



CITY OF WALNUT
CITY COUNCIL POLICY

SUBJECT	
COMMISSION APPOINTMENTS POLICY	
DATE OF ADOPTION:	REVISED:

PURPOSE

The purpose of this Policy is to define the policies and procedures governing the appointment of Commissioners and related matters.

DEFINITIONS

For purposes of this Policy, the term “*Commission*” shall have the meaning set forth below:

A “*Commission*” shall be a regular, ongoing board or commission consisting of members appointed by the City Council. The City Council shall establish by ordinance all Commissions which shall advise the City Council and perform such other functions and duties as prescribed by the City Council.

BACKGROUND

The City of Walnut currently has four Commissions: the Planning Commission, the Parks and Recreation Commission, the Senior Commission and the Youth Commission. The establishment and creation of each Commission, its respective powers and duties, composition, qualifications, term, removal and other applicable regulations are set forth in the Walnut Municipal Code, Title I, Chapter 2, Article IV. In accordance with those provisions, this City Council Policy establishes the policies and procedures governing the appointment of Commissioners and related matters.

POLICIES AND PROCEDURES APPLICABLE TO COMMISSIONS

A. Qualifications; Compensation; Elected Office

1. **Qualifications.** Walnut Municipal Code Title I, Chapter 2, Article IV Section 2-33 establishes the minimum qualifications to serve on each of the City Commissions. In accordance with those provisions, the City Council may specify such additional qualifications by City Council Policy as it deems necessary and appropriate.
 - i. **Planning Commission.** In addition to the qualifications set forth in Section 2-33, experience and qualifications in planning/land use, civil engineering, architecture, landscape, design, development/construction or related fields are desirable. Active participation or membership in community activities is also desirable.
 - ii. **Parks and Recreation Commission.** In addition to the qualifications set forth in Section 2-33, experience and qualifications in parks and recreation, education or related fields are desirable. Active participation or membership in community activities is also desirable.
 - iii. **Senior Commission.** In addition to the qualifications set forth in Section 2-33, active participation in the City's Senior Center and participation or membership in other community activities is desirable.
 - iv. **Youth Commission.** In addition to the qualifications set forth in Section 2-33, members must demonstrate a minimum 3.0 grade point average. In addition, Youth Commission applicants must provide (1) at least one letter of reference from a teacher, counselor or grade level coordinator regarding the applicant's interest in serving on the Commission, (2) a 250 word essay regarding their community service, reason for interest in the Commission and how they plan to serve the community, and (3) parent or guardian permission and acknowledgement of the application.
2. **Compensation.** Walnut Municipal Code Title I, Chapter 2, Article IV Section 2-38 provides that any compensation for attendance at commission meetings shall be established by resolution of the City Council. Commission compensation may be set forth in the City's Operating Budget adopted by the Resolution of the City Council annually.

3. **Elective Office.** Commission members may retain membership while seeking any elective office. However, members shall not use the meetings, functions or activities of the Commission for purposes of campaigning for elective office. Commission members who are running or who have run for elective office shall comply with the provisions of California Government Code Section 84308 concerning the prohibition against solicitation and acceptance of certain campaign contributions, the disclosure of certain campaign contributions and the disqualification from participating in decisions in which the person making the campaign contribution has a financial interest.

B. Appointment Process.

1. **General.** In accordance with Walnut Municipal Code Title I, Chapter 2, Article IV Section 2-35, the appointment process will be established by City Council Policy.
2. **Annual List.** In accordance with Walnut Municipal Code Title I, Chapter 2, Article IV Section 2-35.1 and applicable state law, the City of Walnut shall maintain and shall post a Local Appointments List of all Commissions whose members serve at the pleasure of the City Council. The list shall contain the following information: a) a list of all appointive terms which will expire during the next calendar year, b) the name of the incumbent appointee, c) the date of appointment, d) the date the term expires, and e) the necessary qualifications for the position.
3. **Notice of Vacancy.** Notices of commission vacancies shall be posted in accordance with Section 2-35.2.

C. Applications

1. **Application Period.** The application period will normally run for a period of thirty (30) from the date of the first publication on the City of Walnut website unless otherwise extended in accordance with this Policy.
2. **Separate Applications.** Applicants are required to complete and return a separate application form for each Commission they desire to serve on by the established deadline.
3. **Incumbents.** Incumbents seeking a reappointment are required to complete and file an updated application with the City Clerk by the application deadline.

4. **Incomplete and Unqualified Applications.** After the application deadline, the City Clerk shall review the applications for completeness and qualifications. Incomplete applications and any application submitted by a person who does not meet the minimum qualifications established by the City Council will be rejected. Such applicants shall be notified by the City Clerk of the rejected status of their application. The City Clerk shall extend the application process in the event insufficient applications are received.

D. Selection Process.

1. **General.** Each City Council Member will appoint one (1) Commissioner each to the Planning Commission, Parks and Recreation Commission, and Senior Commission. Each City Council Member will appoint two (2) members to the Youth Commission.
2. **List of Applicants; Distribution of Applications.** The City Clerk shall compile and distribute to each City Council member a List of Applicants for each Commission and copies of all complete and qualified applications.
3. **City Council Review/Nomination.** City Council Members shall review and evaluate the applications during a ten (10) day review period. By the end of the review period, each City Council Member shall return the List of Applicants to the City Clerk with his or her first choice and second choice nominations for each Commission.
4. **List of Nominees.** The City Clerk will compile a list of nominees for each Commission starting with the Mayor's nominations, followed by the nominations by the Mayor Pro Tem, followed by the nominations of the remaining City Council Members in random order. For each Commission, the City Council Member's first choice will be nominated unless that nominee has already received a nomination by another Council Member in which case, the second choice nominee will be listed. In the event a City Council Member's first and second choice nominees are already nominated, the City Clerk will request an additional nomination for such Commission by the City Council Member.
5. **Appointment/Confirmation.** Commission appointments will be made at an open public meeting of the City Council. The List of Nominees for each Commission will be presented to the City Council for confirmation and appointment by a majority of the City Council.

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6. Following a Council appointment, the City Clerk shall notify successful and unsuccessful applicants, as applicable, in writing.

E. Appointments/Oaths

1. Prior to taking office, all members must complete an Oath of Allegiance required by the Article XX, ¶3, of the Constitution of the State of California. All oaths are administered by the City Clerk or designee.
2. Appointments made during the middle of a term are for the unexpired portion of that term.

F. Meetings and Officers

1. Agendas/Notices/Minutes

- i. All meetings shall be open and public and shall conduct business through published agendas, public notices and minutes and follow all of the Brown Act provisions governing public meetings. Special, cancelled and adjourned meetings may be called when needed, subject to the Brown Act provisions.
- ii. Support staff for each Commission shall be responsible for properly noticing and posting all regular, special, cancelled and adjourned meetings. Copies of all meeting agendas, notices and minutes shall be provided to the City Council, City Manager, City Attorney, City Clerk and other appropriate staff, as requested.

2. Meeting Locations and Dates

- i. All Commissions shall conduct regular meetings at least once a month. Special meetings may also be scheduled as required by the Commission.
- ii. Monthly regular meetings shall have a fixed date and time as established by the City Council. Changes to the established regular dates and times are subject to the approval of the City Council. An exception to this rule would include any changes necessitated to fill a temporary need in order for the Commission to conduct its meeting in a most efficient and effective way as long as proper and adequate notification is provided to the Council and made available to the public.

3. Other Rules and Procedures

Each Commission may adopt other rules and procedures as it deems necessary to effectively and efficiently accomplish its duties.

G. Relationship to City Council, Staff and Media

1. Upon referral by the City Council, the Commission shall study referred matters and return their recommendations to the Council. With each such referral, the Council may authorize the City staff to provide certain designated services to aid in the study.
2. Commissions shall not become involved in the administrative or operational matters of City departments unless specifically provided in their prescribed powers and duties. Members may not direct staff to initiate major programs, conduct large studies, or establish department policy without approval of the City Council. City staff assigned to furnish staff services shall be available to provide general staff assistance, such as preparation of agenda/notice materials and minutes, general review of department programs and activities, and to perform limited studies, program reviews, and other services of a general staff nature. Commissions may not establish department work programs or determine department program priorities unless specifically authorized. The responsibility for setting policy and allocating scarce City resources rests with the City's duly elected representatives, the City Council.
3. Additional or other staff support may be provided upon a formal request to the City Council.
4. No Commission Chairperson or member shall prepare or distribute an official press release to the media. Commission members may express personal opinions and comments so long as the member clarifies that his or her statements do not represent the position of the Commission and/or the City Council.

H. Removal

Appointed officials hold office at the pleasure of the City Council. The City Council may remove a Commission member without notice or a hearing upon a vote of the majority of the City Council as provided in Section 2-37 of Walnut Municipal Code Title I, Chapter 2, Article IV. Automatic termination and removal of Commissioners will result from absence without cause from three successive regular Commission meetings in accordance with the provisions of Section 2-37(b).

I. Resignations

Resignations must be submitted in writing to the City Clerk, who will distribute copies to City Council and appropriate staff.

J. Disbanding of Commission

Unless otherwise required by law, a Commission may be disbanded due to lack of business or other cause upon majority vote of the City Council following a recommendation of the City Council, Commission Chair or appropriate staff. In the event a Commission is disbanded, the City Attorney shall prepare necessary and appropriate Ordinance amending the Walnut Municipal Code for consideration by the City Council.

HISTORY

Adopted: