

BEAUTIFICATION AND APPEARANCE COMMISSION

General Functions:

The Beautification and Appearance Commission shall recommend and act in an advisory capacity to the City Council in all matters pertaining to the beautification and appearance of the City and its environs, including the following duties:

1. To stimulate public interest in the overall community appearance and to preserve and enhance the natural features of the Valley of Flowers.
2. To encourage citizens, the business community and governmental agencies, in the planting of trees, flowers and shrubs and the like.
3. To encourage cooperation and coordination among private citizens to improve and make more attractive their residential and commercial property.
4. To advise the City Council relative to Urban Forestry operations, policies and procedures.
5. To make recommendations to the City Council regarding public art programs and become the oversight body of such programs as directed by Council.
6. As requested by the City Council, Planning Commission or other City agency or department, to prepare special appearance reports relative to areas and conditions of public interest and concern.
7. To make an annual written report to the City Council on or before the first day of April of each year, which shall include projects completed in the past year, projected projects, and solicit Council input for future projects.

The functions and duties of the Commission as contained herein shall not be construed as prohibiting the Commission from initiating such studies and preparing such reports concerning conditions and problems regarding City beautification and appearance, which its membership feels warrant the attention of the Commission and the consideration of the City Council.

The Commission may adopt such rules and regulations, as it may deem necessary to carry out its functions.

Membership:

Five members appointed by the City Council. ~~Each member is to serve a concurrent term with that of the nominating Council Member. All members must be City residents.~~

A. Each Beautification and Appearance Commissioner shall reside in the district represented by the Council Member who was entitled to nominate the Commissioner under LMC Section 2.60.010(A), regardless of whether the Commissioner was, in fact, nominated by a different Council Member pursuant to LMC Section 2.60.010(C). The Mayor, being elected at-large, may nominate for appointment any person residing in the City. Termination of residency in a district by a seated Beautification and Appearance Commissioner shall create a vacancy for that Beautification and Appearance Commission district on the thirty-first (31st) day after termination of residency unless a substitute residence within the district is established within thirty (30) days after termination of residency. Termination of residency in the City shall create an immediate vacancy of any Beautification and Appearance Commission seat.

B. No person shall be appointed to the Beautification and Appearance Commission who is employed by the City.

C. For purposes of subsection (A), “district” refers to the City Council Electoral Districts established by, and described in, Chapter 2.06 of the LMC.

Term of Office:

The term of office of each Beautification and Appearance Commissioner shall expire concurrently with that of the Council Member who was entitled to nominate the Commissioner under LMC Section 2.60.010(A), regardless of whether the Commissioner was, in fact, nominated by a different Council Member pursuant to LMC Section 2.60.010(C). Vacancies on the Beautification and Appearance Commission shall be filled in the same manner provided for in LMC Section 2.60.010. Commissioners shall serve until their successors have been appointed by the City Council and qualified, except in the case of a vacancy due to termination of residency as described in LMC Section 2.60.050(A). A vacancy occurring on the City Council shall not automatically terminate the office of the Commissioner nominated by the departing Council Member; however, the new Council Member filling the Council vacancy shall be entitled to nominate a candidate of his or her choice for Commissioner in the manner provided in LMC Section 2.60.010.

Meetings:

Second Wednesday of each month, at 6:30 p.m., in the Administrative Conference Room at Lompoc City Hall, 100 Civic Center Plaza, Lompoc, CA.

Time Involved:

Averages eight to ten hours per month for meetings and preparation.

References:

LMC Chapter 2.60 ~~and~~ [Ordinance Nos. 1386(93), ~~and~~ 1424(97), and 1677(21)].

HUMAN SERVICES COMMISSION

General Functions:

The goal of the Human Services Commission is to ~~assess community needs and requests and to provide the City Council with recommendations for fiscal support ensure that basic critical needs (food, shelter, clothing, and personal protection) of Lompoc citizens.~~ The City Council has established the Human Services Commission to make recommendations and advise the City Council on matters affecting the human services of this community, as well as those in areas surrounding the City and having some relationship to the City.

The Human Services Commission shall perform the following functions:

1. Establish procedures for applying for funds, criteria for allocations, and making funding recommendations to the City Council.
2. Coordinate Human Services and Community Development Block Grant (CDBG) Public Service Activity funding so that basic human service needs are met.
3. Encourage citizens to contribute to the Human Services Fund.
4. Provide recommendations to the City Council concerning matters relating to human services.

The Commission may adopt such rules and regulations, as it may deem necessary to carry out its functions.

Emergency Grant Authority – Emergency grants of a maximum of \$1,000 per year may be available to any requesting human service agency to provide non-duplicate services or items not funded under current contract, which fall within basic critical needs as defined by ~~Section 2. (B).~~ General Functions, and meet CDBG criteria.

Membership:

Five members appointed by the City Council. ~~Each member is to serve a concurrent term with that of the nominating Council Member. All members must be City residents. Members shall not be a paid staff member for any human services organization in the Lompoc Valley.~~

1. A member of the City Council, upon commencement of that member's term of office, shall nominate for appointment or reappointment a member of the Human Services Commission whose term of office concurrently expires with that of the nominating Council Member. The nominee shall be interviewed by the City Council at a duly noticed public meeting and shall be appointed by the Mayor upon approval of a majority vote of all members of the City Council.
2. Each member of the City Council shall have an opportunity to nominate one appointee to become a member of the Human Services Commission. If the Mayor fails to appoint such nominee due to failure of the majority of all the members of the City Council to approve the appointment, the member of the City Council whose nominee was rejected may nominate such other persons as necessary until the majority of the City Council votes to approve such nominee for appointment and the Mayor appoints such nominee to the Human Services Commission. The Mayor shall not refuse to appoint any nominee

otherwise qualified to serve on the Human Services Commission, once the majority of all the members of the City Council have voted the approval of such nomination.

3. Failure to nominate a person for a seat on the Human Services Commission for six (6) consecutive regular or adjourned City Council meetings shall entitle the Mayor to appoint the Mayor's or any other Council Member's nominee to the seat upon the approval of the majority of all the members of the City Council without the nomination of that member of the City Council otherwise entitled to nominate.

One member of the Human Services Commission shall be appointed as a member of the Compliance Committee (for Sub-recipient Financial, Programmatic, and Monitoring Reporting Policy).

Qualifications:

1. Each Human Services Commissioner shall reside in the district represented by the Council Member who was entitled to nominate the Commissioner under Membership paragraph 1 above, regardless of whether the Commissioner was, in fact, nominated by a different Council Member pursuant to Membership paragraph 3. The Mayor, being elected at-large, may nominate for appointment any person residing in the City. Termination of residency in a district by a seated Human Services Commissioner shall create a vacancy for that Human Services Commission district on the thirty-first (31st) day after termination of residency unless a substitute residence within the district is established within thirty (30) days after termination of residency. Termination of residency in the City shall create an immediate vacancy of any Human Services Commission seat.
2. No person shall be appointed to the Human Services Commission who is employed by the City.
3. Commissioners shall not be a paid staff member for any human services organization in the Lompoc Valley.
4. For purposes of Qualifications paragraph 1 above, "district" refers to the City Council Electoral Districts established by, and described in, Chapter 2.06 of the Lompoc Municipal Code.

Term of Office

The term of office of each Human Services Commissioner shall expire concurrently with that of the Council Member who was entitled to nominate the Commissioner under Membership paragraph 1 above, regardless of whether the Commissioner was, in fact, nominated by a different Council Member pursuant to Membership paragraph 3. Vacancies on the Human Services Commission shall be filled in the same manner provided for in the Membership section above. Commissioners shall serve until their successors have been appointed by the City Council and qualified, except in the case of a vacancy due to termination of residency as described in the Qualifications section above. A vacancy occurring on the City Council shall not automatically terminate the office of the Commissioner nominated by the departing Council Member; however, the new Council Member filling the Council vacancy shall be entitled to nominate a candidate of his or her choice for Commissioner in the manner provided in the Membership section above.

Removal of Members:

Any member of the Human Services Commission may be removed from office by a majority vote of the full City Council. If any Commission member misses three (3) consecutive meetings, without permission, his or her office becomes vacant.

Meetings: The Human Services Commission shall meet at least once per calendar month on a date and at a time to best ensure a quorum is present, as determined by the Commission Chair or a majority of the Commission Members. The meetings shall be convened at City Hall, in the Administrative Conference Room. Regular meetings may be opened and, if needed, as determined by a majority of Commission Members, adjourned to a time and place certain. The Commission may also meet on other dates and at other times as determined by the majority of Commission Members. The time and date of each meeting will be made public as soon as feasible after each meeting is set.

Officers:

A meeting shall be scheduled in February of each year to elect a chairperson and vice chairperson. Said elected officers shall hold office for a period of one (1) year. The chairperson shall be the presiding officer at all meetings of the Human Services Commission and the vice chairperson shall act as presiding officer in the chairperson's absence. The City Manager shall appoint appropriate staff members to serve as secretary and/or advisors.

Expenses:

All operational expenses of the Human Services Commission shall be approved by the City Council and such funds budgeted for this purpose shall be included within the City's budget. Members of the Human Services Commission shall serve without compensation. However, actual and necessary expenditures incurred by members, while engaged on official Commission business, may be reimbursed to said members, provided such expenses have been previously approved by the department head responsible for staffing the Commission.

Time Involved: Approximately 60 to 80 hours per year.

References: LMC section 5.60.030; Resolution Nos. 3754(88), 3842(89), 4113(91), 4265(93), 4467(95), 4728(98), 5214(04), 5437(07), 5483(08), 5916(14), 6075(16), ~~and~~ 6146(18), and 6373(20).

PARKS AND RECREATION COMMISSION

General Functions:

The Parks and Recreation Commission has the following powers and duties:

1. The power and authority to hold public hearings and meetings to conduct investigations and surveys for the purpose of obtaining facts and data concerning programs of community recreation.
2. Upon approval by the City Council of the recommendations of the Commission relative to a program of community recreation, the Commission may establish rules of conduct governing such a program and the organization, management and control thereof.
3. The City Council may by resolution or amendment of the LMC regularly passed, grant to the Commission such additional powers and duties as seem expedient and necessary to carry out the purpose of the LMC.
4. The Commission shall be an advisory to the City Council on the subject of City parks and community recreation, concerning the organization, management, promotion and conduct of programs for community recreation and for the development and maintenance of parks.

Upon approval by the City Council of the recommendations of the Commission, the Commission may adopt such rules and regulations, as it may deem necessary to carry out its functions and without the need for such approval may take actions at public meetings to fulfill its duties.

Membership:

Five members appointed by the City Council. ~~Each member is to serve a concurrent term with that of the nominating Council Member. All members must be City residents.—~~

A. Each Parks and Recreation Commissioner shall reside in the district represented by the Council Member who was entitled to nominate the Commissioner under LMC Section 2.52.010(A), regardless of whether the Commissioner was, in fact, nominated by a different Council Member pursuant to LMC Section 2.52.010(C). The Mayor, being elected at-large, may nominate for appointment any person residing in the City. Termination of residency in a district by a seated Parks and Recreation Commissioner shall create a vacancy for that Parks and Recreation Commission district on the thirty-first (31st) day after termination of residency unless a substitute residence within the district is established within thirty (30) days after termination of residency. Termination of residency in the City shall create an immediate vacancy of any Parks and Recreation Commission seat.

B. No person shall be appointed to the Parks and Recreation Commission who is employed by the City.

C. For purposes of subsection (A), “district” refers to the City Council Electoral Districts established by, and described in, Chapter 2.06 of the LMC.

Term of Office:

The term of office of each Parks and Recreation Commissioner shall expire concurrently with that of the Council Member who was entitled to nominate the Commissioner under LMC Section 2.52.010(A), regardless of whether the Commissioner was, in fact, nominated by a different Council Member pursuant to LMC Section 2.52.010(C). Vacancies on the Parks and Recreation Commission shall be filled in the same manner provided for in LMC Section 2.52.010. Commissioners shall serve until their successors have been appointed by the City Council and qualified, except in the case of a vacancy due to termination of residency as described in LMC Section 2.52.050(A). A vacancy occurring on the City Council shall not automatically terminate the office of the Commissioner nominated by the departing Council Member; however, the new Council Member filling the Council vacancy shall be entitled to nominate a candidate of his or her choice for Commissioner in the manner provided in LMC Section 2.52.010.

Meetings:

Second Tuesday of each month at 7:00 p.m. in the Council Chamber at Lompoc City Hall, 100 Civic Center Plaza, Lompoc, CA.

Time Involved:

Averages three to five hours per month.

References:

LMC Chapters 2.52, 12.08 [Ordinance Nos. 998(76), 1386(93), 1424(97), 1504(04), ~~and~~ 1629(16), and 1677(21)], Resolution Nos. 6146(18) and 6171(18)

PLANNING COMMISSION

General Functions:

The Planning Commission shall have authority over planning and zoning matters as set forth by the LMC or state law. Examples of some of the functions of the Planning Commission are as follows:

1. Make recommendations to the City Council regarding amendment of the General Plan, Zoning Ordinance, or Subdivision Ordinance.
2. Approve, conditionally approve, or disapprove tentative subdivision maps.
3. Approve, conditionally approve, or disapprove development plans or architectural plans, when required, for residential, commercial, industrial, and public facility projects.
4. Approve or disapprove conditional use permits and variances pursuant to the Zoning ordinance.

The Commission may adopt such rules and regulations as it may deem necessary to carry out its functions.

Membership:

Five members appointed by the City Council. ~~Each member is to serve a concurrent term with that of the nominating Council Member. All members must be City residents.~~

A. Each Planning Commissioner shall reside in the district represented by the Council Member who was entitled to nominate the Commissioner under LMC Section 2.48.010(A), regardless of whether the Commissioner was, in fact, nominated by a different Council Member pursuant to LMC Section 2.48.010(C). The Mayor, being elected at-large, may nominate for appointment any person residing in the City. Termination of residency in a district by a seated Planning Commissioner shall create a vacancy for that Planning Commission district on the thirty-first (31st) day after termination of residency unless a substitute residence within the district is established within thirty (30) days after termination of residency. Termination of residency in the City shall create an immediate vacancy of any Planning Commission seat.

B. No person shall be appointed to the Planning Commission who is employed by the City.

C. For purposes of subsection (A), "district" refers to the City Council Electoral Districts established by, and described in, Chapter 2.06 of the LMC.

Term of Office:

The term of office of each Planning Commissioner shall expire concurrently with that of the Council Member who was entitled to nominate the Commissioner under LMC Section 2.48.010(A), regardless of whether the Commissioner was, in fact, nominated by a different Council Member pursuant to LMC Section 2.48.010(C). Vacancies on the Planning Commission shall be filled in the same manner provided for in LMC Section 2.48.010. Commissioners shall serve until their successors have been appointed by the City Council and qualified, except in the case of a vacancy due to termination of residency as described

in LMC Section 2.48.050(A). A vacancy occurring on the City Council shall not automatically terminate the office of the Commissioner nominated by the departing Council Member; however, the new Council Member filling the Council vacancy shall be entitled to nominate a candidate of his or her choice for Commissioner in the manner provided in LMC Section 2.48.010.

Meetings:

The Planning Commission meets the second Wednesday of each month at 6:30 PM, in the Lompoc City Hall Council Chambers, 100 Civic Center Plaza.

Time Involved:

Ten to twenty hours per month.

References:

LMC Chapter 2.48 [Ordinance Nos. 1386(93), 1402(95), 1424(97), ~~and~~ 1504(04), and 1677(21)].

PUBLIC SAFETY COMMISSION

General Functions:

The Public Safety Commission shall advise the City Council and review local concerns related to ~~police, fire or emergency medical activities, or social conditions~~ criminal activities or social conditions that present a real or perceived threat to public safety in Lompoc. The Commission's functions shall include:

- ~~1. Review public safety service delivery and address problems related to criminal activities, fear of crime, neighborhood decay and quality of life issues, as well as fire suppression and prevention efforts, and emergency medical services.~~
- ~~2. Attend meetings, solicit input and encourage community involvement in programs and matters of public safety and related volunteer services.~~
1. Address problems related to criminal activities encountered by all segments of the community.
2. Solicit community input on issues of crime, crime prevention and volunteer programs.
3. Make recommendations to the City Council in matters of public safety.

The Commission will abide by applicable Parliamentary procedures and all requirements of the Brown Act.

Membership:

Five members to be appointed by the City Council. ~~Each member is to serve a concurrent term with that of the nominating Council Member. All members must be City residents.~~

1. A member of the City Council, upon commencement of that member's term of office, shall nominate for appointment or reappointment a member of the Public Safety Commission whose term of office concurrently expires with that of the nominating Council Member. The nominee shall be interviewed by the City Council at a duly noticed public meeting and shall be appointed by the Mayor upon approval of a majority vote of all members of the City Council.
2. Each member of the City Council shall have an opportunity to nominate one appointee to become a member of the Public Safety Commission. If the Mayor fails to appoint such nominee due to failure of the majority of all the members of the City Council to approve the appointment, the member of the City Council whose nominee was rejected may nominate such other persons as necessary until the majority of the City Council votes to approve such nominee for appointment and the Mayor appoints such nominee to the Public Safety Commission. The Mayor shall not refuse to appoint any nominee otherwise qualified to serve on the Public Safety Commission, once the majority of all the members of the City Council have voted the approval of such nomination.
3. Failure to nominate a person for a seat on the Public Safety Commission for six (6) consecutive regular or adjourned City Council meetings shall entitle the Mayor to appoint the Mayor's or any other Council Member's nominee to the seat upon the approval of the

majority of all the members of the City Council without the nomination of that member of the City Council otherwise entitled to nominate.

Qualifications of Members:

1. Each Public Safety Commissioner shall reside in the district represented by the Council Member who was entitled to nominate the Commissioner under Membership paragraph 1 above, regardless of whether the Commissioner was, in fact, nominated by a different Council Member pursuant to Membership paragraph 3. The Mayor, being elected at-large, may nominate for appointment any person residing in the City. Termination of residency in a district by a seated Public Safety Commissioner shall create a vacancy for that Public Safety Commission district on the thirty-first (31st) day after termination of residency unless a substitute residence within the district is established within thirty (30) days after termination of residency. Termination of residency in the City shall create an immediate vacancy of any Public Safety Commission seat.
2. No person shall be appointed to the Public Safety Commission who is employed by the City.
3. For purposes of Qualifications paragraph 1, "district" refers to the City Council Electoral Districts established by, and described in, Chapter 2.06 of the Lompoc Municipal Code.

Term of Office:

The term of office of each Public Safety Commissioner shall expire concurrently with that of the Council Member who was entitled to nominate the Commissioner under Membership paragraph 1 above, regardless of whether the Commissioner was, in fact, nominated by a different Council Member pursuant to Membership paragraph 3. Vacancies on the Public Safety Commission shall be filled in the same manner provided for in the Membership section above. Commissioners shall serve until their successors have been appointed by the City Council and qualified, except in the case of a vacancy due to termination of residency as described in the Qualifications section above. A vacancy occurring on the City Council shall not automatically terminate the office of the Commissioner nominated by the departing Council Member; however, the new Council Member filling the Council vacancy shall be entitled to nominate a candidate of his or her choice for Commissioner in the manner provided in the Membership section above.

Removal of Members:

Any member of the Public Safety Commission may be removed from office by a majority vote of the full City Council. If any Commission member misses three (3) consecutive meetings, without permission, his or her office becomes vacant.

Meetings:

~~The Public Safety Commission meets monthly on the third Wednesday of February, April, June, August, October, and December, at 6:30 p.m., in the Council Chamber at Lompoc City Hall, 100 Civic Center Plaza, Lompoc, CA. Meetings may be called by the Chairperson of the Commission, or by a majority of its members.~~

The Public Safety Commission shall meet at such times and dates necessary to consider the activities described under General Functions. Meetings may be called by the chairperson of the Commission, or by a majority of its members.

Officers:

A meeting shall be scheduled in February of each year to elect a chairperson and vice chairperson. Said elected officers shall hold office for a period of one (1) year. The chairperson shall be the presiding officer at all meetings of the Public Safety Commission and the vice chairperson shall act as presiding officer in the chairperson's absence. The City Manager shall appoint appropriate staff members to serve as secretary and/or advisors.

Expenses:

All operational expenses of the Public Safety Commission shall be approved by the City Council and such funds budgeted for this purpose shall be included within the City's budget. Members of the Public Safety Commission shall serve without compensation. However, actual and necessary expenditures incurred by members, while engaged on official Commission business, may be reimbursed to said members, provided such expenses have been previously approved by the department head responsible for staffing the Commission.

References:

Resolution Nos. 4298(93), 4594(97), 6075(16), 6303(20), ~~and 6307(20)~~, and 6373(20).

UTILITY COMMISSION

General Functions:

The Utility Commission shall recommend and act in an advisory capacity to the City Council in all matters pertaining to water supply, water distribution activities of the City, operation of the City's wastewater facilities, operation of the City's electric distribution system, operation of the City's solid waste facilities, and operation of the City's broadband utility system as follows:

1. Water supply and quality principles, guidelines, policies, and objectives for long term water resource planning of the City, surrounding environs, and surrounding region, including groundwater and surface water management programs and the control and use of reclaimed water;
2. Management and operation of the water, wastewater, electric, solid waste, and broadband utilities and facilities of the City, including the development, production, distribution, and use of water; possible use of reclaimed water from the City's wastewater system; and long-term capital improvement plans for the electric utility distribution systems;
3. Periodic review of Utility Department revenues and expenditures;
4. Review and recommendations concerning the biennial budget for the water, wastewater, electric, solid waste, and broadband utilities prior to adoption by City Council. That review shall consist of evaluation of operating costs, capital expenditures, projected revenues, and level of cash reserves, which City Council shall thereafter consider at the time of adoption of the biennial budget, based upon the recommendations of the Commission and such other factors deemed appropriate;
5. Review and recommendation regarding the establishment and adjustment of consumer rates for water service, sewer service, broadband service, solid waste service, and electrical energy sales within the City; and
6. Review and recommendation to the City Council of rules and regulations governing the City's electric system, including hearing appeals by citizens regarding the implementation of such rules and regulations in accordance with LMC Chapter 13.24.

Membership:

Five members appointed by the City Council. ~~Each member is to serve a concurrent term with that of the nominating Council Member. All members must be residents of the City.~~

A. Each Utility Commissioner shall reside in the district represented by the Council Member who was entitled to nominate the Commissioner under LMC Section 2.56.010(A), regardless of whether the Commissioner was, in fact, nominated by a different Council Member pursuant to LMC Section 2.56.010(C). The mayor, being elected at-large, may nominate for appointment any person residing in the City. Termination of residency in a district by a seated Utility Commissioner shall create a vacancy for that Utility Commission district on the thirty-first (31st) day after termination of residency unless a substitute residence within the district is established within thirty (30) days after termination of residency. Termination of residency in the City shall create an immediate vacancy of any Utility Commission seat.

B. No person shall be appointed to the Utility Commission who is employed by the City.

C. For purposes of subsection (A), “district” refers to the City Council Electoral Districts established by, and described in, Chapter 2.06 of the LMC.

Term of Office:

The term of office of each Utility Commissioner shall expire concurrently with that of the Council Member who was entitled to nominate the Commissioner under LMC Section 2.56.010(A), regardless of whether the Commissioner was, in fact, nominated by a different Council Member pursuant to LMC Section 2.56.010(C). Vacancies on the Utility Commission shall be filled in the same manner provided for in LMC Section 2.56.010. Commissioners shall serve until their successors have been appointed by the City Council and qualified, except in the case of a vacancy due to termination of residency as described in LMC Section 2.56.060(A). A vacancy occurring on the City Council shall not automatically terminate the office of the Commissioner nominated by the departing Council Member; however, the new Council Member filling the Council vacancy shall be entitled to nominate a candidate of his or her choice for Commissioner in the manner provided in LMC Section 2.56.010.

Meetings:

The Utility Commission meets the second Monday of each month at 5:00 p.m. in the Council Chamber at Lompoc City Hall, 100 Civic Center Plaza, Lompoc, CA. The Commission Chairperson, a majority of its members, or the Utility Director may call meetings.

Time involved: Averages 20 to 40 hours per year.

References: LMC Chapter 2.56 [Ordinance Nos. 1454(00), 1504(04), 1536(06), 1677(21), and Resolution 6257(19)].

be material; and the effect of the decision on the official's financial interest will be distinguishable from its effect on the public generally.

AB 992 – Social Media

The Governor signed AB 992 into law on September 18, 2020.

AB 992 allows members of legislative bodies (including commissions, committees, and boards) to have their own social media pages (Facebook, Twitter, etc) and participate on social media to answer questions, provide information to the public, or to solicit information from the public regarding city business.

However, AB 992 also states “A member of the legislative body shall not respond directly to any communication on an internet-based social media platform regarding a matter that is within the subject matter jurisdiction of the legislative body that is made, posted, or shared by any other member of the legislative body.”

Accordingly, a city board, commission, or committee member cannot click “reply” and directly post a “comment” on the social media post of another member of the same board, commission, or committee.-

Officers

Meetings shall be scheduled in February of each year to elect a Chairperson and Vice-Chairperson. The Human Services Commission shall meet in July to elect a Chairperson and Vice-Chairperson. Elected officers shall hold office for a period of one year and until a successor has been appointed. The Chairperson shall be presiding officer at all meetings and the Vice-Chairperson shall act as presiding officer in the Chairperson's absence. The City Manager shall appoint appropriate staff members to serve as secretary and advisor.

Role of the Chairperson

It is incumbent upon the Chairperson of the commission, committee, or board to ascertain the responsibility of their advisory body and to limit the discussion and deliberation to appropriately assigned areas of responsibility.

The Chairperson exists to encourage the input of ideas, to guide discussions in a logical and orderly fashion, and to facilitate the overall decision-making process. The Chairperson should clarify ideas as they are discussed and repeat motions made in order that all members fully understand the working of the item on which they are voting.

The Chairperson and the staff should be in contact prior to each regularly scheduled meeting in order to review and discuss the agenda.