

COUNTY OF RIVERSIDE

RULES AND REGULATIONS OF THE CITY SELECTION COMMITTEE

1. **NAME.** The City Selection Committee, created within the County of Riverside by the provisions of Section 50270, et. seq., of the Government Code, shall be known as the City Selection Committee of Riverside County.
2. **PURPOSE.** The purpose of the City Selection Committee shall be to appoint city representatives to boards, commissions, and agencies, as required by law.
3. **MEMBERSHIP.** The membership of the City Selection Committee shall consist of the mayor of each city within the County of Riverside. When a mayor is unable to attend a meeting of the City Selection Committee, the mayor shall designate another member of the city's legislative body to attend and vote at the meeting in the mayor's place and as the mayor's representative.
4. **OFFICERS.** A Chair and a Vice-Chair shall be elected from among the membership of the Committee at the first meeting of each year and shall hold office for a term of one (1) year. The Vice-Chair shall serve in the absence of the Chair and when the office of the Chair is vacant. In the event of a vacancy in either of these offices, the Committee shall elect a successor at the next meeting after the vacancy is created, to serve the unexpired term. If either the Chair or the Vice-Chair cease to be members of the Committee, the office shall be deemed vacant.
5. **CLERK.** The Clerk of the Board of Supervisors of Riverside County shall serve as clerk, permanent secretary and recording officer of the Committee. All meetings of the Committee shall be conducted in the presence of the Clerk or deputy clerk. In the event that both the Chair and Vice-Chair are vacant, the Clerk of the Board may, with the approval of 50% of the City Selection Committee's membership call a Special Meeting to elect a Chair, Vice-Chair, and other business as required. All votes and actions taken by the Committee shall be recorded in writing by the Clerk, and such written record shall include the name of each member voting and how the member voted. Written records and minutes of the Committee's Clerk are public records.

6. **REGULAR MEETINGS.** Regular meetings of the Committee shall be held at the same time and place of the regular meetings of the Riverside County Division of the League of California Cities.

7. **SPECIAL MEETINGS.** On behalf of the Chair of the Committee, the Clerk of the Committee may call a special meeting of the Committee at any time, and the Chair, or Clerk, shall call a special meeting upon the written request of 50% of the members of the Committee. When required to call a special meeting, such a meeting shall be called and held within sixty (60) days after receipt of such written request.

8. **NOTICE OF MEETINGS.** At least two (2) weeks prior to the date of any meeting of the Committee, the Clerk shall give notice by mail to each member of the Committee. The Clerk shall also give mailed or other reasonable notice to each member of the Committee of the date, time, and place to which a meeting of the Committee is continued.

9. **LOCATION.** The location of the City Selection Committee meeting shall be considered a government building for the purpose of performing the Committee's obligations under Government Code 40420(f).

10. **QUORUM AND MAJORITY.** Representatives of a majority of the number of cities entitled to representation of the Committee shall constitute a quorum of the Committee; provided, however, that a majority vote of the entire membership of the Committee shall be necessary to appoint representatives to boards, commissions, or agencies. Whenever a quorum is not present at any meeting of the Committee, the meeting shall be postponed or adjourned to a subsequent time and place, as determined by the Chair.

11. **CONDUCT OF MEETINGS.** The Chair shall preside at and conduct the meetings of the Committee. Any member of the Committee may nominate any eligible person for appointment as a city representative to a board, commission, or agency. After the close of the nominations, a vote on the appointment shall be taken. In the event that no nominee receives the majority vote necessary for appointment, a second vote shall be taken between the two (2) nominees receiving the largest number of votes. In the event that no nominee receives the majority vote necessary for appointment on such

second vote, the Chair may call for further votes between the remaining two (2) nominees or may continue the matter to a subsequent time and place determined by the Chair.

12. **LOCAL AGENCY FORMATION COMMISSION.** Appointments to LAFCO pursuant to Government Code Section 56335, shall be by way of an eastern and western representative to the Commission. Any city east of the City of Banning is eligible for selection to the regular membership position which expires May 1994 and every four years thereafter. Any city in the western end of the county, including the City of Banning, is eligible for selection to the regular membership position which expires May 1996, and every four years thereafter. Appointment of the alternate city member shall be “at large”, without consideration of geographical location.

13. **OPEN TERM APPOINTMENTS.** Any appointment to a position that does not have a statutorily defined term of office shall be made and such appointee shall serve at the pleasure of the Committee and may be removed, without cause by a majority of the Committee.

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