



CITY OF BEVERLY HILLS

COMMISSIONERS' HANDBOOK



Table of Contents

I. Introduction and Overview	
Welcome	3
City Profile	3
City Facts and Figures.....	5
Organizational Chart.....	6
II. Commissioner Roles and Functions	
Purpose of Citizen Advisory Bodies.....	7
City of Beverly Hills Commissions	7
The Commission’s Work Plan	11
Relationships within City Government	12
Relationships within the Community.....	13
Member Responsibilities and Terms of Office	13
Commissioners Roles and Responsibilities in a Disaster	16
10 Tips for New Commissioners.....	16
Embrace Civility.....	17
III. Commission Meetings	
About Meetings	17
Agendas and Minutes.....	19
Rules of Procedure.....	19
Some Basics	20
IV. Legal Matters	
The Brown Act.....	21
Conflict of Interest.....	22
Statement of Economic Interest Disclosure	22
Public Records Request	22
Other Legal Issues	23
V. Policies	
Application Process	23
Commissioner Selection and Interview Process.....	23
Limitations	24
Voluntary Resignations.....	24
Re-appointments	24
Commissioner Removal	24
Chair Rotation and Term	24
Commissioner Terms	25
Attendance/Absences.....	25
Email Addresses.....	26

Business Cards 26
Meeting Agenda, Materials and Transparency 26

VI. Appendix

Sample Agenda 27
Sample Synopsis 29
Sample Minutes 32

Welcome!

Congratulations on being appointed to a Commission for the City of Beverly Hills. The City is proud of its longstanding tradition of citizen participation and extends a hearty welcome to all Commission appointees. Your service as a Commissioner is vital to our democratic process and to the smooth operation of Beverly Hills municipal government. We look forward to working with you for the betterment of our community!

This handbook was designed to help you understand important aspects of serving as a City Commissioner. Accepted practices are summarized for the sake of brevity, but you can always contact your Commission staff liaison for more information. The procedures outlined here should help to guide your actions as a community representative and to clarify both your expectations and those of the City.

City Profile

Whether you're a longtime resident of Beverly Hills or someone who has recently settled here, you can probably learn a few new things about your City. As a community representative, it's often beneficial to view current events from a historical perspective – and to be aware of the full range of services and programs the City provides. With that in mind, here is some information about Beverly Hills that may interest you.

A Short History

Long before the movie industry discovered Beverly Hills, the Native American Tongva knew the value of the area by its precious, bubbling springs near what is now Beverly Drive and Sunset Boulevard. The Tongva considered this a sacred site and named it the Gathering of the Waters, or, in Spanish, *El Rodeo de las Aguas*.

With the arrival of the Spaniards in 1769, the Tongva people and their peaceful way of life were destroyed, and the California *rancho* system was established. One of those *ranchos* belonged to Maria Rita Valdez de Villa, a widow and matriarch of a large family, whose adobe ranch house stood at the intersection of Sunset Boulevard and Alpine Drive. In 1854, she sold her cattle and horse ranch and relocated her family to the *pueblo* of Los Angeles.

During the next 50 years, the original *rancho* was put to a variety of uses, including a site for oil drilling, a sheep ranch and a lima bean farm, depending on who bought and sold the land. Finally after an enduring drought, the collapse of the land boom and a series of unproductive wells, the property gained new life through the Rodeo Land and Water Company in 1906. Burton Green renamed it Beverly Hills after Beverly Farms, Massachusetts. The property was to be

developed as a subdivision of large lots on curving tree-lined streets, complemented by the three-block Santa Monica Park.

In 1912, the Beverly Hills Hotel was built at the site of the Gathering of the Waters. Served by a small railroad, it became the center of community life. Still, settlement was slow. In 1914, land in the canyons was added to bring the population up to the 500 required for incorporation. Beverly Hills became a city on January 28, 1914.

The new City of Beverly Hills became synonymous with glamour as early as 1919, when actors Douglas Fairbanks and Mary Pickford took up residence in "Pickfair." A large migration of motion picture industry people attracted to the elegant lifestyle soon followed, including Gloria Swanson, Will Rogers, Charlie Chaplin, and John Barrymore.

Life in Beverly Hills accelerated in 1920 with the construction of a wooden racetrack that drew huge crowds. But in 1923, the very existence of Beverly Hills was threatened by annexation to the City of Los Angeles. However, Rogers, Pickford and others mobilized against the plan, and the vote failed. In 1925, the citizens voted to issue a bond to join with other cities to purchase a campus site for UCLA. It was also at this time that Rogers became the first and only honorary Mayor of Beverly Hills.

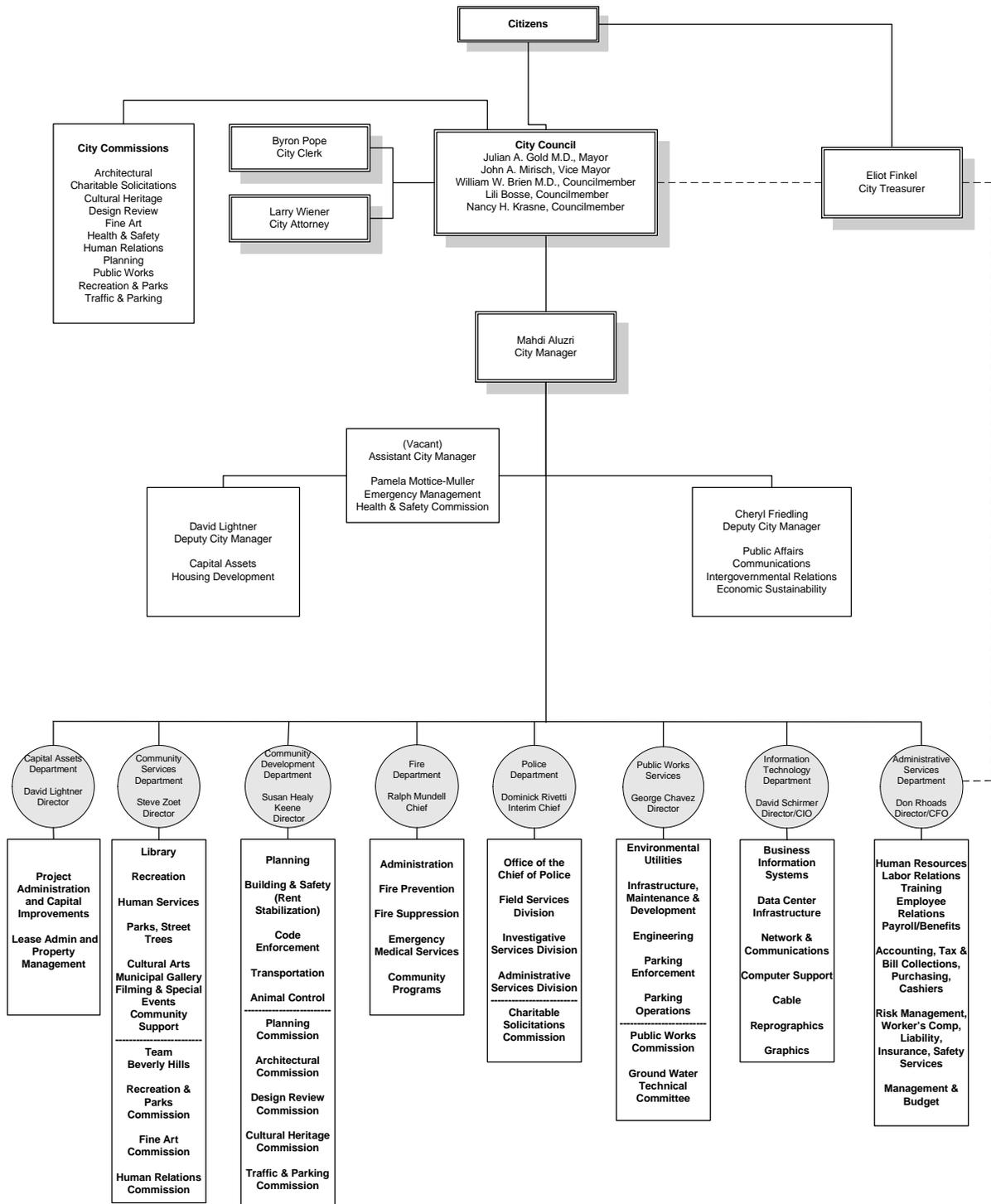
The City continued to grow. Police and Fire departments were established, and the spectacular Regent Beverly Wilshire hotel and the Doheny family's Greystone Mansion were completed in the late 1920s. The first public library was established in 1929, and the distinctive City Hall was built in 1931. Post-World War II, Beverly Hills continued to develop as one of the most glamorous places in the world to live, work and play. The Golden Triangle, with Rodeo Drive at its center, was built and marketed to the world as a shopping and dining destination. However, the growth of the commerce in the City did not lessen the beauty and desirability of the residential area. By the end of the 1950s, few vacant lots remained.

The City of Beverly Hills has grown from a population of 550 to 34,677 in 2014. More than 200,000 people work here each day, and numerous major businesses are headquartered here. Even with its world-class profile, the City of Beverly Hills remains a small town at heart, proud of its residential neighborhoods, municipal services, fine schools, community involvement, and active churches and synagogues.

City Facts and Figures

- Incorporated: January 28, 1914
- Classification: General Law City
- Form of Government: Council-City Manager
- Location: Eight miles from downtown Los Angeles and six miles from the Pacific Ocean, bordered by the cities of West Hollywood and Los Angeles.
- Area: 5.7047 square miles
- Climate:
 - Average temperature: Max. 72° F, Min. 52° F
 - Annual average rainfall: 15"
- Elevation: 125' to 1500' above sea level
- Population: 34,677 (2014)
Active Registered Voters: 21,877 (March 2015)

City Organizational Chart



Purpose of Citizen Advisory Bodies

Productive citizen boards, committees and commissions can provide the insights and energy essential for creating better communities. Members of these groups help bring about important decisions that can shape the future of the City, often using their impressive talents and expertise. As a City Commissioner, you provide a critical link to the public, and help to ensure that City policies reflect community values.

The majority of the City of Beverly Hills' Commissions are advisory, meaning they submit recommendations to the City Council after sifting and analyzing data. The Council – which always makes the ultimate decision – may or may not always approve a Commission's recommendations. The Planning, Design Review and Architectural Commissions are exceptions. These Commissions make final decisions that may be appealed or called up to the City Council for further review. Moreover, each suggestion from a City Commission aids in the process of wise decision-making.

In the City of Beverly Hills, Commissions are made up of thoughtful and concerned residents who dedicate many hours of service every year, without receiving compensation. They are among the most respected and appreciated volunteers in the community. The following are a few of the ways in which citizen commissions serve the democratic process in Beverly Hills:

- Hosting public meetings and conducting outreach to determine how the community feels about certain issues
- Recommending policies and procedures related to their respective fields to the City Council
- Serving as intermediary between the public, City staff and the City Council by providing information, explanations and support for different points of view

City of Beverly Hills Commissions

The Beverly Hills City Council has established 11 Commissions, each with a specific focus and each charged with advising the Council on issues within the scope of their responsibility. Certain commissions, such as the Planning, Design Review and Architectural Commissions, review applications that are required and paid for as part of a development project. Other commissions, such as the Public Works Commission, Health and Safety Commission, and Fine Art Commission formulate recommendations for City Council consideration.

Here is a listing of official City Commissions:

Architectural Commission

- Five members, with staff support from the Community Development Department

- Reviews and approves the exterior conceptual design of privately-owned commercial and multi-family residential development within the City
- Advises on project design compliance, encroachments in commercial-adjacent public rights-of-way, and on City building projects
- Reviews conceptual landscape design, paint and other finishes, signs, and exterior building form; makes certain findings about the circumstances and merits of the design proposals prior to issuance of associated building permits
- Reviews specific departures from the sign code through a special review process
- Presents Architectural Design Awards for outstanding completed commercial and multi-family projects

Charitable Solicitations Commission

- Five members, with staff support from the Police Department
- Reviews applications for solicitation permits for charitable or religious solicitation purposes, and makes recommendations thereon
- Evaluates the fiscal health of non-profit organizations and recommends eligible organizations for community assistance grant funds, as well as funding allocations to organizations based on service needs in the City

Cultural Heritage Commission

- Five members, with staff support from the Community Development Department
- Advises the City Council on cultural and historic preservation
- Oversees the City's Historic Preservation Program
- Advises the City Council on designation of local historic landmarks and Mills Act Contracts
- Oversees Historic resource surveys, the City's inventory of potentially historic properties, and the City's Local Register of Historic Landmarks
- Maintains the City's Local List of Master Architects
- Reviews and approves applications for Certificate of Appropriateness and Certificates of Hardship
- Develops suitable signs, plaques or other markers
- Designs and participates in educational and interpretive programs
- Develops a program to celebrate Historic Resources

Design Review Commission

- Five members with staff support from the Community Development Department
- Reviews proposed single-family residential conceptual design and its impact on the streetscape to maintain the character, image, beauty and reputation of the City's residential neighborhoods
- Considers certain modifications to residential development standards

- Presents Residential Design Awards for outstanding completed residential projects

Fine Art Commission

- Five members, with staff support from the Community Services Department
- Enhances the beauty of the City through the installation of public art
- Approves public art under the terms and conditions of the Public Art Ordinance and recommends funding for acquiring public art
- Initiates and promotes the purchase, donation or loan of fine art
- Advises on the artistic merit and value of paintings, sculpture and other articles of art offered to the City as donations, purchase or disposition for appropriate positioning and display
- Formulates rules and regulations governing the criteria for determination of fine art

Health and Safety Commission

- Five members, with staff support from the Policy and Management Department; liaisons are provided from all departments and the school district
- Maintains and improves the overall health and safety of the community
- Broadens the community's opportunities for participation on issues of public health, welfare and safety
- Helps develop strategies relating to disaster preparedness, disaster hazard mitigation, disaster management, and health and safety risk reduction
- Supports the work of all City departments, the business sector and the efforts of residents before, during and after a medical, natural or man-made disaster
- Assists in communicating the City's health, safety and disaster preparedness messages to the community and with City-sponsored related activities and programs
- Provides a forum for members of the community to bring concerns regarding public health, welfare, safety and comfort

Human Relations Commission

- Five members, with staff support from the Community Services Department
- Advises, recommends, assists and encourages activities that promote positive human relations in all aspects of community life
- Actively promotes a just and equitable multi-cultural society
- Endeavors to reduce conflict and tension, as well as discrimination, prejudice and stereotyping based on race, religion, gender, sexual orientation, national origin, age, disability, or any other arbitrary factor

- Defining, identifying and tracking existing and emerging issues that may benefit from intervention or conflict resolution
- Receiving citizen complaints, in an appropriate time and manner, concerning the interactions of City employees with the public, as well as landlord-tenant relations

Planning Commission

- Five members, with staff support from the Community Development Department
- Is mandated by State law, which establishes the areas over which the Commission has authority, either as a decision-making body or advisory to the City Council
- Recommends development of land use policies to the City Council
- Reviews capital improvement programs for conformance to the General Plan
- Advises the City Council on applications for changes to zoning regulations and the General Plan and is often the final authority on discretionary development applications and zoning variances, and for the environmental assessment of such applications, as prescribed by law
- Acts as review panel for state and federally mandated programs

Public Works Commission

- Five members, with staff support from the Public Works Services Department
- Advises and makes recommendations on matters relating to public works facilities, infrastructure and programs
- Advises on the planning, evaluation and delivery of public works systems and programs, including water, wastewater, storm drain, streets, alleys, street lighting and refuse management
- Recommends utility rate structure changes
- Recommends public works capital improvement program budget items
- Conducts public outreach for such programs as water conservation, refuse recycling and graffiti removal

Recreation and Parks Commission

- Five members, with staff support from the Community Services Department
- Advises and makes recommendations on the planning, evaluation and delivery of recreation and parks programs and facilities, including the Greystone Estate grounds and mansion
- Formulates general policies on use and delivery of recreation and park services
- Evaluates the effectiveness of programs in relation to City Council policy objectives
- Conducts public outreach on recreation and parks programs

- Advises the City Council on capital improvements and program projects for recreation and parks improvements
- Recommends proposed user fees for facilities and programs

Traffic and Parking Commission

- Five members, with staff support from the Community Development department
- Act as an advisory agency to the City Council on matters relating to parking and traffic
- Provide recommendations to the Transportation Official and other City staff on ways to improve traffic and parking in the City of Beverly Hills
- Perform duties relating to traffic and parking matters as may be referred by the City Council and or Transportation Official
- Recommend plans to improve mobility, including bicycle and pedestrian activities.
- Advise on staff recommendations for intersection improvements, including stop signs and crosswalks.
- Act as the Appeals Body for permits approved or denied by the Transportation/Engineering Official for on-street/public right-of-way uses

The Commission's Work Plan

The City Council directs the work of both staff and Commissions. Each December, in preparation for the next year's budget, City Council has a priority setting session to identify the work they want staff, and Commissions, to focus on in the next fiscal year (July-June). Prior to December, Commissions are encouraged to discuss their initiatives for the next fiscal year and identify those that would require significant staff resources. In addition, Commissions may develop work plan items that are reviewed annually with their assigned City Council Liaisons.

For Commissions with review and approval authority (Planning, Design Review, and Architectural) much of the work is dictated by submitted applications. In addition, there are often larger policy issues that Council wishes the commission to evaluate and provide recommendations. For applicants scheduled before these Commissions, time is an important factor, so clear analysis and comment is essential. Staff makes every effort to provide the Commission and the public with sufficient information to make an informed decision. For other Commissions, part of their work may be identifying issues that may need to be evaluated and addressed in the community.

Community members often apply for a certain Commission because they feel passionate about issues related to that Commission. Likewise, people may be selected to serve on a Commission because they have a particular expertise or interest in a specific area related to a Commission's purview. Commissioners are encouraged to actively engage in the issues of their Commission while remaining

mindful that the staff supporting the Commission have other roles and responsibilities directed by Council.

Relationships within City Government

Commissions and City Council

As a City of Beverly Hills Commissioner, you can think of yourself as the eyes and ears of the City Council, for you play an important role in extending the reach of democracy into the community. However, your primary function is to *advise* the City Council (except for some actions taken by the Architectural, Design Review and Planning Commissions). As a Commissioner, you will examine relevant issues of concern, discussing them in depth at meetings where public input is encouraged.

Your group will then present the best possible recommendations to the City Council, understanding that the Council has the final say in all policy matters. At times, you may be asked by the City Council to revisit an issue and provide more information or direction, or to meet as a group with the Council for further study. Remember that the City Council has a broader area of concern and may not always follow Commission recommendations.

Each Councilmember is assigned to a Commission Liaison Standing Committee, which includes the Chair and Vice Chair of the Commission. Issues may be discussed with the Liaison Standing Committee to seek direction prior to presenting recommendations to the full Council.

The Mayor's Cabinet, comprised of the Chair of each of the City's Commissions, meets monthly to provide updates on current and forthcoming Commission activities. The Commission Chair serves as the spokesperson for their Commission related items. All items discussed during the Mayor's Cabinet meeting should previously be vetted and discussed with the rest of the Commission prior to the Cabinet meeting.

Commissions and City Staff

Generally, a City staff member is assigned to each Commission, acting as a technical advisor to the group. The staff liaison and administrative staff attend Commission meetings and provide administrative support and information. Commissioners may freely communicate with their staff liaison, but they have no authority to supervise or direct the work of City employees. Staff members report directly to their supervisor, often the Department Head and ultimately the City Manager.

Shortly after a Commission meeting, the staff liaison and/or administrative staff prepares a Synopsis of the meeting for the City Council, allowing the Council to keep current with the work being done by each of its Commissions. This is then followed by the Minutes that are considered the official record of the meeting.

Traditionally, Commission-staff relations in Beverly Hills have always been friendly and mutually respectful. However, if Commissioners do have concerns about staff performance, they should be aired privately, with the staff member, their direct supervisor, the Department Head or the City Manager.

Relationships within the Community

Commissions and the Public

While Commissions serve a vital function for the City Council, their ultimate responsibility is to the Beverly Hills community. Within their specific purviews, each Commission examines ideas, programs, or projects to determine if they are beneficial to the community. In Beverly Hills, Commissioners are encouraged to take the public pulse formally – at public meetings – and informally, chatting with friends, neighbors and other community members. After all, the City’s “customers” are the residents, visitors and business owners who pay for City services.

Each Commissioner is a representative of the City of Beverly Hills. City Council expects that anyone who speaks at a public meeting, whether a member of the public or a fellow Commissioner is treated with courtesy and respect. Behavior that is rude or dismissive is unacceptable. For many people, interaction with your Commission may be one of the few opportunities to witness local government in action, and it should be a positive experience.

Commissions and the Media

Commissioners should be cautious in any dealings with the media and should not speak on behalf of a Commission, unless specifically authorized by a vote of that body. In addition, Commissioners should not speak on behalf of the City unless specifically asked to by the City Council or City Manager’s Office.

Commission members sometimes have divergent views, and it may not be in the best interest of the group for individuals to use the press as a forum to promote their position. Productive group relations may best be fostered by deferring public comments to the Commission Chairperson, who can articulate the group’s views, or simply declining to comment. It is particularly inappropriate to discuss items before they come up for Commission review. On matters of City policy, do not speculate on Council action; therefore, it is best to refer media inquiries to the City’s Public Information Manager.

Member Responsibilities and Terms of Office

Throughout its history, the City of Beverly Hills has been blessed by hundreds of dedicated volunteers who have made enormous contributions to the community through their work on Commissions. As an appointed Commissioner, you have the potential and the opportunity to continue improving Beverly Hills’ quality of life

as you engage in genuine public service. Along with your appointment, however, comes a certain degree of responsibility. To be a successful and effective Commissioner, keep these actions in mind:

- Try to attend every meeting. There is a limit on the number of meetings you can miss before your Commission membership is revoked. If a Commission meets once a month, a Commissioner is allowed to miss three (3) regular meetings during a twelve (12) month period. If the Commission meeting at least twice a month, a Commissioner is allowed to miss up to four (4) regular meetings in a twelve (12) month period
- Demonstrate respect, kindness, consideration and courtesy to others; remember that it is not personal if you lose a debate
- Prepare in advance of meetings (e.g., read agenda packets carefully prior to the meeting) and be familiar with issues on the agenda
- Be respectful of other people's time. Stay focused and act efficiently during meetings
- Serve as a model of leadership and inspire public confidence in Beverly Hills government
- Act and speak with honesty and integrity
- Do not speak for the Commission unless authorized
- Do not speak for the City unless authorized to do so by the City Council or City Manager's Office

Chair and Vice Chair

The Chair and Vice Chair positions shall be rotated yearly based on seniority (i.e. date of appointment, and on the interview panel's first appointee, second appointee, etc). However, the willingness and availability of appointees to these positions should be taken into consideration, as Chair and Vice Chair duties usually require additional time commitments. If a Commissioner declines to serve as the Chair or Vice Chair, that individual will be moved to the end of the rotational list. Appointments to Chair and Vice Chair positions cannot occur during the first year of the Commissioner's first term.

Role of the Chair

The Chair's duties include the following:

- Preside at all official meetings of the Commission
- Consult with the staff liaison in drafting the meeting agenda
- Attend City Council meetings to represent the Commission as needed
- Attend Mayor's Cabinet meetings and other subcommittee meetings, as needed
- Solicit opinions from Commissioners and protect new ideas from being rejected prior to fair evaluation
- Keep the discussion focused on the issue

Role of the Vice Chair

- The Vice Chair's primary responsibility is to substitute for the Chair, as needed

Commissioner Terms

Commissioners are appointed by the City Council for an initial two-year term and may be reappointed for up to an additional four years at the discretion of the Council. In most cases, those applying for vacant seats must be residents of the City for a minimum of two years. Appointees must also commit to regular attendance at Commission meetings. Among the qualifications of a City Commissioner are knowledge and experience in the Commission's area of interest, and a willingness to be objective and open-minded in seeking solutions.

When vacancies occur on any of the City's Commissions, they may either be scheduled or unscheduled. Scheduled vacancies happen when a current Commissioner's term has expired. Unscheduled openings occur for any reason, other than the expiration of a term (i.e., illness or change of residency,). Beginning with the notification period, it takes about six months to fill a vacant seat. It usually takes a little less for an unscheduled opening.

An "oath of office" is required for all Commissioners. This is a standard oath set forth in the California State Constitution and is required for all elected and appointed officials in California, as well as for all City employees.

The City of Beverly Hills has taken significant action to ensure its process of appointing Commissioners is unbiased and that it results in the most qualified applicants being appointed to fill Commission vacancies.

Resigning or Removal from a Commission

If you need to resign your Commission seat because of personal or professional circumstances, send a letter to the City Council – via the City Clerk's Office – stating the effective date of the resignation, and as a matter of courtesy, notify the Chair and the staff liaison.

Commissioners serve at the pleasure of the City Council and can be removed from office at any time by majority vote of the Council. Among reasons the Council may dismiss a Commissioner are: excessive absence from meetings, falsely representing Commission or Council business, unbecoming or illegal behavior, inappropriate or rude behavior to a City staff member, another Commissioner or member of the public, or inappropriate use of resources or funds. Because of the residency requirement, a Commissioner who has moved out of the City must resign within six months from the date the Commissioner ceases residence in the City (certain exceptions apply).

Commissioners Roles and Responsibilities in a Disaster

Before a Disaster

- Prepare your home and develop a family disaster plan. To be adequately prepared for an emergency, you are encouraged to be self-sufficient for at least five to seven days.
- Support ongoing community preparedness efforts such as the Citizen Corp programs, including CERT (Community Emergency Response Team training), NHW (Neighborhood Watch) and DCS (Disaster Communications System: Ham Operators).

During a Disaster

- Follow emergency information.

After a Disaster

- As soon as possible, Commissioners will be fully briefed and advised where their services are needed most.
- Commissioners should work initially with Department Staff. Once the Emergency Operations Center (EOC) is opened, Commissioners should work with the Personnel Unit to obtain information and to learn where their services are needed most.
- Commissioners who have pre-assigned roles should report according to instructions, e.g., DCS, CERT, Hotline or pre-determined department responsibility.

10 Tips for New Commissioners

While the following advice has been assembled for newly appointed City of Beverly Hills Commissioners, many of these points also apply to veteran Commissioners as well.

1. Understand the purpose of your Commission; be clear on your roles and responsibilities.
2. Attend meetings of the Commission before applying for the position.
3. As soon as you are appointed, regularly attend meetings to become familiar with current issues under discussion.
4. Read through the minutes of previous meetings, or view previously taped meetings.
5. Ask the staff liaison if there is background material that would be helpful for you to read and study.
6. Become familiar with the basic rules of parliamentary procedure.
7. Attend one or two City Council meetings to better understand how the role of the individual commission fits into the overall governance of the City.
8. Be aware that as soon as you are appointed, you are subject to the Brown Act and open meeting laws. (*see Legal Matters*)

9. Bring an open mind to each meeting. You are representing an entire community, so it is important to put aside personal opinions and be open to new ideas, information and points of view.
10. Demonstrate patience, show empathy and remain dignified under stress. Your behavior and attitudes are in the spotlight and should reflect the highest standards of the community.

Embrace Civility

The Human Relation Commission's civility initiative started in December 2007, when the Commission appointed an ad hoc committee to explore ways to foster civility within the community. In 2010, the Commission revisited this concept and approved a civility statement to be sent to the community asking for their support in creating a model of positive civic behavior and teaching the community's children by example:

The Human Relations Commission of the City of Beverly Hills strives to promote human relations in all aspects of community life.

While our schools may provide civics education in the classroom, we citizens are obligated to provide our young people with a real life model of positive civic behavior that we teach by example.

We hope that every member of this community will join us as we take a stand in support of an environment where respect and responsible actions prevail in every aspect of our community life.

The Human Relations Commission promotes positive human relations in all aspects of community life, and they invite every member of the community, and Commissioner, to support an environment where civility, respect and responsible actions prevail.

About Meetings

Regular Meetings

Most Beverly Hills Commissions meet regularly once a month, with the exception of the Planning Commission, which meets twice monthly, and the Cultural Heritage Commission, which meets quarterly. Regular meetings are held at the same time on designated dates, but additional meetings may be scheduled as needed. As is the case for all meetings, a quorum – that is, a majority of Commissioners – is required to conduct business. If a quorum is not present, the meeting may be adjourned by the members who are present.

Regular meetings should be held during regularly scheduled times and dates and should not be rescheduled due to vacation or personal time off for individual

members. Regular meetings are open to the public and should remain consistent to ensure that the public has access.

Each Commission's staff liaison provides for its own meetings, and coordinates logistics and agenda postings with the City Clerk. The meetings must be publicly noticed, held in a public area within the City limits and be open to everyone. These requirements fulfill provisions of the Brown Act. (*see Legal Matters*).

Adjourned Meetings

An adjourned meeting is one that continues the immediately preceding regular or special meeting. (The phrase should not be confused with the act of adjourning.) Commissions may adjourn any meeting to a stated time and place within the City limits. Notice must be given of the adjournment, and a copy of the notice must be posted within 24 hours after the first meeting ends.

Special Meetings

If there is a pressing need to conduct City business that cannot wait until a Commission's regularly scheduled meeting, a special meeting may be called. Written notice of the special meeting must be posted and delivered to each Commission member at least 24 hours before the time of the meeting, and it must indicate the business to be discussed. Only the items included in the notice may be considered and acted upon at the special meeting.

Ad Hoc and Subcommittee Meetings

From time to time, Commissions may form Ad Hoc or subcommittees to study issues in detail. With few exceptions, all Ad Hoc or subcommittee work comes back to the full Commission for review in a public meeting. Ad Hoc and subcommittees may not be composed of a quorum of Commissioners. Meetings for continuing or "standing" subcommittees are considered public meetings and must have posted agendas in order to comply with the Brown Act.

Televised Coverage & Live Streaming

BH10, the City's cable channel, provides live coverage and taped replays of Commission meetings. Meetings are also streamed live on the City's website and available on demand after each meeting.

The minutes of all Commission meetings are action minutes which convey the key points of discussion and votes taken, but provide minimal detail. The televised meeting is the official record of the meeting. Interested parties are directed to the City's web pages to review the taped replay. For this reason, it is extremely important to ensure your microphone is on when you are speaking and off when you do not intend to be heard on the recording. Even when there are no audience members present at the meeting, your comments are recorded until the meeting is adjourned.

Agendas and Minutes

An **agenda** outlines the topics or items of business that will be discussed and acted upon at each Commission meeting. A brief description of each item should be included to provide transparency to the public. Agendas are usually prepared by the staff liaison, in consultation with the Commission Chair. In order to comply with the Brown Act, each agenda must be posted by the City Clerk's Office at least 72 hours before the meeting (24 hours for special meetings), in areas that are accessible to the general public and on the City's website. The public must be allowed to speak, so the agenda should include an oral communications section for public comments. Items not listed on the agenda should not be discussed, but could be mentioned for inclusion at a subsequent meeting.

Minutes of all meetings are kept as an official record of proceedings and actions taken. They are available to the public and to the City Council, which may use the Commission's minutes as background in making decisions. Corrections and changes to the minutes can be made only in public meetings with the approval of the advisory body and not by the private request of any person. The minutes of each commission meeting are recorded by either the staff liaison or staff assistant.

The minutes of all Commission meetings are action minutes which convey the key points of discussion and votes taken, but provide minimal detail. The televised meeting contains a much more in-depth record of the meeting. Televised Commission meetings are posted within three business days after the meeting.

Rules of Procedure

For the most part, Beverly Hills Commissions follow the same rules of procedure as the City Council, although a less formal, more modified approach to parliamentary procedure is appropriate at the Commission level. Generally, a simplified version of governmental 'rules of order' allow Commissioners to effectively conduct business without becoming bogged down in the technicalities of parliamentary law. Common courtesy also goes a long way in promoting productive, efficient meetings, where everyone has a chance to be heard in a cordial and respectful setting.

It is, however, still important to follow some form of parliamentary procedure during the course of a meeting. Besides providing a sense of order and a smooth flow to the meeting, such procedures:

- Promote cooperation and harmony so that people can work together more effectively to accomplish their goals
- Guarantee each individual an equal right to propose motions, speak, ask questions and vote

- Protect the rights of minority points of view and give the minority the same consideration and respect as those in the majority
- Encourage the full and free discussion of every motion presented
- Ensure that the meeting is fair and conducted in good faith

Some Basics

Opening Discussion

The Chair introduces an agenda item and generally turns to staff for a report on the item. The Chair asks for questions of staff followed by applicant presentation and questions of the applicant, when available.

Public Comment

Generally public comment should occur prior to discussion by the Commission. Speaker slips are collected by the staff liaison or administrative staff and handed to the Chair. The Chair identifies the amount of time that will be given to all speakers and requests that each speaker state their name once they approach the microphone. Speaker slips should be read in the order received without comment or organization by the Chair. Questions may be asked of speakers once called on by the Chair, but Commissioners are discouraged from engaging speakers in debate or conversation beyond the question. Once all speakers have been called, the Chair may close that portion of the item and open the floor for discussion by Commissioners.

Reaching a Decision

Prior to Commission discussion, it is helpful for the Chair to summarize or ask staff to summarize the decisions that need to be made. If appropriate, the Chair may help guide the discussion by identifying specific points for discussion, and as general consensus is reached, move the discussion on to other areas until all views are heard.

Voting Procedure

When present, all Commissioners are expected to vote. The only time it is not appropriate to vote is when a Commissioner has a conflict of interest. In that case, the Commissioner should disclose the conflict, recuse him or herself, leave the room and not participate in the discussion or vote on the item. (*See Legal Matters for more on conflicts of interest.*) A tie vote is equivalent to a vote that has failed. The Chair may publicly explain the effect of the tie vote for the public.

Motions

A motion is the way that a group under parliamentary procedure conducts business. Here are the steps involved in making a simple motion:

1. The maker of the motion asks for recognition by the Chairperson.
2. After the individual is recognized, he or she starts the motion with, “I move ...”
3. The Chair asks if there is a second to the motion. Another member of the group must provide the second in order for discussion to begin on the motion.
4. The Chair then restates the motion with these words: “It has been moved and seconded that ...” and opens the floor to discussion between the Commissioners.
5. The Chair recognizes Commissioners who wish to comment on the motion. Only one motion may be discussed at a time. It is important that all members of the Commission are clear on what the motion is and what its effect will be. Spirited discussion helps to answer questions and explore different interpretations and/or impacts of the motion. At the end of the discussion, the Chair “calls for the question” and asks how many Commissioners vote “aye” and how many vote “no.” When appropriate, the Chair may also ask the staff assistant to take a roll call vote.

Legal Matters

Democracy at the municipal level is protected by many different local, state and federal laws. Beverly Hills Commissioners must abide by the same regulations as the City Council. In fulfilling your role and responsibilities as a City Commissioner, you should understand that these legal requirements are designed to give citizens fair access to their government and due process through public hearings.

The Brown Act

The central provision of the Brown Act requires that all “meetings” of a legislative body be open and public. The Brown Act defines “meeting” very broadly, and encompasses most gatherings of a majority of a Commission, including: “Any congregation of a majority of the members of a legislative body at the same time and place...to hear, discuss, deliberate, or take action on any item that is within the subject matter jurisdiction of the legislative body.” “Legislative body” includes the governing body of a local agency (i.e., the City Council), and any commission, committee or board, whether decision making or advisory, that is created by formal action of a legislative body.

Two key provisions of the Brown Act which ensure the public’s business is conducted openly are the requirements that legislative bodies publicly post agendas prior to their meetings and that no action or discussion may occur on items or subjects not listed on the posted agenda, with limited exceptions. The Brown Act mandates that every agenda for a regular meeting provide an opportunity for members of the public to speak on any matter that is within the subject matter jurisdiction of the legislative body. In addition, the Brown Act

requires the legislative body to allow the public to comment on any item on the agenda either before or during the consideration of that item.

Commissioners should be very wary about discussing business amongst themselves outside of the public meeting process. Such actions may result in illegal “serial” meetings. Specifically, this means that Commissioners may not individually meet, telephone, email, fax or otherwise communicate among each other about a topic that will eventually involve the action of a quorum. Such behind-the-scene moves are a violation of the Brown Act’s open meeting laws, depriving the public of the right to hear the deliberations and to participate in the decision-making at a meaningful time.

Conflict of Interest

The Political Reform Act of 1974 prohibits public officials at any level of state or local government from making, participate in making or in any way attempting to use his/her official position to influence a government decision in which he or she knows or has reason to know he or she has a financial interest. The financial interest of spouses and dependent children must also be considered.

While there is nothing wrong about having a conflict of interest, it is improper when you fail to disclose that interest, and use your official position to influence a decision that could serve your interest. When matters come before an advisory body in which an individual member has a direct or indirect financial interest and the action of the body could significantly affect that interest – beneficially or detrimentally – the member *must* disqualify himself/herself. He or she must abstain from all discussion and voting, and cannot try to influence the outcome of the matter in any way. The member should state the nature of the conflict and should leave the room until that item is finished.

If in doubt: Whenever a Commissioner believes there may be an economic conflict of interest, he or she should seek an opinion from the City Attorney or the Fair Political Practice Commission. At any time, it is safest to err on the conservative side and to publicly identify the conflict.

Statements of Economic Interest Disclosure

The California Political Reform Act requires designated City officials, elected officials and Commissioners to file a statement of economic interest (i.e. Form 700) within 30 days of taking office and thereafter, by April 1st of each year. The statement should be filed with the City Clerk and will include, among other things, your sources of income, investments and real property interests in Beverly Hills.

Public Records Request

The Public Records Act is designed to give the public access to information in possession of public agencies. Public records are open to inspection at all times during office hours and every member of the public has a right to inspect any

public records. Included under the Public Records Act are all state and local agencies, including any board and commission. Commissioners should be aware that any email sent and received as part of the Commissioner's email address may be subject to the Public Records Act and therefore may be considered public information.

Other Legal Issues

- It is advisable that Commissioners clearly note that any statement about their political position represents only their personal view of an issue or candidate and in no way implies endorsement by the Commission or City.
- Correspondence (including letters, emails and other written communications) should not appear to represent the viewpoint of the Commission unless it is for official business and has been approved by the Commission.
- If a Commissioner meets privately with an individual who has an item coming up for review, he or she should not make voting decisions or commitments. Equal opportunities and due process must be extended to all parties in matters under consideration. Commissioners may wish to disclose such contacts at the Commission meeting when the item is discussed.

Policies

A. Application Process:

- Applicants may apply to only one (1) Commission per application cycle.
- A Commissioner must wait one year after finishing their term to be able to apply to another Commission, except for the Planning Commission.
- An existing Commissioner may not apply to join another Commission during their term, unless applying for the Planning Commission.
- Commissioner appointments shall be held bi-annually in either January or July.

B. Commissioner Selection and Interview Process:

- The interview panel shall consist of two Council Liaisons and the Chair and Vice Chair of the same Commission in which the applicant has applied.

1. Councilmembers:

- Two Councilmembers shall be present during the Commission selection process
- If one of the designated Councilmembers is not available, staff shall contact the other Councilmembers, in the order of seniority, until a Councilmember is available to serve as an alternate during the Commission selection process.

2. Commissioners:

- A minimum of one Commissioner shall be present during the Commissioner selection interview process.
- If the Chair and Vice Chair are not present to serve on the day of the Commissioner selection interview, staff shall contact a Commissioner, in the order of seniority, for an alternate.
- If there are no Commissioners present on the day of the interview, the Commissioner selection interview shall be postponed.

C. *Limitations:*

- Spouses concurrently serving on the same commission shall not be allowed.
- Spouses consecutively serving on the same commission shall not be allowed.
- The practice of spouses serving concurrently on different Commissions is discouraged; however, Council has discretion on this matter.

D. *Voluntary Resignations:*

- If a Commissioner resigns based on a non-emergency need, he/she must wait one (1) year before re-applying.
- If a Commissioner resigns based on urgency, then the City Council liaisons may recommend a former Commissioner or a new applicant to temporarily fill the vacancy. The appointment is subject to Council approval.

E. *Re-appointments:*

- A Commissioner shall complete his/her term before applying to serve on a different Commission. Upon completion of his/her term, he/she must wait for a period of one (1) year before being eligible to re-apply to serve on any Commission. However, a Commissioner does not have to wait one (1) year from completion of his/her current term to apply to the Planning Commission.

F. *Commissioner Removal:*

- The Council has discretion over Commissioner Removals.

G. *Chair Rotation and Term:*

- Chair rotation shall be based on seniority (i.e. based on date of appointment).
- Chair rotation shall be conducted annually. The rotation schedule of the Commission has been pre-determined to fall either on January or July.
- If a Commissioner terms out, he/she may not serve as Chair for that year.
- A Commissioner may not serve as Chair or Vice Chair during his/her first year of his/her first term. However, he/she may serve as Chair or Vice Chair during the first year of the second term.

- A Commissioner may decline to serve as Chair or Vice Chair, but will be moved to the end of the rotation schedule

H. *Commissioner Terms:*

- A Commissioner is expected to serve for the entire duration of his/her designated term.
- The City Council has discretion if a Commissioner relocates outside of city boundaries for non-emergency reasons. Generally, the Commissioner may only serve a maximum of six (6) months after relocation. The City Council does have the discretion to select an interim Commissioner from the former Commissioner pool until the position is permanently filled.
- Appointments for Commissioners shall be for an initial term of two (2) years. At the discretion of the City Council, Commissioners may be reappointed for a second term of up to four (4) years. Appointees who have served two (2) successive terms, shall not be eligible for reappointment for the same Commission.
- The start and end dates of an appointment will fall on either a January/July schedule.

I. *Attendance/Absences:*

- A Commissioner shall meet with the Council Liaisons appointed by the Mayor to the Commission to discuss the reasons for such absences:
 - If a Commission **meets regularly, once per month**, and a member is absent from three (3) regular meetings within a twelve (12) month period, or
 - If a Commission **meets regularly at least twice per month** and a member is absent from four (4) regular meetings within a twelve (12) month period.

If the Council Liaisons believe that the absences are likely to continue, the Liaisons will request that the matter be placed on a City Council agenda. The City Council, at its sole discretion, may consider the following actions:

- (i) If the Council finds that the absences were due to health reasons or for other unusual hardship that justifies the absence, the Council may excuse the absences and if necessary, appoint a temporary Commissioner to fill the role until such time as the Commissioner is able to serve; or,
- (ii) Remove such Commissioner and if necessary, appoint a temporary Commissioner until such time as a new Commissioner is appointed.

Notwithstanding the foregoing, a Commissioner's term shall automatically terminate in the event that a Commissioner is absent from six (6) regular meetings in a twelve (12) month period, or nine (9) regular meetings within a twenty-four (24) month period.

J. *Email Address:*

- Each commissioner will be provided a City email address. Each Commissioner should be aware that emails sent and received as part of the City's email address are subject to the Public Records Act and will be considered public information.

K. *Business Cards:*

- Each Commission will have standardized business cards. Business cards will only contain the Department or the Commission staff assistant's phone number, not a Commissioner's personal telephone number. The Commissioner's City provided email address will also be listed on the card.

L. *Meeting Agenda, Materials, and Transparency:*

- The purpose of standardized meeting agenda and reports is to promote government transparency by establishing uniformity amongst all Commissions. City staff and Commissioners shall adhere to established guidelines and protocol.

A detailed Commission packet is available for review in the Library and City Clerk's Office.



General: In accordance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please call the (Appropriate Department) at (310) XXX-XXXX. Please notify the (Appropriate Department) at least seventy-two (72) (or twenty-four (24) if special meeting) hours prior to the meeting so that reasonable arrangements can be made to ensure accessibility. (Meeting Room location) is equipped with audio equipment for the hearing impaired, and is wheelchair accessible.

CITY OF BEVERLY HILLS

455 N Rexford Drive
Beverly Hills, CA 90210
Room 280-A

**COMMISSION NAME
REGULAR (OR SPECIAL) MEETING**

Day of week, Month, Day, Year

AGENDA

OPEN MEETING

PLEDGE OF ALLEGIANCE

SWEARING IN OF NEW COMMISSIONERS (if applicable)

ROLL CALL

COMMUNICATIONS FROM THE AUDIENCE

Members of the public may address the Commission regarding any items not on the Agenda that are within the subject matter jurisdiction of the Commission. By State law, the Commission may not discuss or vote on items not on the Agenda.

APPROVAL OF AGENDA

With the concurrence of the Commission, the Chair may choose to amend the order of the items on the agenda.

CONSENT CALENDAR

- Consideration of Minutes of the (regular/special) meeting of Month, date, year.
- Other items on which the Commission takes action, but that do not require discussion.

REPORTS FROM PRIORITY AGENCIES

(If applicable - change to what agency is reporting out; for example: Beverly Hills School District, Metropolitan Water District, Fire Department, Police Department)

CONTINUED BUSINESS

Continued projects from prior meetings, updates, continued discussion

NEW BUSINESS /PUBLIC HEARINGS / ACTION ITEMS

- new projects
- items for formal recommendation to City Council

STUDY SESSION, PROJECT UPDATES, STATUS REPORTS, STAFF REPORTS, QUARTERLY UPDATES (Use whichever header is appropriate for your Commission)

- Reports from other Divisions, Programs
- Items for discussion prior to CC Study Session

COMMUNICATIONS FROM THE COMMISSION

- Chair’s report
- Mayors Cabinet Meeting
- Other items brief announcements, request for information, and brief reports on activities.

COMMUNICATIONS FROM STAFF

- Director’s report
- Upcoming events
- Commission calendar/scheduling
- Staffing updates
- Information only items
- Other Items (FYI-type items for the Commission)

ADJOURNMENT

Decisions of the XXX Commission may be appealed to the XXX within (appeal period) days of the XXX Commission’s Action by filing a written appeal with the City Clerk. Appeal forms are available in the City Clerk’s office. Note: Appeal Fee Required.

If there are any questions about this agenda, please contact [staff Name, Title, Phone, Email](#)



CITY OF BEVERLY HILLS
455 N. Rexford Drive
Beverly Hills, CA 90210
Room

COMMISSION NAME
REGULAR (OR SPECIAL) MEETING SYNOPSIS
Month, Day, Year
Time

MEETING CALLED TO ORDER

Date/Time: Month Day, Year / XX:XX am/pm

PLEDGE OF ALLEGIANCE

ROLL CALL

Commissioners Present: Commissioners XXX, XXX, XXX, Vice Chair XXX, Chair XXX
Commissioners Absent: None
Staff Present: First Last Name, First Last Name

COMMUNICATIONS FROM THE AUDIENCE

Members of the public may address the Commission regarding any items not on the Agenda that are within the subject matter jurisdiction of the Commission. By State law, the Commission may not discuss or vote on items not on the Agenda

Speakers: Cecil Citizen, Rhonda Resident, Abraham Advocate

APPROVAL OF AGENDA

By Order of the Chair, the agenda was approved as presented/amended. *(If amended, state changes here, and note "Taken out of Order" and "Return to Order" as appropriate when listing the affected items as they occurred in the meeting)*

CONSENT CALENDAR

1. Consideration of (meeting date) XXX Commission regular/special meeting minutes

Motion: MOVED by Commissioner XXX, SECONDED by Vice Chair XXX to adopt the minutes as presented/amended (5-0).

AYES: Commissioners XXX, XXX, XXX, Vice Chair XXX, Chair XXX
NOES: None

CARRIED

REPORTS FROM PRIORITY AGENCIES

Include a brief update of report(s) provided by priority agencies such as PD, MWD, BHUSD, etc.

CONTINUED BUSINESS

2. List Continued Business items as they appear on the agenda.

Speakers: Cecil Citizen, Rhonda Resident

Motion: MOVED by Commissioner XXX, SECONDED by Commissioner XXX to approve staff's recommendation to include a catio in the dog park (4-1).

AYES: Commissioners XXX, XXX, Vice Chair XXX, Chair XXX

NOES: Commissioner XXX

CARRIED

NEW BUSINESS /PUBLIC HEARINGS / ACTION ITEMS

3. List New Business/Public Hearings/ Action Items as they appear on the agenda.

Speakers: None

Motion: MOVED by Vice Chair XXX, SECONDED by Commissioner XXX to adopt the resolution as presented (4-1).

AYES: Commissioners XXX, XXX, XXX, Vice Chair XXX

NOES: Chair XXX

CARRIED

STUDY SESSION, PROJECT UPDATES, STATUS REPORTS, STAFF REPORTS, QUARTERLY UPDATES

Include brief summaries of respective study session items, updates, etc. as they appear on the agenda (numbered items, bullets, etc.).

COMMUNICATIONS FROM THE COMMISSION

Vice Chair XXX requested an update on potential impacts to the City's synthetic turf Ordinance as a result of the recent measures taken by the State of California.

Chair XXX provided an update from the Mayor's Cabinet meeting.

COMMUNICATIONS FROM STAFF

Assistant Director XXX reminded the Commission of the training workshop on Saturday, December 5, 2015 from 8:00 am to 12:00 pm at the Roxbury Community Center.

ADJOURNMENT

Date / Time: Month Day, Year / XX:XX am/pm



CITY OF BEVERLY HILLS
455 N. Rexford Drive
Beverly Hills, CA 90210
Room

COMMISSION NAME
REGULAR (OR SPECIAL) MEETING MINUTES
Month, Day, Year
Time

MEETING CALLED TO ORDER

Date/Time: Month Day, Year / XX:XX am/pm

PLEDGE OF ALLEGIANCE

ROLL CALL

Commissioners Present: Commissioners XXX, XXX, XXX, Vice Chair XXX, Chair XXX
Commissioners Absent: None
Staff Present: First Last Name, First Last Name

COMMUNICATIONS FROM THE AUDIENCE

Members of the public may address the Commission regarding any items not on the Agenda that are within the subject matter jurisdiction of the Commission. By State law, the Commission may not discuss or vote on items not on the Agenda.

Speakers: Cecil Citizen, Rhonda Resident, Abraham Advocate

APPROVAL OF AGENDA

By Order of the Chair, the agenda was approved as presented/amended. *(If amended, state changes here, and note "Taken out of Order" and "Return to Order" as appropriate when listing the affected items as they occurred in the meeting)*

CONSENT CALENDAR

1. Consideration of (meeting date) XXX Commission regular/special meeting minutes

Motion: MOVED by Commissioner XXX, SECONDED by Vice Chair XXX to adopt the minutes as presented/amended (5-0).

AYES: Commissioners XXX, XXX, XXX, Vice Chair XXX, Chair XXX
NOES: None

CARRIED

REPORTS FROM PRIORITY AGENCIES

Include a brief update of report(s) provided by priority agencies such as PD, MWD, BHUSD, etc.

CONTINUED BUSINESS

2. List Continued business items as they appear on the agenda, and include staff report as appropriate.

Speakers: Cecil Citizen, Rhonda Resident

Motion: MOVED by Commissioner XXX, SECONDED by Commissioner XXX to approve staff's recommendation to include a catio in the dog park (4-1).

AYES: Commissioners XXX, XXX, Vice Chair XXX, Chair XXX
NOES: Commissioner XXX

CARRIED

NEW BUSINESS /PUBLIC HEARINGS / ACTION ITEMS

3. List New Business/Public Hearings/ Action Items as they appear on the agenda, and include staff report as appropriate.

Speakers: None

Motion: MOVED by Vice Chair XXX, SECONDED by Commissioner XXX to adopt the resolution as presented (4-1).

AYES: Commissioners XXX, XXX, XXX, Vice Chair XXX
NOES: Chair XXX

CARRIED

STUDY SESSION, PROJECT UPDATES, STATUS REPORTS, STAFF REPORTS, QUARTERLY UPDATES

Include brief summaries of respective study session items, updates, etc. as they appear on the agenda (numbered items, bullets, etc.).

COMMUNICATIONS FROM THE COMMISSION

Vice Chair XXX requested an update on potential impacts to the City's synthetic turf Ordinance as a result of the recent measures taken by the State of California.

Chair XXX provided an update from the Mayor's Cabinet meeting.

COMMUNICATIONS FROM STAFF

Assistant Director XXX reminded the Commission of the training workshop on Saturday, December 5, 2015 from 8:00 am to 12:00 pm at the Roxbury Community Center.

ADJOURNMENT

Date / Time: Month Day, Year / XX:XX am/pm

PASSED AND APPROVED THIS XX DAY of MONTH, YEAR

XXX, Chair