

**BY-LAWS  
OF THE CITY OF HUNTINGTON BEACH  
DOWNTOWN TASK FORCE**

**Article I  
Name and Authority**

- 1.1 The name of this committee shall be the Downtown Task Force (Task Force).
- 1.2 The Task Force serves in an advisory capacity to the City Council. It shall have no independent duties and no authority to take actions that bind the City or capacity to act as a representative of the City. No expenditures or requisitions for services and supplies shall be made by the Task Force, and no individual member shall be entitled to reimbursement for expenses, except as authorized by the City.

**Article II  
Task Force Purpose**

- 2.1 The purpose of the Task Force is to make recommendations to the City Council on how to create a sustainable and vibrant downtown economy while maintaining a safe and high quality of life for the Downtown's residential neighborhoods.
- 2.2 The Downtown geographic area to be studied is defined as District 1 in the Downtown Specific Plan.

**Article III  
Membership**

- 3.1 The Task Force shall consist of fifteen (15) members: three (3) from the City Council and twelve (12) representing Downtown residents, businesses, restaurants / bars and affiliated groups. The Mayor will serve as one City Council representative. The City Council shall select the two additional City Council representatives. The Mayor and the City Council representatives shall select the twelve remaining members.

The City Council representatives are: Mayor Boardman, Council Member Carchio and Council Member Katapodis.

The community members are:

- Five Downtown residents

- Three restaurant/bar representatives and one alternate
  - One retail owner representative
  - One representative from the Huntington Beach Marketing and Visitor's Bureau
  - One representative from the Downtown Business Improvement District
  - One representative from the Huntington Beach Chamber of Commerce
- 3.2 Each member of the Task Force shall have one vote.
- 3.3 A quorum of the membership is required in order to transact business.
- 3.4 Any member shall automatically vacate his/her membership upon three (3) unexcused consecutive absences. Vacancies will be filled in the same manner as members were initially selected in 3.1.

#### **Article IV Officers**

- 4.1 The Mayor will serve as Chairperson of the Task Force. The Chairperson shall preside at all meetings of the Task Force; prepare the agenda for all meetings; sign all written correspondence approved by the Task Force, including minutes; create sub-committees; and appoint chairpersons for those sub-committees.
- 4.2 The Mayor may designate a Vice Chairperson. The Vice Chairperson shall preside at meetings in the absence of the Chairperson, and perform duties as assigned by the Chairperson.

#### **Article V Meeting Requirements**

- 5.1 Regular meetings of the Task Force shall be held the second (2<sup>nd</sup>) and fourth (4<sup>th</sup>) Thursday of the month. Meetings begin at 5:30 P.M. and are held at the Main Street Library.
- 5.2 The Chairperson shall have the authority to cancel regularly scheduled meetings and call special meetings as necessary.
- 5.3 Robert's Rules of Order will guide procedures in all Task Force meetings.

- 5.4 All meetings of the Task Force shall be open and public, and all persons shall be permitted to attend any meeting.
- 5.5 The provisions of the Brown Act (Government Code Section 54950, et. seq.) shall be applicable to all Task Force meetings and actions.