



DATE: June 22, 2011
TO: Honorable Mayor and City Councilmembers
FROM: City Manager's Office
SUBJECT: **APPROVAL OF REVISED BYLAWS FOR THE HOUSING COMMISSION**

SYNOPSIS

Staff recommends that the City Council approve revised bylaws for the Housing Commission (attached) to amend *Section 1.2 Purpose* to include community relations functions formerly handled by the Community Relations Commission. Additionally, *Section 4.1 Meetings* is also revised to reflect quarterly vs. monthly meeting requirements.

BACKGROUND

On April 20, 2011, the City Council discussed advisory group consolidations and efficiencies. At that time, Council agreed to fold the functions of various advisory groups into other advisory bodies in order to achieve economies of scale and conserve costs. One of the approved actions was to fold the functions of the Community Relations Commission into the Housing Commission.

On May 18, 2011, the Council adopted a resolution dissolving various advisory groups, including the Community Relations Commission.

ANALYSIS

The City Council rescinded the enabling resolution that established the Community Relations Commission on May 18, 2011. Staff advised the City Council that the bylaws for the Housing Commission would be revised to reflect the previous functions of the Community Relations Commission. Consequently, staff has revised the following bylaws sections:

- *Section 1.2 Purpose* to include community relations functions formerly handled by the Community Relations Commission.
- *Section 4.1 Meetings* is also revised to reflect quarterly vs. monthly meeting requirements.

At the City Council meeting of April 20, 2011, it was suggested that the number of Advisory Group regular members from nine to seven. However, Neighborhood Services staff prefers nine regular members in order to increase participation.

FISCAL IMPACT

Does not apply.

COMMISSION OR COMMITTEE REPORT

The revised bylaws will be shared with the Housing Commission at its next regularly scheduled meeting.

CITY ATTORNEY'S ANALYSIS

The revised bylaws have been reviewed and approved as to form.

RECOMMENDATION

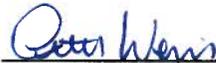
Staff recommends that the City Council approve revised bylaws for the Housing Commission (attached) to amend *Section 1.2 Purpose* to include Community Relations functions formerly handled by the Community Relations Commission. Additionally, *Section 4.1 Meetings* is also revised to reflect quarterly vs. monthly meeting requirements.

PREPARED BY:



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SUBMITTED BY:



Peter A. Weiss
City Manager

REVIEWED BY:

Margery Pierce, Neighborhood Services Director



ATTACHMENTS

Bylaws

BYLAWS OF THE CITY OF OCEANSIDE
HOUSING COMMISSION

ARTICLE I. THE COMMISSION

Section 1.1 Housing Commission

The name of the Commission shall be the "City of Oceanside Housing Commission" (hereinafter referred to as "Commission"). The Housing Commission also serves as the "Community Development Advisory Committee ("CDAC") pursuant to City Council Ordinance No. 095-001. The Chair and Vice-Chair of the Commission also serve as representatives to the five-member Relocation Appeals Board.

Section 1.2 Purpose

The Housing Commission considers and makes recommendation to the City Council (and to the Community Development Commission in its capacity as the CDAC) on policies, programs and projects pertaining to low and moderate-income housing and homelessness services. Pursuant to Commission Resolution No. 95C-04, the Commission as the CDAC has excluded from its scope of review all redevelopment matters except those involving the provision of housing for very low, low, and low and moderate-income households. The Commission further makes recommendations, as necessary, to the City Council regarding community relations issues.

ARTICLE II. MEMBERSHIP

Section 2.1 Composition

The Commission shall consist of nine (9) regular voting members and two alternate members identified as alternate I and alternate II. All Commission members shall be residents of the City of Oceanside. Two members of the Commission shall be tenant members and an equal number of alternates shall meet the requirements of Health and Safety Code Section 34120.5.

Section 2.2 Terms of Membership

The initial terms of membership for regular members shall be staggered, with the effective date of the Resolution establishing the Commission being the official date on which each term begins. Four (4) members shall serve an initial three (3) year term, four (4) members shall serve an initial two (2) year term, and three (3) members shall serve an initial one (1) year term. The initial term of membership for each Commission member shall be determined by a draw of lots at the first regularly scheduled meeting of the Commission. Thereafter, regular members shall serve terms of three (3) years.

Alternate members' terms are for two (2) years' duration. Positions of alternates are determined by draw. Alternates are to take turns in filling the seats of any

absent regular voting members. Alternates are expected to attend all meetings even if they are not filling in for an absent regular voting member.

Section 2.3 Termination of Membership

All members serve at the pleasure of the City Council and may be removed during a term. Membership in the Commission shall automatically terminate upon any of the following occurrences:

- a. The expiration date of the term of membership;
- b. The member has three unexcused absences per fiscal year from regular Commission meetings without cause and/or without notifying the Chairperson or City staff;
- c. The member has a less than 60% attendance record each fiscal year (includes excused and unexcused absences);
- d. The member fails to attend one Commission training each term;
- e. Upon removal by a majority of the City Council, with or without cause.
- f. The member fails to complete and submit the required financial interest disclosure forms to the City Clerk's Office by the specified due date.

Section 2.4 Resignation

Any Commission member may resign at any time by giving written notice to the Mayor of the City of Oceanside and the Chairperson of the Commission. Any such resignation shall be effective upon receipt or upon any date specified therein. The acceptance of such resignation shall not be necessary to make it effective.

Section 2.5 Vacancy

When a vacancy occurs, the Mayor shall appoint an applicant to fill the vacancy, subject to the provisions and appointment procedures outlined in Chapter 2, article 2.1 of the City Code. All alternates will be considered for open regular voting member positions. Vacancies will be filled as expeditiously as is feasible.

ARTICLE III. OFFICERS

Section 3.1 **Officers**

The officers of the Commission shall consist of a Chairperson and a Vice-Chairperson who each must be a regular voting Commissioner.

Section 3.2 **Chairperson**

The Chairperson shall preside at all meetings of the Commission and shall work with the staff who serve the Commission to submit such agendas, recommendations, and information at such meetings that are reasonable and proper for the conduct of business affairs and policies of the Commission.

Section 3.3 **Vice-Chairperson**

The Vice-Chairperson shall perform the duties of the Chairperson in the absence or incapacity of the Chairperson. In the event of the resignation, death, or removal of the Chairperson, the Vice-Chairperson shall assume the Chairperson's duties until such time as the Commission shall elect a new Chairperson, pursuant to Section 3.6 concerning vacancies.

Section 3.4 **Additional Duties**

At times, officers of the Commission shall perform duties and functions at the request of the Commission or staff, incidental to the offices held by such officers.

Section 3.5 **Election**

The Chairperson and Vice-Chairperson shall be elected by the Commission at one of its initial meetings and annually thereafter at a designated regular meeting from among the Commission members, who shall each hold office for a term of one (1) year or until their successors are elected and qualified. An officer may serve successive terms of office.

Section 3.6 **Vacancies**

Should the office of Chairperson or Vice-Chairperson become vacant, the Commission shall elect a successor from among its members at the next regular or special meeting, and the office shall be held for the unexpired term of office.

ARTICLE IV. MEETINGS

Section 4.1 **Regular Meetings**

Regular meetings shall be held quarterly; however, it is understood that additional meetings may be necessary in order to accomplish the Commission's business monthly. In the event that the regular meeting date shall be a legal holiday of the City, then any such regular meeting shall be held on the next business day or as agreed upon by the Commission members at a prior meeting.

Section 4.2 Special Meetings

Special meetings may be held upon call of the Chairperson or the Vice-Chairperson acting on the behalf of the Chairperson or of the majority of the membership of the Commission, for the purpose of transacting any business designated in the call, after notification of all members of the Commission by written notice personally delivered or by mail at least 72 hours before the time specified in the notice of the meeting. At such special meeting, no business other than that designated in the call should be considered.

Section 4.3 Adjourned Meetings

Any meeting of the Commission may be adjourned to an adjourned meeting providing the adjournment indicates the date, time, and place of the adjourned meeting. Commission members absent from the meeting at which the adjournment decision is made shall be notified by the Chairperson of the adjourned meeting.

Section 4.4 Meetings to be Open and Public

All meetings of the Commission and its standing committees shall be open and public to the extent required by the California State Brown Act. All persons shall be permitted to attend any such meetings, except as otherwise provided by law.

Section 4.5 Quorum

A majority of the Commission membership, including any seated alternate(s) shall constitute a quorum for the purpose of conducting the Commission business, exercising its powers and all other purposes, but less than a majority of the Commission membership may adjourn the meeting from time to time until a quorum, is obtained.

Section 4.6 Attendance at Meetings

All members of the Commission, regular and alternate, shall be required to attend all Commission meetings unless such member has been excused from participation.

Section 4.7 Excused Absences

A member's absence from a meeting shall be excused if, prior to the meeting from which a member will be absent, the member notifies the Chairperson or City staff of his/her intent to be absent. At each meeting, after the meeting has been called to

order, the Chairperson shall report to the Commission the name of any member who has so notified the Chairperson or staff of his or her intent to be absent.

Section 4.8 Absence of Regular Member

When a regular member is absent from a meeting, an alternate member shall be seated and will participate in the Commission proceedings in place of the absent regular voting member. An alternate member shall have voting privileges only when acting in the stead of an absent regular member.

Section 4.9 Order of Business

The order of business shall be established by the Commission. Agendas shall be published and posted in compliance with applicable state and local laws and rules. Provisions will be made for citizens with disabilities by contacting City staff.

Section 4.10 Rules of Order

All business and matters before the Commission shall be transacted in conformance with Article I of Chapter 2 of the Oceanside City Code to the extent applicable to the business of this Commission.

Section 4.11 Off-Agenda Items

No off-agenda items shall be acted upon or discussed by the Commission. Commission members, staff and/or public may announce off-agenda matters of concern. Each off-agenda matter shall be automatically referred to staff for resolution or placed on the next available Commission agenda.

ARTICLE V. RECORDS, REPORTS AND ANNUAL WORKPLAN

Section 5.1 Meeting Records

The Commission shall keep minutes of all meetings, which shall be open for inspection by any member of the public. Minutes should contain detailed voting records by Member, and by specific action. Upon approval of meeting minutes by the Commission, copies of such minutes shall be distributed to the City Council and City Manager.

Section 5.2 Reports Submitted to City Council

The Commission shall submit copies of all written reports, studies, and correspondence sent to public agencies to the City Manager and City Council upon distribution of the original document.

Section 5.3 Presentation of Annual Workplan

The Commission shall submit to the City Council no later than three (3) months after the initial seating of the Commissioners, and no later than June 30 of each following year, a comprehensive workplan indicating specific goals and objectives proposed for the fiscal year to support the purpose and scope of responsibilities as described in section 1.2. The Commission will have an annual workshop with the City Council to discuss the proposed fiscal year workplan.

ARTICLE VI. REPRESENTATION BEFORE PUBLIC BODIES

Section 6.1 Representation

Any official representations on behalf of the Commission before the City Council, or any other public body, shall be made by the Chairperson, the Vice-Chairperson in the Chairperson's absence, or a member of the Commission specifically designated by the Commission.

Section 6.2 Statement of Minority Views

All reports by City staff and all official representation on behalf of the Commission pursuant to Section 4.1 and 4.2 on matters that have been approved or disapproved by the Commission shall, in addition to a statement of the majority vote, include a brief statement of any minority opinions on the matter, as incorporated in the Official Minutes of the Commission. The Housing Commission will submit any minority vote to staff within a 72-hour period.

ARTICLE VII. COMMITTEES

Section 7.1 Establishment

The Commission shall have the authority to and may establish standing or ad-hoc committees as necessary to accomplish the purposes set forth in Section 1.2 herein. Committees may meet to discuss specific issues within the scope of responsibility for the Commission and to make recommendations for action by the Commission. Membership composition and terms shall be determined by the Commission for any committee created; however, no committee shall consist of more than four (4) Commission members, as not to cause a majority of Commission members to serve on one (1) committee.

Section 7.2 Appointment of Committee Members

Members on a standing or ad-hoc committee shall be appointed by the Chairperson with the approval of a majority of the Commission members.

Section 7.3 Committee Reports

Committee(s) shall from time to time make reports, written or verbal, to the Commission.

ARTICLE VIII. MISCELLANEOUS

Section 8.1 Councilmember Liaison to Commission

Mayor shall appoint to the Commission, subject to approval of the City Council, one (1) member of the City Council to serve as a non-voting ex-officio member of the Commission. Said ex-officio member shall serve as a liaison between the City Council and the Commission, shall from time-to-time inform the City Council of the activities and issues addressed by the Commission, and shall assist the Commission in promoting recommendations made to the City Council. Council Liaisons will make every effort to attend all Commission meetings.

Section 8.2 City Assistance to Officers and Commission

The City Manager shall appoint staff to assist the Commission officers and members, as necessary in such activities as setting and conducting meetings, preparing meeting agendas and minutes, and responding to requests for assistance from Commission members.

Section 8.3 Procedural Situations Not Addressed

In procedural situations not addressed in the body of the Commission bylaws, the determination of the situation shall be subject to the jurisdiction of the City Attorney's Office.

