

<b>SUBJECT:</b> <b>Appointments to Commissions, Boards and Committees</b>	<b>POLICY NUMBER</b>	<b>100-10</b>
	<b>ADOPTED</b>	<b>8-10-83</b>
	<b>REVISED</b>	<b>1-16-02</b>
	<b>REVISED</b>	<b>2-13-08</b>
	<b>REVISED</b>	<b>2-7-18</b>

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It is the policy of the City Council that appointments to all City 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.

In the event the Mayor is unable to make appointments in a timely manner due to an extended absence or if the office of Mayor is vacant, the Deputy Mayor shall make appointments to City Boards, Committees, Commissions, and special Task Forces with the concurrence of the legislative body at an appropriate meeting.

No person shall be appointed to any Committee, Commission or Board without first filing an application with the City Clerk. Appointments shall be limited to those individuals not then serving on any City Board, Committee, or Commission thereby providing equal opportunity for all to serve. However, applications may be submitted by an individual wishing to change from one City Board, Committee, or Commission to another. Ad hoc committees shall be excepted from this rule, as shall members serving on one City Board, Committee, or Commission as the designated representative of another.

Appointments to City 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 City 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 City Boards, Committees and Commissions, and regional Boards, Commissions or Joint Powers Authorities annually in the month of December.