

CITY OF MENIFEE City Council Policy	Policy Number: CC-02 Approving Authority: City Council
Subject City Council Standing Committees, Regional Boards and Regional Commissions -- Assignments and Reporting	Effective Date: 10/21/2008 Last Modified: 12/15/2022
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1.0 **PURPOSE**

The purpose of this Policy is to provide for annual confirmation or adjustment of Council member appointments to Council standing committees, Regional Boards and Regional Commissions and to establish regular and routine communication of the actions of such Regional Boards and Regional Commissions by the representatives to them.

2.0 **SCOPE / BACKGROUND**

The scope of this policy applies to all elected and appointed officials representing the City of Menifee on various committees, commissions or boards.

3.0 **POLICY**

The City Council annually, or otherwise as necessary, assigns its Members to various City Standing Committees as well as Regional Boards and Regional Commissions where a City representative and alternate is required. These Standing Committees, Regional Boards and Regional Commissions meet at different times of each month or year. The chair of each Standing Committee will report its recommendations and actions at each Council Meeting. Likewise, the responsibility for communicating the City's interests rests with each individual City Council Member who will report after each meeting of the Regional Board or Regional Commission, whenever scheduled, or otherwise as necessary to update or obtain consent from the City Council for any position to be taken by the Council, or other action of the Council as appropriate.

Designation of Standing Committees: The City Council hereby creates the following Standing Committees that shall have duties as provided in this Policy or otherwise determined by the City Council. Each Standing Committee shall consist of two Council members appointed as set out in this Policy.

A. Finance and Investment Committee, which will study matters relating to budget, financial impacts, and investments and make recommendations to the Council as a whole.

B. City & School Districts Committee, which meets annually prior to start of school year

In addition to such Standing Committees, the Mayor from time to time may create ad hoc committees and appoint two Council members to each such ad hoc committee.

4.0 PROCEDURE

Annually, at the Council's organizational meeting (the first meeting in December or other date as determined by the Council), the City Council shall review Standing Committee, Regional Boards and Regional Commission assignments.

No later than two weeks before that meeting the City Clerk shall circulate a list of Standing Committees, Regional Board and Regional Commissions showing the duties, compensation, meeting times and the current Council representative and alternate.

In advance of the organizational meeting, each Council member (as an informational matter), shall indicate on that list whether he or she wishes to remain on the same Standing Committees, Regional Board or Regional Commission or whether he or she wishes to change. Each Council member then shall provide a copy to the City Clerk. Along with the agenda materials for the organizational meeting, the City Clerk shall provide the list with any annotations from Council members.

Appointment:

The Mayor shall be responsible for appointing the Council representatives to each Standing Committee, Regional Board or Regional Commission, including the Mayor himself or herself.

In the event that no Council members indicate an interest in a Standing Committee, Regional Board or Regional Commission, the Mayor may appoint a Council member. The appointments shall be made by the Mayor and the Council shall ratify such appointments by majority vote.

All assignments take effect January 1 of the following year. Notwithstanding, such assignments may also be reviewed and/or changed throughout the year as the need arises. A representative or alternate may be removed without cause and without his or her consent by majority vote of the City Council.

City Council meetings are the avenue for City Council Members to report on their various assignments. Standing Committees, Regional Boards and Regional Commissions will be listed on the City Council agenda under the name of the representative.

5.0 RESPONSIBILITIES

- The City Manager and City Clerk will coordinate, track and facilitate the appointments.

- The City Council makes all appointments according to this policy.

6.0 **DEFINITIONS**

Appointment: To select or designate a representative to fill an office or a position.

Revision History

Revision No.	Date Approved	Approved By:	Comments
0	10/21/2008	City Council	Original Policy
1	6/08/2011	City Council	Modified Policy
2	12/15/2022	City Council	Modified Policy