

RESOLUTION NO. 11-4204

A RESOLUTION OF THE CITY COUNCIL OF THE  
CITY OF WEST HOLLYWOOD REGARDING THE  
ORGANIZATION OF CITY APPOINTED ADVISORY  
BOARDS

THE CITY COUNCIL OF THE CITY OF WEST HOLLYWOOD DOES  
HEREBY RESOLVE AS FOLLOWS:

SECTION 1. The City Council hereby establishes the following appointed  
advisory boards:

Disabilities Advisory Board - The Disabilities Advisory Board addresses  
issues affecting people with disabilities, including ADA compliance,  
transportation, housing, access to City government and services for people with  
disabilities.

Lesbian & Gay Advisory Board - The Lesbian & Gay Advisory Board  
addresses matters relating to the Lesbian and Gay community such as  
education, empowerment, equal rights, hate crimes prevention and domestic  
partner rights.

Russian Advisory Board - The Russian Advisory Board addresses issues  
relating to the planning, development and coordination of services to the  
Russian-speaking community.

Senior Advisory Board - The Senior Advisory Board addresses matters  
relating to the planning, development and coordination of services for older  
residents.

Transgender Advisory Board - The Transgender Advisory Board  
addresses matters relating to the advocacy on behalf of transgender rights such  
as education, community awareness, and empowerment.

Women's Advisory Board - The Women's Advisory Board addresses  
matters relating to the advocacy on behalf of women's rights such as economic  
equality, reproductive rights, violence against women and sexual harassment.

SECTION 2. The Advisory Boards shall consist of the following number of  
members, respectively:

Disabilities Advisory Board	(4) at-large members; (1) member appointed directly by each Councilmember; (9) total members
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Lesbian & Gay Advisory Board	(1) male member appointed directly by each Councilmember; (1) female member appointed directly by each Councilmember; (10) total members
Russian Advisory Board	(4) at-large members; (1) member appointed directly by each Councilmember; (9) total members
Senior Advisory Board	(4) at-large members; (1) member appointed directly by each Councilmember; (9) total members
Transgender Advisory Board	(4) at-large members; (1) member appointed directly by each Councilmember; (9) total members
Women's Advisory Board	(4) at-large members; (1) member appointed directly by each Councilmember; (9) total members

SECTION 3. Each member of an Advisory Board appointed directly by individual councilmembers shall serve a two-year term commencing on June 1<sup>st</sup> following a general municipal election. Upon expiration of the term of office, each such Advisory Board member shall continue to serve until his/her successor is appointed and qualified. Each such member of the Advisory Board serves at the pleasure of the appointing councilmember and may be removed by that councilmember at any time. In the event the office of a councilmember becomes vacant during the term thereof, and until the office is filled, the Advisory Board member appointed by such councilmember may be removed by a majority vote of the City Council.

SECTION 4. The four Advisory Board members appointed by the Council as a whole shall serve two-year terms commencing on June 1<sup>st</sup> following a general municipal election. Upon expiration of the term of office, each such Advisory Board member shall continue to serve until his/her successor is appointed and qualified. Such members may be removed by a majority vote of the City Council; provided, however, that no member of the Advisory Board may be removed prior to June 1<sup>st</sup> following any municipal election.

SECTION 5. The City Council shall endeavor to appoint members who represent the specific Advisory Board focus as well experts in the field. Members shall be reflective of the demographic and geographic diversity of the City. Members should live, work, or have a strong connection to the City. City Council

shall have the right to annually appoint a youth (15-18) representative to serve as an ex-officio member of an Advisory Board.

SECTION 6. The term of office of the Chair and Vice Chair (or Co-Chair) shall be one year. An Advisory Board member shall not serve more than one consecutive term as Chair (or Co-Chair). Nothing shall prevent the Advisory Board from removing and replacing the Chair, Vice-Chair or Co-Chairs at any time during their respective terms, provided that the item is properly noticed on the agenda of the meeting. If, due to extenuating circumstances, a Chair or Vice-Chair serves less than 9 months, they shall be eligible to be nominated and re-elected to serve a consecutive term of one year at the annual election in July.

SECTION 7. The advisory boards are created to be representative of and to reach out to specific constituencies in the community, and to make recommendations to Council relative to the adoption of programs, policies or ordinances of benefit to those constituencies. Specifically, the advisory boards shall:

1. Solicit and communicate information and recommendations to the Council on the special needs and concerns of and programming for each boards' respective constituency
2. Provide recommendations on positions the Council might take on State and federal legislation as it pertains to the subject area of each board
3. Assist in implementing Council-approved programs related to each board's Jurisdiction
4. Serve as an advocate body to assist the Council in providing linkages between residents, organizations, city officials and the general community.
5. Serve as a promotional body to assist the Council in stimulating public interest in the respective boards' constituency
6. Submit a work plan to the City Council for approval. The City Clerk will provide standardized templates for all Advisory Boards for work plan development which include estimated funding requirements as well as Advisory Board minutes.
7. Provide an annual report due to Council in May of each year
8. Participate in the Annual "Congress" of Commissions and Boards and in City sponsored training workshops
9. At each meeting, the Advisory Board will select a representative to report back the Board's actions to Council offices. Each member of the Advisory Board will be responsible for reporting to Council offices at least once a year. This report can be in-person, over the phone, or by email at the direction of the Councilmember.

SECTION 8. The Advisory Boards shall organize and operate in accordance with uniform by-laws for advisory boards adopted by the City Council.

SECTION 9. Accurate and permanent minutes of the actions of the Advisory Boards shall be kept and maintained by the appropriate administrative department of the City.

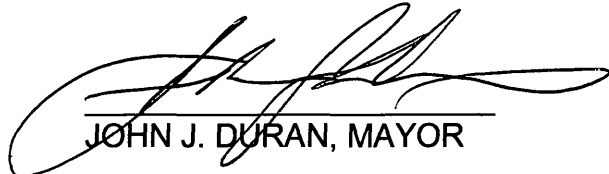
SECTION 10. If a member of an Advisory Board is absent for any reason for more than three regular meetings in any 12-month period, the office of such member shall be vacated upon the discretion of the City Council. When an Advisory Board member misses two regular meetings, staff will notify the City Council.

SECTION 11. The City will provide enhanced training for the staff liaisons to the Advisory Boards (some trainings will also include Advisory Board members on items such as conducting an effective meeting, Roberts Rules of Order, etc.) and will implement regular meetings between the staff liaisons and the City Manager or a designee.

SECTION 12. City Council Resolution No. 10-4060 is hereby rescinded.

PASSED, APPROVED AND ADOPTED by the City Council of the City of West Hollywood at a regular meeting held this 15<sup>th</sup> day of August, 2011 by the following vote:

AYES:	Councilmember:	D'Amico, Mayor Pro Tempore Prang and Mayor Duran.
NOES:	Councilmember:	Heilman and Land.
ABSENT:	Councilmember:	None.
ABSTAIN:	Councilmember:	None.



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JOHN J. DURAN, MAYOR

ATTEST:



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COREY SCHAFFER, CITY CLERK