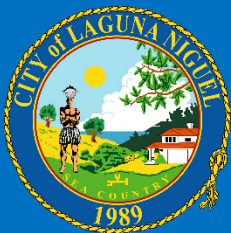




# COMMISSIONS AND COMMITTEES

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## MEMBER GUIDE



### City of Laguna Niguel

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# Welcome!

The City of Laguna Niguel City Council, City Manager, and City staff are pleased that you are interested in serving your community as a member of one of the City's commissions or committees. Collectively, we look forward to your contribution as we all work together to provide efficient municipal services that is responsive to local needs.

As an appointed member of a City established commission or committee, you perform a valuable service by providing a means by which the City Council can obtain the advice, opinions, and recommendations of City residents and other members of the community.

This guide is designed to serve as a reference for the basic protocols that apply generally to all commissions and committees. As a new commissioner/committee member, this guide will assist you in becoming more familiar with your role and responsibilities and the business of the advisory body you were appointed to serve on.

The City Council appreciates your willingness to work in this capacity to serve your community, and hopes your experience will be fulfilling, enjoyable, and satisfying.

## City of Laguna Niguel

### MISSION / VISION / VALUES

#### OUR MISSION

*The City of Laguna Niguel is committed to providing a vibrant quality of life for all residents, businesses, and visitors in a safe, beautiful, and involved community.*

#### OUR VISION

*The City of Laguna Niguel is dedicated to preserving a safe, flourishing and community-oriented environment through thoughtful engagement, financial responsibility and a commitment to innovation.*

#### OUR VALUES

*Integrity, Excellence, Innovation, Security, Quality, Service*

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## General Information

The City of Laguna Niguel has established commissions and committees to review and provide input on City programs, projects, and community issues. These bodies provide greater community participation and input into local government and facilitate informed decisions by the City Council. This guide is designed as an informational tool presenting a statement of purposes, policies, and guidelines that outline the role, operation and responsibilities of the commissions and committees.

## Purpose for Commissions and Committees

Commissions and committees play an important role in City government by assisting and advising the City Council, developing recommendations, and presenting supporting information to City Council. The Planning Commission has the authority to make final decisions; some decisions may be appealed to City Council.

Members of City commissions and committees provide a positive service that is invaluable to the continued progress of the City. They may advise the City Council on a wide variety of issues by making recommendations on important policy matters. The detailed studies and advice of commissions and committees are often catalysts for innovative programs and improved services.

## Qualifications

All members of commissions and committees of the City, with the exception of the Military Support Committee and Youth Committee, shall at all times during their incumbencies, be bona fide Laguna Niguel residents and registered voters. Military Support Committee members must be a registered voter. Senior Citizens Committee must be 55 years of age or older. Youth Committee members must be high school students residing in Laguna Niguel.

## Recruitment Process

For most commissions and committees, the annual recruitment period begins in October and ends in November. The City Council shall, after public notice by the City Clerk, receive and consider applications for membership, determine which applicants to interview, hold interviews, and appoint members by a majority vote of membership of the City Council.

The Youth Committee annual recruitment begins in April and ends in May.

## Vacancies

### *Scheduled Vacancies*

Each year, in accordance with Laguna Niguel Municipal Code 2-3-4(a), the City Clerk shall initiate the recruitment process to fill vacancies for terms which are set to expire on December 31 of the current year.

### *Unscheduled Vacancies*

Occasionally, unscheduled vacancies may occur during a member's term. When such vacancies occur, the vacancy shall be filled in compliance with state law as provided in Government Code Section 54970-54974 and in accordance with the Laguna Niguel Municipal Code. Vacancies shall be filled by appointment for the unexpired portion of the term by either the regularly scheduled recruitment process or by majority vote of the City Council to appoint a person whose name is on a list of applicants previously developed by a regularly scheduled recruitment.

## **Appointment**

Commission/Committee member appointments are made by a majority vote of membership of the City Council.

## **Oath of Allegiance**

Upon appointment to a commission or committee, members shall take an Oath of Allegiance. The Oath of Allegiance will be administered by the City Clerk or his/her designee.

## **Ethics and Harassment Training**

Members of the Investment, Banking, and Audit Committee; Parks & Recreation Commission; Planning Commission; and Traffic & Transportation Commission are required to take two hours each of local ethics and workplace harassment training.

Every two years thereafter, members are required to take an additional two hours of the required trainings. Free online courses are available to fulfill these requirements. The City Clerk's office will provide information regarding training and will maintain certificates of completion for each member.

## **Statements of Economic Interests**

Members of all commissions and committees, except the Youth Committee, are designated in the City's Conflict of Interest Code as being required to file a Fair Political Practices Commission (FPPC) Form 700 – Statements of Economic Interests. A Form 700 is required to be filed upon appointment (assuming office), annually before April 1 (annual), and upon leaving the commission/committee (leaving office). The City Clerk is the filing officer for the Form 700 and will communicate with members regarding their filing obligations.

## Terms of Office and Term Limits

Members of the City's commissions and committees are subject to term limits. In accordance with the Laguna Niguel Municipal Code, with the exception of the Investment, Banking and Audit, Military Support, and Youth Committees:

- No person shall be appointed to hold office as a member of any one city commission or committee for more than three consecutive two-year terms, for more than six consecutive one-year terms, or for more than six consecutive years of a combination of any terms.
- After a person has served three consecutive two-year terms or six consecutive years on one commission or committee, that person may again be appointed to serve on that commission or committee after he or she has been off that commission or committee for at least two years.
- If a person serves for at least one year of a two-year term, that person for purposes of this section shall be considered to have served a full two-year term.

## Officers

Generally, commissions and committees select a Chair and Vice Chair in January of each year. The Youth Committee selects a Chair and Vice Chair in October of each year. The Military Support Committee is assigned City Council member, who serve as Co-Chairs of the Committee.

### *Role and Responsibilities of the Chair*

The Chair shall preside over meetings, preserving order and decorum, announcing decisions, and deciding questions of order. A Chair balances moving the discussion forward involving all members and any public participation. In the absence of a Chair, the Vice Chair shall act as the presiding officer at the meeting.

## Meetings

Each commission and committee has an established meeting schedule, including date, time, and place of meetings.

Traditionally, regular meetings are held on the following days and times:

Parks & Recreation Commission	2 <sup>nd</sup> Monday of each Month; 7:00 p.m.; Council Chambers, City Hall
Planning Commission	2 <sup>nd</sup> & 4 <sup>th</sup> Tuesday of each month; 7:00 p.m.; Council Chambers, City Hall
Traffic & Transportation Commission	4 <sup>th</sup> Wednesday of each Month; 7:00 p.m.; Council Chambers, City Hall
Investment, Banking & Audit Committee	Quarterly; 5:00 p.m.; Council Chambers, City Hall
Military Support Committee	3 <sup>rd</sup> Monday of each Month; 12:00 p.m.; Council Chambers, City Hall
Senior Citizens Committee	3 <sup>rd</sup> Wednesday of each Month; 3:00 p.m.; Ballroom, Sea Country Senior and Community Center
Youth Committee	1 <sup>st</sup> Thursday of each Month (September to May); 7:00 p.m.; Council Chambers, City Hall

## Attendance

In order to function effectively and accomplish the City's goals, all members of commissions and committees must be active participants. This means members must be present at meetings. Member roll call is taken at each commission and committee meeting.

Per the Laguna Niguel Municipal Code, Commission or committee members absent from three consecutive meetings during their term shall automatically vacate their position.

## Quorum

A quorum is defined as the minimum number of members required to be present in order to hold a meeting. To conduct any business, a quorum of the majority of all members appointed to a commission or committee is required. (*\*Please note that a quorum for the Military Support Committee is defined as 7 members.*)



## Meeting Types

Commissions and committees may hold two types of meetings: regular and special meetings.

### *Regular Meetings*

Regular meetings are generally held at the same time and place on an ongoing basis.

### *Special Meetings*

Special meetings may be held at a different time or place to discuss specific issues as necessary.

## Meeting Protocol

It is the Chair's role to facilitate meeting protocol. Staff liaisons may assist the Chair by providing guidance in meeting protocol and facilitating and promoting effective communication. In the event the Chair is unavailable, the Vice Chair (or Co-Chair for Military Support Committee) shall facilitate the meeting.

### *Parliamentary Procedure*

Parliamentary Procedure is a set of rules for conducting business at meetings and public gatherings.

Commissions and committees conduct meetings under the commonly used parliamentary procedure, *Robert's Rules of Order*, an accepted and standard set of procedures for conducting public meetings.

A copy of parliamentary procedures is on file with the City Clerk's office.

## The Ralph M. Brown Act

All commissions and committees are subject to the provisions of the Ralph M. Brown Act (Brown Act). The Brown Act provides statutory rules for how meetings are conducted, how members conduct themselves, and agenda and posting requirements.

The Brown Act defines a meeting as “any gathering or quorum of a legislative body to discuss or transact businesses under the body’s jurisdiction...” The Brown Act is clear that the body need not take any action in order for the gathering to be defined as a meeting. A gathering is considered a meeting if a majority of the members of the body discuss an issue either in person or virtually.

### *Brown Act Requirements*

In general, the Brown Act requires:

- Posting of the time, location, and agenda of regular meetings at least 72 hours before a meeting.
- All meetings must allow the public to speak on any non-agenda item of public interest within the jurisdiction of the commission/committee.
- All meetings must allow the public to speak on any item listed on the agenda.
- Any material, either sent out in the packets, given to the commission/committee at the meeting or otherwise distributed becomes part of the “public record” and must be made available to the public.

A Brown Act training will be provided for all new commission/committee members.

## Agendas

All meetings of each commission or committee shall be held in compliance with the Ralph M. Brown Act (Brown Act).

In compliance with the Brown Act, regular meeting agendas must be publicly posted 72 hours prior to the meeting, and special meeting agendas must be publicly posted 24 hours prior to the meeting. No action or discussion may occur on items or subjects not listed on the posted agenda.

Agendas are posted at the City's three official posting sites: City Hall, Crown Valley Community Center, and the Sea Country Senior and Community Center, and on the City's website.

Agendas are also provided to the commission/committee member by the designated staff liaison.

## Purpose/Duties/Responsibilities

The Laguna Niguel Municipal Code provides for the establishment of commissions and committees by the City Council and outlines the duties and responsibilities of each commission and committee.

### Investment, Banking & Audit Committee

#### *Purpose*

The investment, banking & audit committee is responsible for reviewing and making recommendations to the City Council on the City's Investment Policy and the draft Annual Comprehensive Financial Report (ACFR). In addition, they periodically review the city's investment portfolio and investment practices to ensure conformance with the City's investment policy.

#### *Membership*

The Committee consists of **five members** and two City Council Liaisons. Members are required to have substantial education and experience in one of more of the following areas: accounting, finance, investment, banking, and other relevant experience.

#### *Meetings*

The Committee generally meets on a **quarterly basis** throughout the year in the Community Room at City Hall.

# Military Support Committee

## *Purpose*

The Military Support Committee was established to sustain and enhance the relationships between the City of Laguna Niguel and the City Council's selected adoptive military units.

The Military Support Committee is supported by the Laguna Niguel Military Support Foundation, a 501 (c)(3), non-profit organization.

## *Membership*

The Committee consists of **not less than ten nor more than 20 members** including two City Council Members who serve as Co-Chairs.

## *Meetings*

The Committee generally meets on the **3<sup>rd</sup> Monday** of each month at 12:00 p.m. in the City Council Chambers.

# Planning Commission

## *Purpose*

The Planning Commission plays a central role in the planning process. The Planning Commission acts as an advisory board to the City Council on all planning and development issues, assures that the General Plan is implemented by reviewing development applications on a case-by-case basis, and functions as the decision-making body for new development and conditional use permits. The Planning Commission's actions are final, but some actions can be appealed to the City Council. The City Council can uphold the Commission's decision, overturn it, modify it, or send it back to the Commission for further study.

The Commission consists of **5 total members**.

The Commission generally meets on the **2<sup>nd</sup> and 4<sup>th</sup> Tuesday** of each month at 7:00 p.m. in the City Council Chambers.

## Parks & Recreation Commission

### *Purpose*

The Parks & Recreation Commission is responsible for reviewing and recommending plans for the development of the City's parks, recreation facilities, programs, and services in the City. The Commission also establishes working relationships with the Laguna Niguel Family YMCA and Capistrano Unified School District to maximize the coordination of programs and use of facilities.

The Commission consists of **five members** and two City Council Liaisons.

The Commission meets on the **2<sup>nd</sup> Monday** of each month at 7:00 p.m. in the City Council Chambers.

## Senior Citizens Committee

### *Purpose*

The Senior Citizens Committee is an advisory group to the City Council and the Parks & Recreation Commission that reviews matters related to senior citizens. The Committee promotes involvement of senior citizens in community affairs and provides input regarding a variety of programs for the benefit of seniors.

The Committee consists of **seven members** and two City Council Liaisons. The Committee may also include alternate members.

Meetings are generally held on an as-needed basis, typically on the **3<sup>rd</sup> Wednesday** of each month at 3:00 p.m. at the Sea Country Senior and Community Center .



## Traffic & Transportation Commission

### *Purpose*

The Traffic & Transportation Commission acts in an advisory capacity to the City Council on all traffic matters, such as reviewing traffic complaints, surveying, making recommendations relative to traffic conditions, and administering and enforcing traffic regulations. The Commission's duties also include the study of public transportation, traffic regulations and traffic control devices, parking, and vehicle and pedestrian safety within the public right-of-way.

The Commission consists of **five members** and two City Council Liaisons.

The Commission generally meets on the **4<sup>th</sup> Wednesday** of each month at 7:00 p.m. in the City Council Chambers.

## Youth Committee

### *Purpose*

The youth committee is responsible for maintaining and updating the youth community and volunteer services directory and youth employment directory. The committee also plans and participates in an annual local youth job fair, review and recommend new teen recreation programs and events, and plan one or two teen recreation programs each year. Youth committee members participate as volunteers at city sponsored events, provide youth input on various city projects, and work cooperatively with the Dana Point Youth Board. The committee's goal is to create a positive working relationship with the City Council and other City organizations in an attempt to give the teens of Laguna Niguel a strong voice and presence in the community.

The Youth Committee is comprised of **up to 15 voting members** who are high school students residing in the City, with a grade point average of 2.5 or higher.

Meetings are generally held on a monthly basis from **September through May** on the **1<sup>st</sup> Thursday of each month** at 7:00 p.m., in the City Council Chambers. To transact business, a quorum of five members of the committee is required.

### *Term of Membership*

Members serve terms of office for a period of two years or until graduation from high school, whichever occurs first, unless the City Council, at the time of appointment expressly makes the appointment to a term of one year. Terms of office shall run from September 1 of the school year to June 30 of that school year, for seniors; and September 1 of the school year to June 30 of the following school year for all other others.

### *Officers*

Each year, in October, the committee will select one member to serve as chairperson and a second member to serve as vice chairperson.