



CITY OF DEL MAR CITY COUNCIL POLICY BOOK

200	COMMITTEES – CITY COUNCIL ADVISORY COMMITTEES, BOARDS AND COMMISSIONS	DATE REVISED:	7-1-2019
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POLICY:

It is the City Council policy to advertise vacancies of the City Council Advisory Committees, Boards, and Commissions on the City website and the City Hall bulletin board for a minimum of 10 calendar days. Upcoming vacancies may also be announced by the City Manager or Council Members at City Council meetings.

It is policy that the deadline for interested citizens to file a Citizen Interest Form (application) by the close of business on a Friday.

A. Council Appointments to the Design Review Board and Planning Commission

1. It shall be the policy of the City Council to hold interviews for appointments to the Planning Commission and Design Review Board only when applications received for such commission or board exceed the number of vacancies.
2. These interviews shall be public and televised as part of the City Council meeting.
3. If, by the application deadline, the number of applications received by the City for such board or commission equals or is less than the number of vacancies, then there shall be an automatic extension of time to accept applications.

B. Council Appointments to City Council Advisory Committees

1. It shall be the policy of the City Council to direct its liaisons to each Council Advisory Committee to make recommendations to the full Council regarding appointments to City Council Advisory Committees.
2. If by the application deadline, the number of applications received by the City for such committees is equal to the number of vacancies, or less than the number of vacancies when recruiting for multiple vacancies, then the Council liaisons to the specific committee shall determine whether to extend the deadline or review the applicant(s) Citizen Interest Form(s) and/or interview the applicant, and make a recommendation to Council that the applicant(s) be appointed to serve on the committee.
3. If by the application deadline, the number of applications received by the City for such committees is more than the number of vacancies, then the Council liaisons to the specific committee shall review the applicants' Citizen Interest Forms and/or interview the applicants. Council liaisons shall then make a recommendation to Council as to which applicant(s) should be appointed to serve on the committee. If the Council Liaisons determine the applicants are not qualified or do not meet the needs of the committee, the application period may be reopened in order to solicit additional interest.



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4. Applicants nominated to serve on a Council Advisory Committee are encouraged to attend the City Council meeting when the City Council is scheduled to consider their appointment to serve on the Committee. This gives the applicant an opportunity to introduce themselves to the City Council and the community in a public forum.
5. In the event that there is only one council liaison to an advisory committee, the Mayor will act as the second council liaison for the purposes of reviewing Citizen Interest Forms to recommend to the City Council for appointment.
6. Prior to the City Council meeting where the Council will vote on an appointment, an un-redacted copy of all qualified Citizen Interest Forms will be provided to the full City Council in order to allow the full Council to review applicant information and contact interested applicant(s) prior to the meeting if so desired.

C. Concurrent Committee Assignments, Term Limits, and Rotation of Chair and Vice Chair

1. It shall be the policy of the City Council to limit the number of concurrent appointments that any one individual has to City Council Advisory Committees, Boards, and Commissions. The limit of concurrent appointments shall be two. If an individual has two concurrent appointments then they will not be eligible to serve on ad hoc committees, except in special circumstances as determined by the Council or Council liaisons.
2. The number of consecutive terms that an individual may serve on a committee is two. However, the City Council has the flexibility to make an exception if they feel it is to the benefit of the committee to re-appoint an individual for a third term. Committee members, who would like to continue to serve another term once their appointed term has expired, must re-apply by filing a Citizen Interest Form prior to the advertised deadline for applications.
3. In order to ensure terms remain appropriately staggered, individuals appointed to fill an unexpired vacancy shall finish the remainder of the term of the member that resigned from the Committee.
4. It shall be the policy of the City Council that the members of each committee appoint a Chair and a Vice Chair at the last meeting of the calendar year with the new chair serving at the first meeting of the new year and that the positions rotate annually among all the committee members. It is recommended that committees also appoint a co-chair to assist with committee responsibilities and provide for a succession plan for chairing the committee. However, if the committee does not have volunteers to serve as Chair and Vice Chair, then the committee has the flexibility to allow the consecutive appointment to the Chair/Vice Chair positions.



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D. Incumbents to Serve Until New Appointments Confirmed

It shall be the policy of the City Council to allow an incumbent on a City Council Advisory Committee, Design Review Board, or Planning Commission, whose term has expired to continue to officially serve on the committee until the vacancy is filled or three months has passed, whichever occurs sooner.

E. Voting on Committee Vacancies

1. In accordance with Del Mar Municipal Code, Chapter 2.30, it shall be the City Council’s policy to select those candidates which receive three affirmative votes of City Council. In the case where a candidate does not receive three votes, the City Council shall direct the City Clerk to re-advertise for the vacancy that was not filled.
2. When there are advertised vacancies for Planning Commission (PC) or Design Review Board (DRB), the City Clerk will bring forward to the City Council the names of the candidates and the number of vacancies. After interviewing candidates in a public forum, the City Council will then vote on the candidates to fill the vacancies. The interviews for PC and DRB will be televised. The City Clerk will read aloud the vote of the Council.
3. When there are advertised vacancies for City Council Advisory Committees, other than PC or DRB, the City Clerk will bring forward to the City Council the names of the candidates and the number of vacancies and the recommendation for appointment as determined by the City Council liaisons to the Advisory Committee in a report format. Council will then vote on the recommendation to fill the vacancies.
4. If the spouse or significant other of a City Council Member is an applicant to fill a vacancy on an advisory committee, the Planning Commission or the Design Review Board, a City Council Member must recuse themselves from voting on that appointment.

F. Attendance Policy for Boards, Commissions, and Committees

In accordance with Del Mar Municipal Code, Chapter 2.30, if a member of a commission, board, or committee is absent from three regular, adjourned, or special meetings within a 12-month period without cause, the term of said member is automatically vacated. Council liaisons to the commission, board, or committee shall determine whether the absence was for cause. If the commission, board or committee does not have two Council liaisons, then the Mayor and the Deputy Mayor shall act as liaisons to that commission, board, or committee for this purpose.

G. Formation and Dissolution of Boards, Commissions, and Committees

1. New committees must be formed by Resolution of the City Council and must include a committee charter detailing, at a minimum, the committee mission/purpose, the type of



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committee (standing or ad-hoc), membership requirements, conflict of interest requirements, and open meeting requirements.

2. If the newly formed committee is an ad-hoc committee, the Resolution and charter should include a sunset date. The sunset date can be extended by Council action, if necessary.
3. Committees must be dissolved by Resolution of the City Council or during the annual review of the City Council Local Appointments.