



City of Culver City

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Staff Report

File #: 24-809, **Version:** 1

Item #: A-5.

Receive and File the Report Concerning the City Council Policy for Commission, Board, and Committee (CBC) Member Attendance, and the Procedure for the Forfeiture of a Member's Seat

Meeting Date: April 10, 2024

Contact Person/Dept: Jesse Roth/PRCS

Phone Number: (310) 253-6274

Fiscal Impact: Yes ☐ No ☒

General Fund: Yes ☐ No ☒

Public Hearing: ☐ **Action Item:** ☐ **Attachments:** Yes ☒ No ☐

Public Notification: (E-Mail) Meetings and Agendas - Disability Advisory Committee (04/04/2024); (E-Mail) Parks, Recreation & Community Services Department Updates (04/04/2024)

Department Approval: Ted Stevens, PRCS Director (04/04/2024)

RECOMMENDATION

Staff recommends that the Disability and Advisory Committee receive and file the report concerning the City Council policy for CBC Member attendance, and the procedure for the forfeiture of a Member's seat.

BACKGROUND/DISCUSSION

Staff have prepared this report as an informational item for the Disability Advisory Committee (DAC) to make them aware of both the attendance policy for City of Culver City CBCs, as well as the process in place for the removal of Members due to repeated absences. DAC Members expressed concern at the February 21, 2024, Special Meeting with regards to Member attendance and its impact on the Committee's ability to effectively meet quorum and conduct business.

According to Section V of the City Council Policy on Commissions, Boards and Committees (adopted on May 10, 2021, by Resolution 2021-R040), subsection titled "CBC Member Attendance and Forfeiture of Seat," (Attachment 1), "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."

Once a Member has missed three consecutive meetings, a letter is sent to said member explaining the forfeiture of their seat and stating that they have 18 calendar days to respond to the letter to confirm if they wish for City Council to reinstate them as a Member of the Committee or Commission. If the Member chooses to be reinstated, they must then go before Council and request to be reappointed. Only the City Council has the authority to appoint, reappoint, or remove a Member from a CBC.

FISCAL ANALYSIS

There is no fiscal impact associated with this discussion.

ATTACHMENT

2024-04-10 - ATT 1 - CC Policy 3002 Commissions Boards and Committees

MOTIONS

That the Disability Advisory Committee:

Receive and file the report concerning the City Council policy for CBC Member attendance, and the procedure for the forfeiture of a Member's seat.