

CITY OF CYPRESS

BOARDS, COMMISSIONS,

AND COMMITTEES

POLICY MANUAL



SIXTH EDITION

Revised March 25, 2019

TABLE OF CONTENTS

INTRODUCTION.....	3
GENERAL INFORMATION	3
PURPOSE.....	3
ELIGIBILITY REQUIREMENTS.....	3
RECRUITMENT PROCESS.....	4
COMPOSITION.....	4
GENERAL BOARD, COMMISSION AND COMMITTEE DUTIES	5
ADVISORY BODY ROLE AND RELATIONSHIPS.....	5
OPERATIONS AND PROCEDURES.....	7
STATUTORY REQUIREMENTS	7
REMOVAL FROM OFFICE.....	8
TERM LENGTHS AND TERM LIMITS	9
MEETING ATTENDANCE	9
COMPENSATION	10
DEFINITIONS OF BOARDS, COMMISSIONS AND COMMITTEES.....	10
ADDITIONAL RESOURCES	11

INTRODUCTION

Thank you for serving as a member of a City Council advisory body. This manual has been prepared to help you understand your role and make your experience inspiring, enjoyable, and productive.

Board, commission and committee members are appointed by the City Council. Members advise the City Council and provide valuable citizen input and recommendations.

It is important members understand their duties and role, attend and be prepared for meetings, and contribute to the community. City staff provides technical and administrative support to the City Council's advisory groups.

Board, commission and committee members are public officials of a legislative body and are required to comply with all applicable Federal, State and local laws and procedures.

GENERAL INFORMATION

Our City Council is elected at-large to perform the legislative and policy-making functions of local government. City Council terms of office are for four years, and members are limited to serving a total of eight years.

Cypress is a charter city operating under a Council-Manager form of government. In the Council-Manager form of government, the City Council appoints a City Manager to serve as a full-time executive to carry out its established policies and oversee the City's day-to-day operations. The City Council also appoints the City Attorney and City Clerk. All department heads are appointed by, and report to, the City Manager.

PURPOSE

Advisory bodies play an important role in Cypress. They advise and make recommendations to the City Council to assist them in addressing community needs and concerns.

ELIGIBILITY REQUIREMENTS

Residency

Applicants must be a Cypress resident and registered to vote. An exception is made for members of a youth appointed body who are not yet eligible to vote or who attend a high school serving Cypress.

Public Employment Conflicts

Applicants shall not hold any full or part-time office or employment with the City and shall not serve on more than one City appointed board, commission, or committee at a time.

An exception to part-time employment may be made for Youth Action Committee members.

Nepotism

Applicants shall not be directly related by blood or marriage to a City Council Member or full-time City employee.

Oath of Office

Newly appointed advisory board members are required to take an Oath of Office administered by the City Clerk's office. Upon completion of the Oath, the member may participate in meetings and vote.

RECRUITMENT PROCESS

The City Council makes every effort to give representation on a board, commission or committee from a diverse cross-section of citizens. A resident can apply for appointment to more than one board, commission or committee, but may be appointed to only one of these advisory bodies at a time.

The annual 30-day recruitment period begins April 1 and applications are available from, and must be filed with, the City Clerk. Current board, commission and committee members whose terms expire during the year are not automatically re-appointed and must submit a new application.

Interviews are conducted by the City Council and appointments made in June or July. Appointments to fill vacancies of unexpired terms will be made for the unexpired term of the position.

A list of alternates may be maintained by the City Clerk's office and used to fill any vacancies prior to the next recruitment.

COMPOSITION

The board, commission and committee members are appointed by the City Council as terms expire and/or as vacancies occur. They are composed as follows:

Recreation and Community Services Commission – seven members

Senior Citizens Commission – seven members

Traffic Commission – five members

Reporting to the Recreation and Community Services Commission

Youth Action Committee – a minimum of seven members

GENERAL BOARD, COMMISSION AND COMMITTEE DUTIES

Boards, commissions, and committees review and make recommendations to the City Council on matters pertaining to their specific areas of designation.

The general duty of all boards, commissions and committees is to act in an advisory capacity to the City Council (or designated reporting body).

The specific duties of each advisory group are:

Recreation and Community Services Commission

The Recreation and Community Services Commission provides recommendations and advice to the City Council on policies, projects, and other matters pertaining to parks, recreation and community services facilities and programs. Commissioners may also be called upon to help promote parks, recreation, and community services facilities and programs.

Senior Citizens Commission

The Senior Citizens Commission provides recommendations and advice to the City Council on policies, projects, and other matters pertaining to senior citizens programs and services, and the senior center facilities. Commissioners may also be called upon to help promote the senior citizens programs and services, and the senior center facilities.

Traffic Commission

The Traffic Commission receives input from the public involving traffic matters and provides recommendations to the City Council on ways of improving traffic conditions and enforcement.

Youth Action Committee

The Youth Action Committee advises the Recreation and Community Services Commission on the needs of young people and promotes the involvement and contribution of young people in municipal government, civic and recreational activities.

ADVISORY BODY ROLE AND RELATIONSHIPS

Relationships with the City Council

Board, commission and committee members are appointed by, and responsible to, the City Council. Members advise and make recommendations to the City Council and may be delegated other powers by the City Council, but the City Council is the ultimate authority for all policy decisions. Unless representing a position taken by an advisory body at a properly agendized public meeting, board and commission members speaking at a public meeting are required to clearly state they are representing their own opinion and not speaking for the body to which they were appointed.

Any communication with the City Council related to advisory body business should be in writing and represent recommendations made by a majority of the group at a public meeting. The written communication should originate from the advisory group chair, be copied to the group's staff liaison and submitted to the City Manager's office.

Relationships with City Staff

The City Manager may assign staff to provide support to a board, commission or committee. Staff responsibilities include facilitating meetings and preparing meeting agendas and minutes.

Advisory members shall not direct staff or determine the priority of staff work. Agenda items for advisory board meetings are determined by the City Council or staff.

Relationships with Other Board, Commission or Committee Members

In order to operate effectively, it is important that advisory groups cooperate and respect each other. One way to develop this rapport is for members to ensure meetings proceed in an orderly manner. The chairperson is responsible for managing the meeting and allocating reasonable time for discussion and deliberation of each item. It is important members prepare for presentations made to the board, commission or committee, and thoroughly review agenda materials before the meeting.

Boards, commission and committees should be aware members bring different experiences and styles to the meetings and represent different perspectives. It is important members respect each other, staff and members of the public. It is also important to remain objective when considering advisory board issues.

Relationships with the Public

Members are encouraged to seek out and become aware of public opinion relating to their board, commission or committee. Public input at meetings should be welcomed.

Members should conduct themselves at public meetings in a professional and impartial manner that respects their role and responsibilities, and represents Cypress in the best light possible. Members should be considerate of all interests, attitudes, and differences of opinion.

Meeting Decorum

The chairperson is responsible for running the meeting and ensuring an effective deliberative process. It is important that meetings start on time. Members should wait to be recognized by the chairperson before speaking and keep remarks to the issue at hand. Full attention should be given when others speak with active listening to public concerns. Courteous and professional behavior is required of all members; the ability to treat your fellow advisory board members, staff, and the public with respect is an important part of your service.

OPERATIONS AND PROCEDURES

A chairperson and vice chairperson shall be elected annually for each advisory board. A quorum of the group is required to conduct business. A majority vote of the members present and voting is required to carry a motion.

All commissions and standing committees shall meet regularly, as needed, in a location within the City. *Robert's Rules of Order – Newly Revised* covers the parliamentary procedures of all board, commission and committee meetings.

STATUTORY REQUIREMENTS

The Brown Act

The Ralph M. Brown Act provides that all meetings of a legislative body, which includes the City Council, boards, commissions, and committees, shall be open and public with all persons permitted to attend. A meeting is defined as “a quorum of the advisory body discussing or deliberating on subject matter related to the legislative body.” The Brown Act prohibits a quorum from meeting privately or without notice. Serial meetings, where a quorum of the members uses any direct communication, personal intermediaries or technological devices to develop a collective concurrence as to action to be taken, are also prohibited since this exchange can occur outside the public meeting process.

All meetings must be properly noticed under the Brown Act. The agenda for regular meetings must be posted in a location accessible to the public at least 72 hours prior to the meeting. Agendas for special meetings must be posted at least 24 hours prior to the meeting. Regular minutes of such meetings shall be maintained and available for public inspection.

Ethics Training (AB 1234)

In order to meet the requirements of State law (AB 1234), all appointed advisory members who are eligible to receive a stipend for their service are required to receive no less than two hours of training in general ethics principles and ethics laws every two years. Newly appointed advisory members must complete the required ethics training within 90 days of appointment. On-site training is provided by the City on an annual basis. Advisory members who are unable to attend this training must complete the training online through the Fair Political Practices Commission prior to their next scheduled advisory board meeting; members who fail to complete the training will not be allowed to attend commission meetings until completed and are subject to dismissal from the advisory body.

The Youth Action Committee and ad hoc committee members are not required to participate in ethics training since they do not receive compensation for their service.

Conflict of Interest (Form 700)

All members of established boards, commissions and committees are required to file annual Statements of Economic Interest (Form 700) with the City Clerk upon assuming or leaving office. State law requires that designated individuals who make or participate in making governmental decisions that could affect their personal economic interests file the Form 700. Members who fail to file the Form 700 as requested are subject to an administrative fine and dismissal from the advisory body.

The Youth Action Committee members are not required to file an annual Statement of Economic Interest (Form 700).

REMOVAL FROM OFFICE

The City Council may, at its sole and absolute discretion, remove a member from office at any time (as specified in the Cypress Charter Section 802). The reasons for removal may include, but are not limited to:

1. The City Council determines that it would be in the best interest of the City to remove a member.
2. A member has incurred four absences from regular meetings during any 12-month period. A member arriving more than 30 minutes after the start of a meeting shall be deemed absent.
3. A member has failed to complete the mandatory ethics training (AB 1234).
4. A member has failed to file their Statement of Economic Interests (Form 700).
5. A member has violated the Oath of Office.
6. A member has been convicted of a crime of moral turpitude.
7. A member ceases to be a registered voter of the City.

Resignation

Advisory members may resign at any time. The Municipal Code requires “the office of an appointed commissioner or board member shall be immediately and automatically rendered vacant upon the member’s filing of nomination papers designating such person a candidate for the office of the City Council.” (Section 2-2.22.1)

TERM LENGTHS AND TERM LIMITS

Term Lengths

Recreation and Community Services Commission - four years

Senior Citizens Commission - four years

Traffic Commission - four years

Youth Action Committee - one school calendar year

Term Limits

Board, commission and committee members serve until successors are appointed by the City Council. No member shall serve more than two consecutive full and/or partial terms on the same board, commission, or committee, with the exception of the Youth Action Committee.

All members' terms expire on June 30 of the appropriate year. In the event an incumbent is removed or otherwise vacates their office, their successor shall be appointed for the remaining unexpired term.

Youth Action Committee appointments are made for a one-year term, and there is no limit of service. Members must be in, or entering, 12th grade at the time of appointment.

Existing Members Seeking to Fill a Vacancy on an Alternate Advisory Body

In order to maintain consistency of service to any one advisory group, an existing member of an advisory body who desires to seek a vacant seat on another advisory body must resign from the current advisory body in order to be considered for appointment unless their term expires in the same year as the vacancy will be filled.

MEETING ATTENDANCE

Advisory board members are expected to attend and participate in all meetings. A member is subject to removal from office by the City Council should the member incur four absences from regular meetings during any 12-month period. A member arriving more than 30 minutes after the start of a meeting shall be considered absent and not eligible to receive compensation for that meeting.

In an effort to address the importance of attendance at commission meetings, commissioner absences will be agendaized for City Council review and approval.

COMPENSATION

Meeting Allowance

Compensation amounts for all boards, commissions and committees is as follows:

\$50 for attending a regularly scheduled board, commission or committee meeting (maximum payment of one per month)

Youth Action Committee members do not receive any compensation.

Travel and Other Expenses

All travel and other expenses must be pre-approved by the designated staff liaison. State law (AB 1234) requires officials seeking reimbursement to file an expense report, as well as make an oral report at their advisory board meeting on the meeting or conference attended.

DEFINITIONS OF BOARDS, COMMISSIONS AND COMMITTEES

The City Council establishes advisory boards, commissions, and committees by Ordinance or Resolution. The following serves as definitions of the various advisory groups.

Ad Hoc Committee. Sometimes referred to as a Task Force, is a committee appointed for a specific limited time, purpose or project.

Board. A standing body which may be tasked with defined advisory or investigatory powers as stated in an establishing ordinance.

Commission. An appointed body that serves at the City Council's pleasure in an advisory capacity to provide citizen input and recommendations related specifically to their assignment.

Committee. May be an ad hoc or standing body, tasked with more narrow duties, including to provide support to discrete community projects or events, or to advise the City Council on solutions to specified problems or issues.

ADDITIONAL RESOURCES

City Website

<http://www.cypressca.org/>

Municipal Code

<http://qcode.us/codes/cypress/>

City Charter

http://www.cypressca.org/administration/cypress_charter.pdf

California Codes

<http://leginfo.legislature.ca.gov/faces/codes.xhtml>

Fair Political Practices Commission

<http://www.fppc.ca.gov>

Robert's Rules of Order

<http://www.rulesonline.com/>