

Requested Revisions to Board, Commission, and Committee Handbook

Under the City Council's Agenda for April 27, 2021, Item 5D, Consideration, Review and Approval of the City's Board, Commission, and Committee Handbook, some additional revisions are necessary. This document summarizes those addition changes that City staff consider as amendments to the agendized document.

Revisions Necessary to Item 5D, Attachment B

Page 8, Paragraph 2

The City Council is assisted by seven (eight) citizen advisory commissions, committees, and boards. These bodies are charged with the following responsibilities:

Page 9, Last Paragraph

The Commission consists of seven Commissioners who will be appointed to two-year terms with a maximum length of service of three full consecutive terms. One Commission will be a Youth Commissioner who serves one-year term increments. The staff liaison to the Commission is the Director of Parks and Recreation.

Page 12, First Paragraph under B. Term of Office

With the exception of the Planning Commission and Development Plan Review Board, candidates are appointed to a term of two years and can serve a maximum of three terms or as otherwise specified under Section III. After serving three consecutive terms, Commission, Committee, or Board members must wait one year before being eligible to reapply for service on the same commission. If they serve one year or longer of an unexpired term, it is considered a term and therefore, are eligible to serve two additional terms.

A. APPOINTMENT OF EMPLOYEE’S RELATIVE

It shall be the Commission applicant’s responsibility to disclose any relation to a current city employee, particularly in the city department the Commission serves. Employed relative is defined as a relation to either the Commissioner or the Commissioner’s spouse as follows:

Relative of Commissioner	Relative of Spouse
Spouse	Brother
Brother	Sister
Sister	Parent or Step Parent
Brother’s spouse wife (sister-in-law)	Grandparent
Sister’s spouse husband (brother-in-law)	Child or stepchild
Grandparent	
Child or stepchild	
Child’s spouse	

Furthermore, the Commission member shall agree to abstain from any discussion or recommendation on matters that may directly or indirectly benefit, influence, or affect their employee relative. Commission member shall not become involved in any way to seek influence on behalf of the employee relative or become involved in any way with the supervision or work performance of the relative employee. Failure to follow these requirements and guidelines may lead to the Commissioner being released from their appointment to the Commission.

B. APPOINTMENT OF RELATIVES OF CITY COUNCIL OR CITY MANAGER

- No relative of a member of the City Council or of the City Manager shall be appointed to or serve on any Commission, Committee or Board. If any such relationship arises, the Relative’s seat is immediately vacated. “Relative” shall be defined as a City Councilmember’s or City Manager’s:

- Spouse
- Sibling
- Child or Stepchild
- Child’s spouse
- Brother’s Spouse/Sister’s Spouse
- Parent/Parent-in-law
- Grandparent/ Spouse’s grandparent
- Grandchild
- Cousin
- Uncle or Aunt
- Nephew or Niece

Page 14, First Paragraph under H. Attendance

It should be emphasized that regular attendance at meetings is critical to the effective operation of any commission, committee or board. Such attendance ensures a steady flow of communication and keeps everyone abreast of current topics under discussion. As a result, a member may be removed when absent from three consecutive meetings in a term, **when a pattern of repeated absences becomes apparent, or by majority vote of the commission, committee or board for good cause**, except in the case of illness or excused absence by prior permission of the commission, committee, or board. **Any removal is subject to ratification of the City Council. Nothing herein shall limit the City Council's sole discretion to remove any member of any commission, committee, or board at any time for any reason pursuant to Paragraph A.**

Page 15, First Paragraph under K. Ethics and Other Training

In order to meet the requirements of California state law (AB 1234), the City Council and Planning Commissioners, as well as all appointed advisory members of any body of the City that is subject to the provisions of the Ralph M. Brown Act ("Open meeting law") **and who receive stipends or reimbursement for actual and necessary expenses incurred**, shall be required to receive no less than two hours of training in general ethics principles and ethics law at least once every two years, (or as frequently as the law may subsequently be amended to provide.) Newly appointed advisory members should complete the required ethics training within the first six months of appointment. Officials shall submit copies of their certification to the City Clerk within thirty (30) days of completion of the curriculum.

Page 19, First Paragraph under J. Agenda

Any item that a member wishes to include on a future agenda must first be agreed upon by **two members** of that commission, committee, or board. **Requester should provide sufficient detail to determine the nature of the topic to be discussed. Staff may add more detail as reasonable to inform discussions. Nothing shall restrict the Chair and Staff liaison from adding items to the agenda as appropriate to execute the commission, committee, or board's charge.**

Page 21, First Paragraph under N. City of San Dimas Municipal Code

The Municipal Code consists of codified ordinances, as well as the Zoning Code that define the regulations and laws that help guide how the city operates and functions. The purpose of the code is to make laws accessible and provide documentation of past legislation. It is available on the City's website at www.sandimasca.gov and a copy in the Office of the City Clerk.

Page 23, First Paragraph under A. Interaction with Staff

The City's staff works for and is responsible to the City Manager and it is therefore the City Manager's responsibility to allocate staff's time and efforts. Commissioners should not attempt to direct or decide the priority of work for the department or the individual staff person. These bodies should, however, set priorities for their own agendas in order that staff may best use the time available for commission, committee, or board business. **The Commission may request information or research on a matter from City staff that either does not result in more than roughly an hour of staff time or in the case more time is required, is weighed by the appropriate department head against priorities, workload, and fit with the recommendations or actions City staff are considering for City Council. At any time, the City Manager or department head may bring a commission, committee or board request to the City Council for review and consideration.**

Page 24, Third Paragraph under B. Interaction with City Council

With the exception of the Planning Commission, a Councilmember(s) shall be assigned to a commission, committee, or board as a liaison. The Council liaison(s) attend the meetings, but with the exception of Golf Course Advisory **and DPRB** are not voting members of the board.

Page 24, Fifth Paragraph under B. Interaction with City Council

When a member of an advisory body addresses the City Council at a public meeting, it should be made clear whether he/she is speaking on behalf of the advisory body or as an individual citizen. **Either the Chair or another member appointed by the commission, committee, or board to represent the body shall speak on behalf of the body to the City Council.**

Page 24-25, Last Two Paragraphs on the Page

Board members, Commissioners, and Committee members should always remember their public or private statements, including in the news media or on social media, may be perceived as representing the City or as being made on behalf of the City, or may be perceived as representing official City policy.

Board members, Commissioners, and Committee members should take care not to state or imply that their views, expressions of opinion, or other statements are an official policy, statement, position, or communication of the City or represent the views of the City or any City officer, employee, board, commission, or committee, unless specific permission has been given to the Board member, Commissioner, or Committee member by the City Council or the City Manager to speak on behalf of the City.

Board members, commissioners, and committee members should explicitly clarify that their statements are their sole positions and views, and not representing the City, boards, commissions, or committees when such statements could reasonably be interpreted to be official policy, statement, position, or communication.

In respect to matters before a board, commission, or committee, such body may appoint a member of the body to represent its position to the City Council or on behalf of the board, commission, or committee, but such representation shall not conflict or imply that the position is a position of official policy, statement, position or communication of the City unless such was approved by the City Council.

Page 28, First Sentence

... can turn the audience against you for your lack of control and fairness.

SECTION VIII

APPROVALS AND MODIFICATIONS

The Commission Handbook will be approved by the City Council, and any changes proposed by the City Manager or requested by the City Council will be presented annually to the City Council for review and approval or more frequently as required.

It is encouraged that the Commission Handbook be presented to the City Council annually, even if no changes are recommended, to allow for regular review.