

## RESOLUTION 16-141

### A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARSON, CALIFORNIA, AMENDING THE DUTIES, FUNCTIONS, AND COMPOSITION OF THE COMMUNITY CIVIC ENGAGEMENT BOARD

WHEREAS, the City Council of the City of Carson, California adopted Resolution 11-070 on June 8, 2011 creating a Community Civic Engagement Board (C. C. E. B.); and

WHEREAS, the Community Civic Engagement Board facilitates taking pride in the civic life of a community, and ensuring the quality of life for the residents of the city of Carson; and

WHEREAS, the City Council found that there are challenges in the city that can best be addressed through collaboration between local government, non-governmental institutions, and residents of the community; and

WHEREAS, such collaboration should include, but not be limited to, bringing diverse cultures together to create interethnic understanding; sharing resources and collaboratively planning projects, programs and service activities; working on volunteer outreach and coordination; at times collaborating with Council, commissions, committees, and boards; promoting charitable projects; and advising City government on programs, policies, procedures, and issues affecting residents with disabilities; and

WHEREAS, the City Council found that creation of a Community Civic Engagement Board, known as the C.C.E.B., will assist the marshaling of resources to address these challenges and promote multi-cultural diversity and solidarity among the people in the community through involvement in the civic affairs of the city; and

WHEREAS, the City Council hereby finds that the City government would benefit from a body that would advise it on programs, policies, procedures, and issues affecting disabled residents of the city, and that the existing Community Civic Engagement Board is the appropriate body to provide such advice.

NOW, THEREFORE, the City Council hereby amends the duties and functions of the Community Civic Engagement Board to include advising City government on programs, policies, procedures, and issues affecting city residents with physical, developmental, and visual disabilities, and amends the composition of the Community Civic Engagement Board to facilitate that purpose.

#### **Section 1.** Community Civic Engagement Board Established.

There is hereby established a Community Civic Engagement Board, which shall be subject to the rules, requirements and other provisions of the California open meetings law, otherwise known as the Ralph M. Brown Act.

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**Section 2.** Membership of the Community Civic Engagement Board.

The Community Civic Engagement Board shall consist of eleven (11) members, each of which shall be appointed by the Mayor of the city of Carson and confirmed by a vote of the entire City Council at a duly noticed regular or special meeting of the same. There shall be five (5) general members, two (2) California State University Dominguez Hills (CSUDH) representatives recommended by the university, one (1) specified youth member, one (1) specified senior member, one (1) specified community special needs advocate, and one (1) specified person having a physical, developmental, or visual disability; each of whom resides or works in the city of Carson.

(a) General Members. Subject to the provisions of this sub-section f, hereinafter, the first term of office for three (3) of the general members appointed after the effective date hereof shall expire April 30, 2012. The first term of office for the remaining three (3) general members shall expire on April 30, 2013. Thereafter, all general members shall be appointed biennially for two (2) year terms expiring at midnight on April 30th.

(b) CSUDH Representatives. The two members will be recommended by the CSUDH President. The first term of office for one (1) of those members will expire on April 30, 2012. The first term of office for the other member will expire on April 30, 2013. Thereafter, both CSUDH members shall be appointed biennially for two (2) year terms expiring at midnight on April 30th.

(c) Youth Member. A minimum of one (1) youth member shall be appointed for a term of one (1) year, expiring at midnight on April 30th of each year. The youth member shall meet all of the following qualifications:

(1) Youth member shall be between the ages of 16-23 years old at the time of appointment and shall represent all such ages;

(2) Youth member shall have maintained at least a 2.0 grade point average in the previous school year, if in school; and

(3) Youth member shall have an expressed interest in civic engagement issues and concerns.

(d) Senior Member. The first term of office for the senior member appointed after the effective date hereof shall expire on April 30, 2013. Thereafter, each senior member shall be appointed biennially for two (2) year terms expiring at midnight on April 30<sup>th</sup>. The senior member shall meet the following qualification:

(1) Senior member shall be at least 55 years of age at the time of appointment.

(e) Special Needs Advocate Member. The first term of office for the special needs advocate member appointed after the effective date hereof shall expire on April 30, 2012. Thereafter, each Special Needs Advocate member shall be appointed biennially for

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two (2) year terms expiring at midnight on April 30th.

(f) **Member with Physical, Developmental, or Visual Disability.** The first term of office for the member with a physical, developmental, or visual disability shall expire on April 30, 2018. Thereafter, each member with a physical, developmental, or visual disability shall be appointed biennially for two (2) year terms expiring at midnight on April 30th.

(g) **Termination, Vacancies, Voting.** Any member of the Board shall be subject to removal at the pleasure of the Mayor, at any time, provided the same is ratified by a vote of the entire City Council at a duly noticed regular or special meeting of the same. Each Board member shall continue to serve until a successor has been appointed, confirmed, and has qualified for service, unless the City Council declares the position to be vacant. Should any vacancy exist, or be created by removal, on the Board, the appointment of a replacement Board member, to conclude the unexpired term of the vacancy, shall be made by the Mayor of the city of Carson and confirmed by a vote of the entire City Council at a duly noticed regular or special meeting of the same.

### **Section 3. Organization of the Community Civic Engagement Board.**

The Community Civic Engagement Board shall elect a Chairperson, a Vice-Chairperson and a Secretary from among its members, for terms of one (1) year (coincides with appointments), at its first regular meeting in July of each year and may be elected up to 4 one (1) year terms. The Board may also appoint such other officers as may be necessary or convenient for the administration of its business, at the same time and for like terms. The Board shall adopt rules and regulations for the transaction of its business and shall keep a record of all its minutes, resolutions, actions, findings and determinations, all of which shall be filed with the City Clerk. Minutes, resolutions, and recommendations shall be filed with the City Clerk and the City Administration.

### **Section 4. Regular Meetings of the Community Civic Engagement Board.**

The Community Civic Engagement Board shall hold at least one (1) regular meeting in each month at such time and date as designated in the rules and regulations of the Board, unless determined unnecessary or not feasible by the Board or staff. Five (5) members of the Board shall constitute a quorum. The Board may hold its meetings at any city facility accepted by the City Council. All meetings of the Board shall be open to the public and shall be subject to the rules of law applicable to other legislative bodies of the city of Carson.

### **Section 5. Absence from Meetings.**

If a member of the Community Civic Engagement Board is absent from three (3) successive regular meetings without being excused by the Board, or is absent for any reason for more than six (6) regular meetings in any calendar year, the office of such member shall be vacated and the Chair shall immediately notify the Mayor, who shall notify the City Council that said office is vacant. Upon such notification, a successor for the remainder of the term of such member shall be appointed by the appointing authority for the member whose position is vacated.

#### **1. Duties and Functions of the Community Civic Engagement Board.**

The Community Civic Engagement Board shall have the following duties and

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responsibilities:

(a) To advise and recommend to the City Council, City Manager, and the commissions, boards and officers of the city on all matters involving programs, projects or activities that will showcase the active participation of the people who live and work in Carson in pursuing specific, measurable, attainable and time-bound social, economic, political and cultural objectives for the benefit of the people of Carson;

(b) To advise and recommend to the City Council, City Manager, and the commissions, boards, and officers of the City on all programs, policies, procedures, and issues affecting residents with physical, developmental, and visual disabilities;

(c) To recommend such corrective or legislative action as may be appropriate to effectuate the policy of the City Council which is declared in this Part;

(d) To invite and enlist the cooperation of stakeholders who live and work in the city of Carson in carrying on its community-oriented work;

(e) To foster harmony and collective spirit within and among various groups in the community, most especially in undertaking projects, discussing and resolving issues and problems affecting the community;

(f) To make such studies in any area of civic engagement in the community to aid in effectuating its general purpose;

(g) To cooperate with the city, county, state and federal agencies whenever it deems such action appropriate in effectuating the policy of this Part;

(h) To initiate, conduct or recommend such educational programs, will promote and enhance good will and cooperative spirit among stakeholders of the community and open new opportunities into all phases of community life and society for all stakeholders of the city;

(i) To issue such publications and such special reports concerning its work and investigations it may consider desirable and in the public interest, subject to the approval of the City Council;

(j) To continue to evaluate and respond to the ongoing needs of the community, and in turn, submit an annual report that will provide recommendations to possibly adjust to these changes and present this report to the City Council and such other reports as may be requested by the City Council.

## 2. Compensation and Expenses.

No member of the Community Civic Engagement Board shall receive any stipend, compensation, or remuneration of any kind, and shall volunteer their time for membership and service of the Board. The City Council may, in its sole and unfettered discretion,

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authorize the expenditure of city funds for members of the board to attend appropriate seminars, institutes or other meetings which the City Council determines to be beneficial to Board members in the performance of their duties, and in the best interests of the city. Claims for such expenses shall be filed with the Finance Director and shall be subject to audit and approval by the City Council.

**PASSED, APPROVED, and ADOPTED** this 18<sup>th</sup> day of October, 2016.

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Mayor Albert Robles

ATTEST:

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City Clerk Donesia L. Gause, CMC

APPROVED AS TO FORM:

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City Attorney