

SUBJECT:
**Appointments to Commissions,
Boards and Committees**

POLICY NUMBER 100-10
ADOPTED 8-10-83
REVISED 1-16-02

It is the policy of the City Council that appointments to all Boards, Committees, Commissions and special Task Forces shall be made by the Mayor with concurrence of the legislative body at an appropriate meeting. Every effort will be made to make appointments prior to Committee vacancies.

No person shall be appointed to any Committee, Commission or Board without first filing an application with the City Clerk, at least twenty (20) calendar days prior to the appointment.

Appointments shall be limited to those individuals not then serving on any Board, Committee, or Commission thereby providing equal opportunity for all to serve. Ad-hoc committees shall be excepted from this rule, as shall members serving on one Board, Committee, or Commission as the designated representative of another.

Appointments to Boards, Committees or Commissions shall be made in a manner to avoid actual or perceived conflicts of interest under the Political Reform Act, Government Code section 1090, the doctrine of incompatibility of offices and/or any common law conflict of interest. Such conflicts of interest may include, but are not limited to conflicts based upon family relationships, domestic relationships, or employment relationships. Where conflict of interest exists, a member is required to leave the dais. All nominees must pass a background check prior to being appointed.

Any Councilmember may make a nomination to a regional Board, Commission or Joint Powers Authority. The Mayor with the concurrence of the City Council shall make appointments to such bodies unless otherwise provided by statute (Government Code § 40605).

Regarding prospective appointments, no formal recommendation by a Board, Committee, Commission or Task Force shall be solicited, accepted or considered; however, individual members may informally suggest appointments to individual Councilmembers.

The Mayor shall review Council liaison appointments to all Boards, Committees and Commissions annually in the month of December.