlling.**

For each item of business to be considered, the chair may, and in any order:

- Request presentation of the staff report, if necessary;
- Ask CBC members if they have questions for staff;
- Invite and then close public comment;
- Respond (or ask staff to respond) to questions posed during public comment if necessary; and
- Return discussion to the body.

The Chair will preside over the discussion. Debate should be confined to the issue(s) at hand. Personal comments should be avoided. Typically, and when feasible, each CBC Member should be given an opportunity to speak before a CBC Member speaks for a second time.

Motions: After the CBC has finished discussion of an item, a Member may make a motion to approve the item. The most common motions are a motion to approve the item as is and a motion to approve an item as amended. Below is sample language used when making a motion.

Chair: May I get a motion to approve?

1st Member: Motion. (Or press motion button on iPad if conducting meeting in Council Chambers)

2nd Member: Second. (Or press Second Motion button on iPad if conducting meeting in Council Chambers)

Secretary: I have a motion by _____ and a second by _____.

Voting on a Motion: The method of voting on any motion is dependent upon the situation and the procedures of your respective CBC. Below are the most common sample methods used to vote:

- a. By Voice - Chairperson asks those in favor to say "aye", those opposed to say "nay". EXAMPLE: Chair: All those in favor say aye? and/or if needed, all those opposed?
- b. By Roll Call – Each member answers "aye" or "nay" (as their name is called by the Secretary).

Secretary then states whether the motion passes or fails and includes how the members voted(4 ayes, 1 nay – then state who said nay).

Please note those CBCs that meet in the chambers may vote by using a voting screen, after which the votes will still be stated out loud for the record.

Hearings

Public Hearings, which only occur for specific CBCs (i.e. Planning Commission), may require special public notice and meeting procedures, which will be handled by the CBC staff liaison and Department staff. Hearings must be conducted in a fair and impartial manner. If any CBC member believes to have an actual bias or a legal financial conflict of interest concerning the subject matter or participants of the hearing, he/she should recuse him/herself and not participate. (See Section 3: Code of Conduct and Conflicts of Interest for further information.)

Quorum

A quorum is the minimum number of members of a legislative body that must be present at the meeting to make the proceedings of that meeting valid. For Culver City, a quorum requires that a majority of the number of members (half of the CBC's membership +1) are present. If a quorum is not met, discussions amongst members may not occur.

Minutes

Meeting minutes are the official recording of the actions taken by the CBC on items that appear on the CBC agenda. The City of Culver City creates summary minutes, which may provide a brief description of any discussion and the actions taken by the body and are not meant to capture each word (e.g. Verbatim Minutes). It shall be the goal of each CBC to consider approval of their minutes at the next regularly scheduled meeting of their CBC.

The minutes shall reflect attendance, including late arrivals and early departures, and the duration of the meeting. Each item of business may reflect the subject matter of questions asked, public comment, the position of each member, motions (including seconds or lack thereof) but always include the result of any vote. Video proceedings of commission meetings held in the Council Chambers are currently archived on the City website and stored as per the City's retention schedule.

Changes to the minutes (except for reporting clerical errors) may only be made during the public meeting and prior to the approval of the minutes. These changes must be approved by the CBC to be incorporated into the minutes.

Correspondence Guidelines

Correspondence, including emails, sent and received by a public official, including CBC Members, related to the business of the City is subject to legal retention periods. Correspondence shall be kept a minimum of two years, and shall be produced upon request by City staff, particularly when a request is received for production under the California Public Records Act.

Individual Correspondence Related to CBC Business:

When a member of a CBC or chair corresponds (by letter or e-mail) with a person, agency, or organization as an individual on a community topic, he/she should indicate that the correspondence is not sent on behalf of the CBC, but rather expresses the opinions of the author only. Correspondence received by individual CBC Members shall be sent to the staff liaison for distribution to all members of the body but shall not initiate a discussion. **In accordance with the Brown Act, an unintentional gathering of consensus or opinion, shall be avoided.**

Additionally, when speaking at a public meeting of the City Council or another CBC, the CBC Member should stipulate in what capacity he or she is speaking.

Public records on personal accounts or devices may be subject to the California Public Records Act (CPRA.) All CBC Members receive a City email address to conduct their CBC business to allow for separation of personal and official City business. The City discourages the conduct of City business on personal accounts; however, should this occur, public records on personal accounts or devices must be kept in accordance with the City's records retention schedules.

Social Media

Many CBC Members use social media in various ways. However, the 'personal' style of social media can make it difficult to draw the line between public/professional and private use. As an ambassador of the City, it is important to remember that your statements and opinions should remain personal and should not be conveyed as representing the City's or the CBC's official position. Please consider this when posting on social media on topics that could be related to your work with the City. Social Media posts may also be subject to the CPRA.

Compensation

In accordance with Culver City Municipal Code Section 3.03.005, compensation of Commissioners, if any, may be established by resolution of the City Council.

Members of the Commissions and Landlord-Tenant Mediation Board shall be entitled to annual compensation in the amounts set forth in Attachment 2 to the "Updated Comprehensive City Council Policy entitled CBC" adopted by City Council Resolution No. 2017-R086, which may be updated from time to time upon approval of the City Council. Other bodies do not currently receive compensation.

The Chief Financial Officer shall pay such compensation upon the filing of a requisition by the Staff liaison to the respective body, certifying the member of that body is entitled to such compensation pursuant to the terms of this policy.

Payments shall be suspended during any extended absence by a Commissioner or Landlord-Tenant Mediation Board Member of three months or longer. Compensation may also be withheld until such time as the Commissioner or Landlord-Tenant Mediation Board Member has fully completed and submitted all documentation as required by the City Clerk.

Compensation is considered annually by the City Council as part of the City's fiscal year budget.

Commission. Board and Committee Interaction with City Staff

As part of maintaining proper decorum and respect, CBC Members shall interact with staff with professional courtesy. Issues and concerns of CBC Members and/or City Staff shall be addressed to the Department Head of the department that provides staff support to the CBC. Should resolution not be reached after consultation with the Department Head, Members may consult with the City Manager's Office.

No City staff members are assigned to be full-time assistants to CBC Members. Rather, staff support CBC Members as part of their overall responsibilities. The priority of duties and responsibilities are established by the City Council and administered by the City Manager and the respective Department Head.

CBCs, as bodies, and individual Members may make routine informational requests to staff that do not require significant research or other allocation of staff resources. Agenda item requests which require the dedication of significant time resources shall not be undertaken without the approval of the Department Head and/or the City Manager.

CBCs wishing to consider agenda items that are not part of the Department's approved Work Plans, which would require significant research or other allocation of staff resources, must receive City Council approval prior to the matter being placed on a CBC agenda. Such requests that require City Council approval shall be made through the Department Head, who shall vet the matter and may provide additional information/comments to the City Council, along with the CBC's request.

Section 2: Application & Appointment Process

The City Clerk's Office is responsible for administering the process for the appointment of interested individuals to all CBCs. Specifically, the City Clerk's Office is responsible for processing new incoming members and departing existing members, updating CBC Rosters throughout the City, and maintenance and distribution of this Handbook.

This Section 2 addresses all aspects of the process of becoming a CBC Member, serving on the CBC, the responsibilities tied with the position, and leaving the CBC.

Annual Application Process

The City Clerk's Office:

- Advertises applicants sought in the Culver City News, on the City website, social media, and makes applications available to interested individuals.
- Coordinates annual CBC Meet & Greet event for the Culver City Community.
- Coordinates receipt and distribution to City Council of applications for commission, board, and committee appointments.
- Schedules a Special City Council meeting for Applicant Interviews.
- Prepares staff report for City Council consideration of CBC applicants.
- Following appointments, generates notifications of appointment and non-appointment via email on behalf of the City Council, usually 24-48 hours after the City Council makes the appointment.
- Sends an email transmitting information about the Statement of Economic Interests Form (700 Form) to be completed and returned, other mandatory training requirements such as AB1234 Ethics, AB1661 (Sexual Harassment Training) and distributes this CBC Handbook.
- Coordinates with CBC secretaries and collects Oaths of Office for all new incoming CBC Members.

Advertising for Commission, Board, and Committee applicants will include local newspapers, the City Website, "Banners" on the City cable television broadcasts, announcements at government meetings, flyers on public counters throughout City Hall and other City facilities, and other innovative methods, as appropriate.

Applicants will be provided the opportunity to address the City Council if they so desire at a designated City Council Meeting, which will also be advertised.

At a City Council meeting, City Council Members shall nominate candidates from the applicant list for specific CBC seats, and a vote of the majority of City Council Members will determine the appointee(s).

Upon appointment by the City Council, the City Clerk shall advise the newly appointed CBC Members in collaboration with the CBC Secretary and/or City staff liaison. The City Clerk shall ensure CBC Members are sworn into office.

Appointment Information

Eligibility Requirements

With few exceptions, members of each body must reside in the City at the time of appointment and must always maintain residence within the City during their service on the CBC.

CBC Members shall be residents of the City, none of whom shall hold any paid office or employment in the City Government. Minors, age 16 or older, are eligible to apply with parental or legal guardian consent.

Please note that the Local Business Representative of the Bicycle and Pedestrian Advisory Committee, the Business seat for the Finance Advisory Committee, the Landlord seat for the Landlord Tenant Mediation Board, the Disability Advisory Committee, and the Fiesta La Ballona Committee positions do not require applicants to be Culver City residents.

No person may serve on more than one (1) CBC at the same time unless approved by the City Council.

Appointments and Terms of Members

Appointments to CBCs are made for terms of up to four years. All terms begin July 1st and end on June 30th, unless otherwise stated.

CCMC: § 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.

Term Limits

Term limits are established by the CCMC and CBC By-Laws. The CCMC provides term limits for Commissioners and serves as guideline for other CBCs. Such guideline shall apply to other CBCs unless otherwise stated in their respective by-laws.

CCMC: § 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.

Chair and Vice Chair

As soon as practicable, following the first day of July of each year, each CBC shall reorganize by electing one of its members to serve as Chair, and one as Vice Chair, each who shall serve at the pleasure of the CBC. Only those members present at the meeting shall have the right to vote and the candidate receiving the majority of votes of those present shall be declared the Chair and/or Vice Chair.

The Chair is the presiding officer of the CBC meeting. In that role, the Chair is responsible for maintaining order and decorum. The Chair calls the meetings to order, recognizes speakers, and manages the agenda. It is also the Chair's responsibility to ensure the person who has the floor is given the attention of other members and the public and is allowed to speak without undue or inappropriate interruption, and that all individuals are treated with due respect.

CULVER CITY CHARTER SECTION 1102. CHAIRPERSON AND VICE CHAIRPERSON.

As soon as practicable, following the first day of July of every year, each commission or board of the City shall organize by electing one of its members to serve as its presiding officer, with the title of Chairperson, and electing one of its members as Vice Chairperson. The Chairperson and Vice Chairperson shall each serve at the pleasure of the commission or board.

The Chairperson shall have a voice and vote in all proceedings of the commission or board, shall be the official head of the commission or board for all ceremonial purposes, and shall perform such other duties as may be prescribed by this Charter or by ordinance. The Vice Chairperson shall perform the duties of the Chairperson during the absence or incapacity of the Chairperson.

Oath of Office

According to the California Constitution in Article 20, §3, members of the Legislature, and all public officers and employees, executive, legislative, and judicial, except such inferior officers and employees as may be by law exempted, shall, before they enter upon the duties of their respective offices, take and subscribe the Oath of Office.

The Oath of Office is administered by the staff liaison, usually the Secretary of the respective CBC.

Orientation and Training

Member Training/Orientation is important to prepare new CBC Members for the key role they play. Ongoing training is also important to keep CBC Members informed of the latest developments in their field(s).

General City Operations

The State Open Meetings Law (The Brown Act) (Mandatory)

General Parliamentary Procedure (Rosenberg's Rules) and Etiquette

Ethics, Including Conflicts of Interest Regulations and mandatory filings
Public Records Act
Electronic Voting System
City Email Registration (Mandatory)
Sexual Harassment Prevention and Education Training (Mandatory)
Diversity, Equity and Inclusion (Mandatory)

Issuance and Use of Official City Identification

PLEASE NOTE: At this time, only Commissioners shall receive City Identification (including identification badges and business cards).

Each Commissioner shall be provided with a City identification card which states the name of the office held and other pertinent data identifying the individual. Business cards shall also be provided to each Commissioner.

All City Identification (including identification cards, business cards, etc.) shall only be used in the conduct of related City business. If City Identification is lost and replacement requested, the Commissioner may be required to pay for the cost of replacement.

Upon vacating office, Commissioners shall return all City Identification to the City Manager or designee.

Inappropriate use of City Identification items shall be classified as Major Misconduct, as defined in Section 3 of this Handbook, with significant consequences.

Section 3: Code of Conduct and Conflicts of Interest

Code of Conduct

As representatives of the City Council and the City, it is important that CBC Members set an example of conduct appropriate for their key roles. Therefore, CBC Members are required to adhere to the following:

Preparation for Meetings

It is necessary for CBC Members to be prepared to discuss the items on the Agenda. Therefore, CBC Members should, whenever possible, be provided with agenda packets at least three business days prior to the meeting date. Questions should be posed to staff prior to the meeting to allow staff the time necessary to prepare and provide responses.

Punctuality/Attire

The City Council views CBC Members as professionals in their respective areas. This, coupled with the public nature of CBC meetings, makes it important for CBC Members to

begin meetings on time. Further, when attending official City events, including monthly CBC meetings, members shall be appropriately attired. Business casual shall be the generally acceptable mode of attire.

Attendance Requirements/Misconduct/Forfeiture of Seat

Annually, in May, the City Clerk shall provide the City Council with a summary of attendance by Members at their respective CBC meetings.

Any CBC Member who is absent from any three (3) consecutive meetings of the respective CBC, or who is absent for a total of five (5) meetings of said CBC in any six-month period, shall automatically forfeit his/her seat on said CBC. Provided, however, there shall be no forfeiture in the event of the following:

- (a) Absence due to illness or incapacity
- (b) When the City Council has determined before forfeiture that an absence is justified.

For purposes of this Policy, attendance at a meeting shall be established if a Member is present for a minimum of 50% of the duration of the meeting. Duration of the meeting shall be the total time period elapsed from the convening of the meeting until the adjournment of the meeting, including any recesses.

Member Misconduct

As appointees of the City Council, CBC Members serve at the pleasure of the City Council. Violations of this Code of Conduct shall be handled in the following manners:

- (1) Minor Misconduct: Issues will be reported to the Department Head of the department that provides staff support to the CBC. The Department Head shall then attempt to resolve the issue with the City Manager and Member.
- (2) Major Misconduct: Issues of this level will involve the City Manager's and City Attorney's Offices and may lead to a recommendation to the City Council to remove the Member from his or her seat.

The City Manager shall report Member misconduct to the City Council. Following are examples of misconduct which may subject Commissioners to disciplinary action(s):

- (1) Minor misconduct: Lack of preparation for a meeting; late arrival at meetings; failure to complete mandatory training; discourteous behavior in relations with fellow CBC Members, staff, and/or members of the public.
- (2) Major misconduct: repeated instances of minor misconduct; misuse of official City identification; violation of City Council Policies (including, but not limited to, the City Council Policies addressing violence in the workplace; acceptance of gifts or gratuities; drug free workplace; drugs and alcohol in the workplace; discrimination and harassment in the workplace; smoking in the workplace; and other policies as may be adopted by the City Council from time to time).

While the above items are presented as examples, the determination of what (if any) discipline to impose, up to and including removal from a CBC, shall be at the sole discretion of the City Council.

Discipline of CBC Members by the City Council

In accordance with the CCMC, should the City Council determine, in its sole discretion, that a CBC Member may have allegedly acted in a manner inconsistent with law or this Policy, the City Council may determine to impose any or all of the following:

- (1) Provide direction to the City Manager to meet with the CBC Members(s) to informally investigate alleged misconduct and provide counseling to the CBC Members(s) to indicate behavior consistent with law and this Policy.
- (2) Provide direction to the City Manager to investigate CBC Member alleged misconduct and report findings to the City Council.
- (3) Require the CBC Member to appear before the City Council to hear charges of alleged misconduct.
- (4) Determine, in the City Council's sole discretion and with or without cause, to remove a CBC Member from his/her seat. Such removal shall only be effective upon a 4/5ths vote of the City Council.

Conflicts of Interest

The City Council considers it desirable to appoint persons with expert knowledge about Culver City issues to serve on commissions, boards, and committees. Consequently, it is inevitable that matters will occasionally come before the City's legislative bodies with which individual members have a direct or indirect personal interest.

If a CBC Member has a financial interest relating to an item on which they will be making a decision, and such decision will materially affect that financial interest, he/she must recuse himself/herself from all participation relating to that item. This means the CBC Member may not discuss the matter with other Members, may not participate in the deliberations concerning the matter, and may not attempt to influence the CBC's decision on the matter. CBC members shall leave the room while the matter is under consideration. The general nature of the conflict should be stated for the record.

Members should seek the advice of the City Attorney's Office in any case where there is the slightest possibility of a conflict of interest.

Conflict of Interest Code

The City of Culver City has adopted a Conflict of Interest Code in compliance with the Political Reform Act. **Newly designated commissioners and certain committee members must file a Form 700 within 30 days of appointment and annually thereafter. The City Clerk's Office will notify you if you are required to submit a**

Form 700. Additionally, you must file within 30 days after leaving office. Forms are available in the City Clerk's office and on the FPPC website (<http://www.fppc.ca.gov>). The forms on the FPPC website are interactive. Read this form carefully to fully understand financial interests, as well as disclosure requirements which vary from CBC to CBC. **Please note these forms are a matter of public record.**

AB 1234 Ethics Training (Mandatory)

State law requires local officials to receive two hours of ethics training biennially. The training must cover both ethics laws and ethics principles. Although State law specifies the law applying to elected or appointed officials who receive compensation, local agencies are given the authority to expand the requirement. The City requires all local officials of City-created bodies to receive the training on a biennial basis.

While under the law you have one year from the date you take office to complete the initial requirement, the City strongly encourages you to take the training within thirty (30) days of appointment in order to familiarize yourself with the laws pertaining to your services as a CBC Member prior to your first meeting. Training is then required every two years. If taken online and not when offered annually in person by the City, the time you spend on the training will be printed on your certificate of completion. **The certificate must include the minimum two hours of mandatory study or it will be considered incomplete.**

Once you receive proof of participation in AB 1234 training, please provide the City Clerk's Office with a signed copy of the certificate, or the original if possible. These are public records and are kept on file for a minimum of five years. If you have been required to take this training in the course of employment or other service within the last two years, you do not need to immediately take the training, but will need to provide the City Clerk's Office with a copy of your certificate of completion. You will then be notified in advance of when your two year certificate will be expiring, and a new training session required.

Please contact the City Clerk's Office for further assistance.

Additional Trainings

Other trainings shall be scheduled as needed or required by the enacting authorities.