

Mayor
Willard Rodarmel
Mayor Pro Tem
John Plourde
Council Members
John Gordon
John Murray
William Siegel



**Office of the
City Clerk**

119 Fox Street
Lemoore ♦ CA 93245
Phone ♦ (559) 924-6700
FAX ♦ (559) 924-9003

To: Lemoore City Council Item # 5
From: Nanci Lima, City Clerk
Date: April 12, 2011
Subject: Administrative Policy 2011-01 - Boards, Commissions,
Advisory Committees and Task Force Rules of Procedure

Discussion:

Council will recall that at the April 5th Study Session Council reviewed the City's Municipal Code, Code of Ethics, and commissions bylaws and rules of procedure. In addition Council reviewed the City of Chico's Rules of Procedure for their Boards. Council directed staff to develop rules of procedure based on the City of Chico's.

Staff has prepared an Administrative Policy based on the example from the City of Chico for the Council's review and approval.

This proposed policy for all board/commissions addresses:

1. Their responsibilities, a code of conduct and possible actions by the Council for not abiding by the code of conduct.
2. The election of the chair and vice-chair may alter procedures some board/commissions currently follow.
3. Attendance requirements - Currently the Architectural Design Review Committee allows removal after missing 2 consecutive meetings and the Parks and Recreation Commission allows removal after missing 3 meetings in a 12 month period.
4. All meetings are encouraged to be held in Council Chambers, except when holding a meeting in another location would encourage more public participation.
5. Meeting Times, the Municipal Code is silent on the dates and times of meetings for boards/commissions.
 - a. Addresses scheduling.
 - b. Limitation on how long a meeting may run.
 - c. Audio recording.
6. Agenda & Staff Reports addresses the basic agenda procedure required by the Brown Act and City procedure. All staff liaisons for all boards/commissions will provide "action-only" minutes. Currently, City Council provides action minutes, while Planning Commission and Downtown Architectural Review Committee provides highly detailed minutes.

Budget Impact:

None.

Recommendation:

That Council, by motion, adopted Administrative Policy 2011-01 – Boards, Commissions, Advisory Committees and Task Force Rules of Procedure.