

<b>CITY OF SOLANA BEACH</b>	<b>Policy No. 2</b>
<b>COUNCIL POLICY</b>	Date Issued: January 19, 1988 Revised: January 23, 2008 by Resolution 2008-22
<b>GENERAL SUBJECT:</b> Boards, Commissions & Committees	
<b>SPECIFIC SUBJECT:</b> Appointments of Councilmembers to Boards, Commissions and Committees	

**PURPOSE**

The purpose of this policy is to establish guidelines for appointment of Councilmembers to various Boards, Commissions and Committees.

- Council Regional Committees – not established by this Council.
- Council Standing Committees – established by the City Council.
- Council Ad Hoc Committees – established by the City Council.

**POLICY**

I. Regional Boards, Commissions or Committees (Outside Agencies)

1. The City Council shall divide appointments of the various Boards, Commissions or Committees so that all Councilmembers share in the representation on outside agencies.
2. The appointment shall be made by vote of at least three members of the City Council.
3. Appointments shall be made only at regularly scheduled Council Meetings.
4. Appointments shall generally be for a term of two years unless the regulations of the body to which the appointment is made requires a different term.
5. Appointments will be reviewed bi-annually in even numbered years to address expiring terms. This cycle is tied into the November Election cycle in consideration of Council reorganization.
6. When appointments are required at a different time than the even numbered year cycle, the appointments will follow the two year term, unless it is changed by Council reorganizations.
7. These guidelines do not prevent Council from annual reviews and changes at any other time, as determined by Council.

II. Council Standing Committees

(City sponsored committees that are ongoing and permanent in nature).

1. Council shall make appointments to Standing Committees sharing

- the responsibility among the members.
2. The appointment shall be made by vote of a majority of the City Council.
  3. Council shall make appointments to Standing Committees for a two year term.
  4. Appointments will be reviewed bi-annually in even numbered years to address expiring terms. This cycle is tied into the November Election cycle in consideration of Council reorganization.
  5. When appointments are required at a different time than the even numbered year cycle, the appointments will follow the two year term, unless it is changed by Council reorganizations.
  6. These guidelines do not prevent Council from annual reviews and changes at any other time, as determined by Council.

### III. Council Ad Hoc Committees

(City sponsored committees that are temporary and are not intended to have a permanent existence).

1. Council shall make appointments to Ad Hoc Committees sharing the responsibility among the members.
2. The appointment shall be made by vote of a majority of the City Council.
3. The term of an appointment shall be for the duration of the Ad Hoc Committee, unless Council majority changes the appointment prior to the expiration of the committee.

IV. A Councilmember may serve any number of terms.

V. If a Councilmember chooses to relinquish an appointment during a term, the alternate shall serve as the regular appointee for the remainder of the term, unless a new appointment is made by the Council majority.

VI. The City Clerk shall maintain a list of Boards, Commissions or Committees with the meeting time and locations. The City Clerk shall periodically advise the Council of vacancies on all Boards, Commission and Committees.