

**Long Beach, California, Municipal Code >> - Volume 1 >> Title 2 - ADMINISTRATION AND PERSONNEL  
>> Chapter 2.18 - ADVISORY BOARDS, COMMISSIONS AND COMMITTEES >>**

**Chapter 2.18 - ADVISORY BOARDS, COMMISSIONS AND COMMITTEES**

**Sections:**

- [2.18.010 - Title and purpose.](#)
- [2.18.020 - Applicability.](#)
- [2.18.030 - Existing boards and commissions.](#)
- [2.18.040 - Staff support.](#)
- [2.18.050 - General regulations.](#)
- [2.18.060 - Selection of officers.](#)
- [2.18.070 - Meetings.](#)
- [2.18.080 - Rules and regulations.](#)
- [2.18.090 - Reports.](#)
- [2.18.100 - City council duties.](#)
- [2.18.110 - Criteria for review.](#)

**2.18.010 - Title and purpose.**

This chapter may be referred to as the uniform regulations for council established advisory boards, commissions and committees. Its purpose is to provide uniform general regulations applicable to all boards, commissions and committees of the city established by the city council for the performance of various prescribed duties and functions.

*(Ord. C-5705 § 1 (part), 1981: prior code § 2310)*

**2.18.020 - Applicability.**

- A. The provisions of this chapter shall apply to every advisory board, commission and committee of the city whether it is established by ordinance, resolution or otherwise. In the event any provision of this chapter conflicts with a specific provision of an ordinance or resolution establishing a specific board, commission or committee, such specific provision shall control.
- B. The city council may create by ordinance such other appointive boards or commissions as it deems necessary and may grant to them powers and duties that are consistent with the provisions of this chapter. The city council, by motion adopted by the affirmative vote of at least a majority of its members, may appoint from time to time temporary committees or task forces to give counsel and advice to the city council.

*(Ord. C-5705 § 1 (part), 1981: prior code § 2310.8)*

**2.18.030 - Existing boards and commissions.**

Members of existing appointive boards, commissions and committees on the effective date hereof shall continue in office and shall perform their duties until such duties are delegated to another body or such bodies are disbanded.

*(Ord. C-5705 § 1 (part), 1981: prior code § 2310.10)*

**2.18.040 - Staff support.**

Staff will arrange for new members to receive appropriate orientation when they assume their official duties. Within the limits dictated by fiscal constraints, the city will endeavor to provide reasonable staff support to advisory bodies in order to permit them to perform their functions in an effective manner.

*(Ord. C-5705 § 1 (part), 1981: prior code § 2310.9)*

**2.18.050 - General regulations.**

The following regulations shall apply to all advisory bodies which are subject to this chapter:

- A. The members of each body shall be appointed by the mayor and confirmed by a majority vote of all

- members of the city council;
- B. The members of each body must reside in the city at the time of appointment, and must maintain residence within the city at all times during their service on the advisory body;
  - C. The term of office shall be two (2) years for members of each body. Members may be reappointed after their initial term, but in no event shall any person who has served four (4) consecutive, two-year terms on the same body be eligible for reappointment to that body. Serving any portion of an unexpired term shall not be counted as service of one (1) term. Members not eligible for reappointment may continue to serve until their successors are appointed and qualified. The terms of office for members of all advisory bodies shall terminate on the third Tuesday of July of every even-numbered year;
  - D. The members of advisory bodies shall receive no compensation for the performance of their official duties unless compensation is expressly provided by the city council;
  - E. Appointments to fill vacancies on advisory bodies shall be handled in the same manner as original appointments. When a vacancy occurs during a term, the appointment to fill such vacancy shall be for the unexpired portion of the term; and
  - F. The members of each body may be removed by a majority vote of all members of the city council for the following causes:
    1. Absence from three (3) consecutive meetings without official permission expressed in the official minutes;
    2. Incompetence, malfeasance, misfeasance, neglect of duty, or conviction of a crime involving moral turpitude; and
    3. Refusal to resign from an advisory body when no longer a resident of the city.

*(Ord. C-5705 § 1 (part), 1981: prior code § 2310.1)*

### **2.18.060 - Selection of officers.**

- A. Each board, commission or committee shall have at least two officers (such as chairman and vice-chairman) and such other officers it deems necessary.
- B. All officers shall be elected by the members for a term of one year and no officer shall serve more than two successive terms.

*(Ord. C-5705 § 1 (part), 1981: prior code § 2310.2)*

### **2.18.070 - Meetings.**

- A. All meetings of such bodies shall be open to the public and whenever possible shall be held at a city-owned facility.
- B. Reasonable notice shall be given to the public prior to the convening of any meeting.
- C. Minutes of each meeting shall be kept and filed with the city clerk and copies of the minutes shall be sent to the mayor and city manager.
- D. Each body shall meet at least quarterly.
- E. A majority of all the members of such body shall constitute a quorum for the transaction of business. A motion shall carry upon the affirmative vote of the majority of the members present at any meeting.

*(Ord. C-5705 § 1 (part), 1981: prior code § 2310.3)*

### **2.18.080 - Rules and regulations.**

- A. Each body may promulgate such rules and regulations for its conduct as it deems necessary. Meetings shall be conducted in accordance with Robert's Rules of Order.
- B. All adopted rules and regulations shall be promptly filed with the city clerk and shall bear the signature of the presiding officer.

*(Ord. C-5705 § 1 (part), 1981: prior code § 2310.4)*

### **2.18.090 - Reports.**

- A. Each body shall present an annual written report of its activities for the past year to the mayor and council; it may also make appropriate recommendations. The report shall include the following:
  1. The name of the body;
  2. Its objectives and functions;
  3. A reference to all reports and recommendations presented to the city council, including the number of subject matters referred by the city council;
  4. The number of meetings held;
  5. Attendance records of all members;
  6. The number of public hearings conducted;

7. The amount of money, if any, expended in support of that body;
  8. A list of city personnel who regularly assist that body;
  9. A recommendation as to whether that body should be abolished, modified or continued.
- B.** The city clerk shall forward the original report to the city council and shall maintain a copy. Such reports shall be open to public inspection.

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*(Ord. C-5705 § 1 (part), 1981: prior code § 2310.5).*

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### **2.18.100 - City council duties.**

The city council shall:

- A.** Review and take necessary action to verify the reports submitted under Section 2.18.090;
- B.** Evaluate the performance of the reporting body based on the criteria provided in Section 2.18.110;
- C.** Between November 1st and February 1st:
  1. Determine which bodies, if any, should be considered for continuation, modification or termination,
  2. Conduct a public hearing on each body to be considered for modification or termination, to decide whether it should be modified or terminated.

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*(Ord. C-5705 § 1 (part), 1981: prior code § 2310.6).*

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### **2.18.110 - Criteria for review.**

- A.** The city council shall consider the following criteria in determining whether a public need exists for the continuation of a body subject to this chapter:
  1. Identify the objectives and the problems or needs which that body was to address; and the extent to which the objectives have been achieved;
  2. The extent to which that body is needed and used;
  3. The efficiency of that body;
  4. The promptness and effectiveness of that body in disposing of its business;
  5. The extent to which the jurisdiction of that body overlaps or duplicates the jurisdiction of another body; and the extent to which the functions of that body can be consolidated with those of other bodies;
  6. The cost of operation;
  7. The availability of less restrictive or other alternative methods of performing any function of that body which could adequately serve the public need;
  8. The impact in terms of federal intervention or loss of federal funds if that body is abolished.
- B.** Nothing in this chapter shall be construed to prohibit or limit the city council from abolishing, modifying, or reorganizing any advisory body at any time it deems necessary or desirable.

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*(Ord. C-5705 § 1 (part), 1981: prior code § 2310.7).*

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