



City of Camarillo

CITY COUNCIL POLICY

Section: City Council

Date Adopted: February 12, 1992
Last Amended: May 22, 2024

Subject: **Selection and Participation on Volunteer Boards,
Commissions, and Committees**

Number: 1.09

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PURPOSE

To establish guidelines for the selection, terms and responsibilities of volunteer representatives on boards, commissions and committees. Appointment, terms and requirements for serving on the Planning Commission are governed by Camarillo Municipal Code, Chapter 2.28.

POLICY

The City Council encourages local community participation and desires to select qualified volunteers to serve on various boards, commissions and committees through a process that promotes public awareness and access. Applicants and appointees should be clearly informed of the length of the terms, meeting times, and responsibilities.

By December 31 of each year, the City Clerk will prepare a Local Appointments List of all boards, commissions and committees that are appointed by the City Council. The list will contain the following information: all boards, commissions, and committees whose members serve at the pleasure of the City Council, qualifications for each position, names of incumbent appointees, dates of appointment, and term expiration dates. The list will be made available to the public at no cost. The Camarillo Library will also receive a copy of the list for posting.

Notices to the public will include the requirements for filing statements of economic interests as determined by State law or by the City.

A. Vacancies

1. Scheduled Vacancies

- a. Sixty days prior to term expiration, the City will issue a news release, post a vacancy notice at City Hall and on the City's web site, and send a copy of each to the Camarillo Library.

- b. At noticed meetings, the Local Appointment Committee will review applications, interview candidates if necessary, and forward nominations in a timely manner to the City Council.

2. Unscheduled Vacancies

- a. When an unscheduled vacancy occurs, the City will issue a news release, post a vacancy notice at City Hall and on the City's website, and send a copy to the Camarillo Library.
- b. At noticed meetings, the Local Appointment Committee will review applications, interview candidates if necessary, and forward nominations in a timely manner to the City Council.
- c. If an alternate is assigned, the Committee may recommend the alternate to fill the position.
- d. The City Council will not make an appointment sooner than fifteen (15) days after posting of the notice.

B. Applications

Applications to serve on a board, commission or committee may be obtained from the City Clerk and submitted at any time. All applications for appointment should include a résumé or a list of qualifications.

C. Appointment

- 1. The Local Appointment Committee will consider new applicants as well as reappointment of incumbents who wish to continue serving. Committee recommendations for appointment will be forwarded to the City Council. The City Council will make appointments at a public meeting. Appointment terms will be as specified in the Local Appointment List.. All appointees serve at the pleasure of the City Council and may be removed at any time.
- 2. An appointee's primary residence must be in the City of Camarillo boundaries at the time of appointment and for the duration of their term in office.

D. Oath of Office

All appointees will be administered an oath of office by the City Clerk. Oaths must be taken prior to commencement of duties or attendance at any meetings.

E. Conflict of Interest Statements

Appointees to positions that are designated by state law or by City determination in the adopted Conflict-of-Interest Code as requiring statements of economic interest will file such statements within 30 days of assuming office and at appropriate times thereafter. Forms and filing information will be provided by the City Clerk.

F. Appointee Responsibilities

Appointees must attend meetings regularly. Two or more absences within a six-month period may result in dismissal.

2. Appointees are expected to support the best interests of the City, make decisions consistent with City policies and ordinances, and conduct themselves in a manner that reflects favorably on the City.
3. Appointees will provide to the City Council, in a timely manner, any information that may, in their opinion, be useful to the City.
4. Appointees will not participate in any action that is a conflict of interest or promotes their own financial positions, when acting in the capacity of their appointments.
5. By the end of March each year, an appointee to the Air Pollution Control District Advisory Board, Citizens Transportation Advisory Committee, Area Agency on Aging, and the Area Housing Authority will present an annual written report, and verbal report if requested, reviewing the prior year's activities to the City Council. The Camarillo Ranch Foundation will provide their report in October, as stated in their bylaws.