

Chapter 2.100

OPERATING POLICY FOR BOARDS AND COMMISSIONS

(2896-6/87, 3124-12/91, 3250-10/94, 3256-11/94, 3323-5/96, 3327-5/96, 3391-8/98, 3776-9/07)

Sections:

- 2.100.010 Establishment
- 2.100.020 Definitions
- 2.100.030 Budget
- 2.100.040 Staff
- 2.100.050 Staff liaison and residency
- 2.100.060 Service limitation
- 2.100.065 Statements of Economic Interests
- 2.100.070 Employment limitation
- 2.100.080 Duration of terms
- 2.100.085 Attendance
- 2.100.090 Open meetings
- 2.100.100 Rules
- 2.100.110 Applicability

2.100.010 Establishment. All advisory boards and commissions shall be established by ordinance. Committees may be established by resolution. The enabling document may establish the duration, manner of appointment, term of office, and powers and duties. (2896-6/87, 3124-12/91)

2.100.020 Definitions.

- (a) Board - a body of members appointed pursuant to Huntington Beach Charter § 405 to serve in a continuing advisory capacity to the City Council, except for such Boards which have decision making authority pursuant to the particular establishing ordinance creating such Board; (3250-10/94)
- (b) Commission - a body of members appointed pursuant to Huntington Beach Charter § 405 which may have decision making authority in those activities delegated to them by the City Council;
- (c) Committee - a body of members appointed pursuant to Huntington Beach Charter § 405 on an ad hoc basis to advise the City Council on particular matters. (2896-6/87)

2.100.030 Budget. When deemed necessary, the City Council may cause to be set aside in the budget for each fiscal year an amount necessary for the functioning of such boards and commissions. (2896-6/87)

2.100.040 Staff. The city shall assign a staff liaison to each board and commission. (2896-6/87)

2.100.050 Staff liaison and residency. Unless otherwise specified, each board or commission is to be assigned one staff liaison specified by the City Council. All members of boards and commissions shall be residents and electors of the City of Huntington Beach. (2896-6/87)

2.100.060 Service limitation. No person shall serve on more than one board or commission at any one time. No person shall serve more than two (2) consecutive terms on any one (1) board or commission, and no person who has been a member for more than two (2) years of a term to which some other person was appointed a member shall be appointed to the same board or commission for more than one (1) further consecutive term. No person who has served two (2) consecutive terms on any one (1) board or commission shall be eligible for reappointment to the same board or commission within thirty (30) days of the expiration of the person's most recent term. (2896-6/87, 3255-11/94, 3323-5/96, 3327-5/96, 3776-9/07)

2.100.065 Statements of Economic Interests. Every person appointed to a board, commission, or committee designated by the City Council resolution adopting the City's Conflict of Interest code, shall file a Statement of Economic Interests with the City Clerk on forms provided by the City Clerk. Statements of Economic Interests shall be filed upon taking office, annually no later than thirty (30) days after the date specified by law, and upon leaving office. Any such person who fails to file a Statement of Economic Interests as provided in this Section shall automatically vacate the office. (3391-8/98)

2.100.070 Employment limitation. No person serving on any board or commission shall hold any full or part-time paid office or employment in the Huntington Beach personnel system while so serving, unless otherwise specified. (2896-6/87)

2.100.080 Duration of terms. Members shall serve until their respective successors are appointed and qualified. The City Council shall have the power to fill any vacancies. Unless otherwise specified, terms of members of boards and commissions shall be four (4) years, staggered so that the majority of terms shall end in odd-numbered years following the election of four (4) council members and remainder of the terms shall end in odd-numbered years following the election of three (3) council members. (2896-6/87)

2.100.085 Attendance. Any person appointed to any city board, commission, or committee shall automatically vacate the office upon a fifth (5th) unexcused absence during a calendar year or upon more than three (3) consecutive unexcused absences at any time during the term of office. Upon request of the absent member, each board, commission, or committee shall have the authority to determine whether an absence is excused. The appointing authority shall appoint a successor to fill the vacancy. (3124-12/91, 3776-9/07)

2.100.090 Open meetings. All meetings of boards and commissions shall be open to the public unless subject to the closed session exceptions contained in the Ralph M. Brown Act (Government Code § 54950). (2896-6/87)

2.100.100 Rules. Each board and commission may adopt such bylaws and rules as may be necessary or convenient for the conduct of its business, subject to approval of the City Council. (2896-6/87)

2.100.110 Applicability. This chapter shall apply to all boards and commissions, unless an ordinance enacted after the date of this section establishes different requirements. (3124-12/91, 3323-5/96)