

**Proposed Amendments to RBMC Ordinance re Uniform Regulations  
of Commissions**

~~Article 1~~

~~Note: Article 1 entitled "General Provisions," consisting of Sections 2-9.101 -- 2-9.102, codified from Ordinance No. 2420 c.s., eff. 8-7-85, renumbered by Ordinance No. 2437 c.s., eff. 6-5-86 and Ordinance No. 2705 c.s., eff. 10-21-93, amended in its entirety by Ordinance No. 2797 c.s., eff. 4-17-97.~~

**ORDINANCE NO. XXXX-XX**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF  
REDONDO BEACH, CALIFORNIA, AMENDING TITLE 2,**

**CHAPTER 9, ARTICLE 1, SECTIONS**

**§ 2-9.100, 2-9.101, 2-**

**9.102, 2-9.103, 2-9.106 and 2-9.107, AND ADDING**

**SECTIONS 2-9.110 AND 2-9.111 AND DELETING IN ITS**

**ENTIRETY SECTION 2-9.108 PERTAINING TO UNIFORM**

**REGULATIONS OF COMMISSIONS**

**[RECITALS]**

**COUNCIL OF THE CITY OF REDONDO BEACH, CALIFORNIA, ORDAINS AS  
FOLLOWS:**

**SECTION 1. AMENDMENT OF CODE. Title 2, Chapter 9, ~~Article 1~~, Section 2-9.100 is hereby amended to read as follows:**

**"§ 2-9.100 Appointment and terms of members.**

~~(a)~~ **(a)** The members of each board and commission shall serve for a term of four years, commencing October 1 and ending September 30 or as soon thereafter as his or her successor is appointed and qualified.

~~(b)~~ **(b)** The members of each board and commission shall be appointed by the Mayor, subject to confirmation by the City Council, within 60 days after the expiration of the four-year term or within 60 days after a vacancy occurs. If the

Mayor shall have failed to make an appointment within such period, any member of the City Council may nominate an eligible person to fill such vacancy. Four affirmative votes of the City Council to appoint such nominated person shall result in the appointment. Any appointment to fill an unexpired term shall be for such unexpired period.

~~(e)~~ (c) No person shall serve more than two full terms on the same board or commission. ~~If a~~No person serves a partial term that exceeds two years (excluding any leap day), it shall be considered a full term for the purpose of this provision. The length of previous and current terms of appointment, including partial terms, shall be aggregated and counted for the purpose of applying this provision to determine eligibility for future appointments. No member of a board or commission shall serve simultaneously on more than one board or commission, or as an elected official or City employee of the City of Redondo Beach.

(d) If a section related to the appointment and terms of members of a specific commission differs from this section, the section related to the appointment and terms of members of the specific commission shall prevail."

SECTION 2. AMENDMENT OF CODE. Title 2, Chapter 9, Article 1, Section 2-9.101 is hereby amended to read as follows:

"§ 2-9.101(§ 1, Ord. 2797 c.s., eff. April 17, 1997)

§ 2-9.101. Organization meetings, chairperson, meeting cancelations.

- (a) (a) Each board or commission shall meet as soon after the first day of October of every year as practical for the purpose of organizing. At such organization meeting, or in the first meeting after a vacancy in the chairperson or vice chair position is declared, the boards and commissions shall organize themselves by electing one of its members to serve as chairperson and one member to serve as vice chair for the ensuing year. Commissions may elect a new Chair/Vice Chair at any time, but, at a minimum, a Chair/Vice Chair must be elected annually, as described above.~~for the ensuing year and one of its members as~~ ~~secretary.~~ Each board or commission shall hold a regular meeting at least once each month, subject to the meeting cancellation procedures in subdivision ~~(c)~~ of this section. In addition to any such regular meetings, each board ~~and~~ commission, upon approval of a majority, may ~~shall~~ hold

whatever special meetings may be necessary or convenient to dispose of business within its jurisdiction without delay, with the approval of the City Council, City Manager, or staff liaison with the approval and/or at the direction of the City Manager. All proceedings of any board or commission shall be open to the public.

(b) Commissions may form subcommittees on subject matters within their jurisdiction, and subject to the rights and powers granted to the Commission, by a motion approved by the majority of the commission. Any subcommittee formed shall be comprised of less than the number of commission members that would constitute a quorum of the commission under the Brown Act (defined as the Ralph M. Brown Act, California Government Code sections 54950, et seq., and as otherwise amended and codified under California law). The subcommittee must have a defined termination date and/or terminate upon the completion of a specified task or purpose. Each commission may, by a motion approved by the majority, empower a subcommittee to report back to the commission regarding its subcommittee deliberations during public session and/or empower the subcommittee to produce written materials and/or an oral report for staff, the City Council, and/or another City commission. With the approval of the City Council, City Manager, or staff liaison with the approval and/or at the direction of the City Manager, the subcommittee may represent the commission in a public meeting of another public agency.

~~(b)~~ (c) Regular ~~monthly~~ meetings may be canceled for lack of business only by a majority vote of commissioners or members, and only during the regular meeting that immediately precedes the meeting to be canceled. In order to cancel a meeting, the commissioners or members must publicly vote to cancel the next scheduled meeting during the "Adjournment" item on the commission agenda. No future meetings beyond the next scheduled meeting may be canceled in advance."

SECTION 3. AMENDMENT OF CODE. Title 2, Chapter 9, Article 1, Section 2-9.102 is hereby amended to read as follows:

~~"§ 2-9.102(§ 1, Ord. 2797 c.s., eff. April 17, 1997, as amended by § 1, Ord. 3043 c.s., eff. November 7,~~

~~2009, § 1, Ord. 3062 c.s., eff. November 21, 2010, § 1, Ord. 3083 c.s., eff. September 16, 2011, §~~

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~~1, Ord. 3096 c.s., eff. October 18, 2012, § 1, Ord. 3114 c.s., eff. December 5, 2013, § 1, Ord.~~

~~3133 c.s., eff. August 7, 2015, § 1, Ord. 3159 c.s., eff. August 18, 2016, § 1, Ord. 3203 c.s., eff.~~

~~August 21, 2020, and § 1, Ord. 3219 c.s., eff. October 21, 2021; Ord. 3270 c.s., eff. July 6, 2024)~~

~~§ 2-9.102.~~ Procedure.

The following procedure shall be followed by boards and commissions, at public meetings:

~~(a)~~ (a) Each member of a board or commission who is present for a vote shall vote unless ~~he or she~~the member states the reasons for ~~abstention~~abstaining for the record.

~~(b)~~ (b) ~~City staff~~ ~~Each board and commission~~ shall maintain a true and correct record of all proceedings of ~~such~~all boards or commission ~~and ensure in books devoted solely to~~ such records are available to the public through the City Clerk's office.~~purpose.~~

SECTION 4. AMENDMENT OF CODE. Title 2, Chapter 9, Article 1, Section 2-9.103 is hereby amended to read as follows:

"§ 2-9.103(§ 1, Ord. 2797 c.s., eff. April 17, 1997)

~~§ 2-9.103.~~ Proceedings.

Each board or commission shall conduct its public meetings in accordance with the Redondo Beach Municipal Code and City Council Rules of Conduct and Decorum."

SECTION 5. AMENDMENT OF CODE. Title 2, Chapter 9, Article 1, Section 2-9.106 is hereby amended in its entirety to read as follows:

~~"§ 2-9.106~~Each board or commission may prescribe its own rules and regulations consistent with the provisions of this Code and in accordance with any ordinances or resolutions governing the operation of said commission. All of such rules or regulations shall be kept on file in the office of the City Clerk and shall be available at all times for inspection by the public. All boards and commissions shall have the same power as the City Council to compel the attendance of witnesses under oath and to issue or cause to be issued subpoenas for the attendance of such witnesses and any evidence deemed necessary by the board or commission.

~~(§ 1, Ord. 2797 c.s., eff. April 17, 1997)~~

~~§ 2-9.104. Budget requirements.~~

~~The City Manager shall recommend in the annual budget sufficient appropriations of funds to provide for the required expenses of each board and commission to permit it to conduct its business in an efficient and proper manner.~~

~~(§ 1, Ord. 2797 c.s., eff. April 17, 1997)~~

~~§ 2-9.105. Members' compensation.~~

~~No member of any board or commission shall receive any compensation for such services; provided, however, that all members shall be entitled to reimbursement for necessary traveling and other expenses when on business of the City on order of the board or commission and upon approval by the City Council.~~

~~(§ 1, Ord. 2797 c.s., eff. April 17, 1997)~~

~~§ 2-9.106. Membership eligibility.~~

Membership on any City board or commission shall be limited to registered voters of the City, with the exception of the Youth Commission as defined in Article 6 of this chapter. Each commission may have additional eligibility and qualification requirements as specified by the sections governing each commission.

SECTION 6. AMENDMENT OF CODE. Title 2, Chapter 9, Article 1, Section 2-9.107 is hereby amended in its entirety to read as follows:

“§ 2-9.107~~(§ 1, Ord. 2797 c.s., eff. April 17, 1997, as amended by § 1, Ord. 2858 c.s., eff. November 16, 2000)~~

§ 2-9.107. Vacancies.

(a) In the following instances a board or commissioner's position shall automatically become vacant and so declared by the City Council:

(1) ~~A event that any member of any~~ board or commission ~~member resigns;~~

(2) A board or commission member informs the Mayor and City Council in writing that they are unable to fulfill their term for any reason;

(3) A board or commission member is convicted of a crime involving moral turpitude;

(4) A board or commission member ceases to be a legally registered voter of the City;

(5) A board or commission member ceases to reside in the City of Redondo Beach;

(6) A board or commission member is removed by the City Council pursuant to Section 2-9.109;

(b) In the following instances a board or commissioner's position shall become vacant and so declared by the City Council:

(1) ~~An existing board or commission member is shall be absent from three~~ the regular meetings of such board or commission ~~during the previous 12 months. For the purposes of determining absences, a board or commission member shall not be deemed absent if a for a period of 60 days consecutively following the last regular meeting is canceled~~ attended by such member, unless ~~the board or commission member's absence was the cause of the meeting's cancelation due to lack of quorum;~~

(2) A new board or commission member is absent from three regular meetings of such board or commission during the first year ~~of by permission of the City Council expressed in its official minutes, or in the event such member shall be convicted of a crime involving moral turpitude, or ceases to be a registered voter of the City, his/ or her~~ appointment. For the purposes of determining absences, a board or commission member ~~office shall become vacant and shall~~ not be deemed absent if a meeting is canceled,

unless the board or commission member's absence was the cause of the meeting's cancelation due to lack of quorum.

(c) be so declared by the City Council. Vacancies occurring in any board or commission shall be filled in the manner set forth in Section 2-9.100.”

SECTION 7. AMENDMENT OF CODE. Title 2, Chapter 9, Article 1, Section 2-9.108 is hereby repealed in its entirety:

SECTION 8. AMENDMENT OF CODE. Title 2, Chapter 9, Article 1, Section 2-9.110 is hereby added in its entirety to read as follows:

“2-9-110 General Powers (§ 1, Ord. 2797 c.s., eff. April 17, 1997)

§ 2-9.108. Oaths and Duties affirmations.

(a) All commissions shall provide advice to the City Council on matters within their jurisdiction as defined in the respective sections addressing The chairperson or chairperson pro tempore of each commission's powers and duties. This is the primary duty of all commissions.

(b) Commissions shall provide advice on matters assigned to the board or commission by the Redondo Beach Municipal Code, the City Council, City Manager, or staff liaison with the approval and/or at the direction of the City Manager.

(c) Commissions shall provide advice to the City Council on the annual budgets and strategic plans prior to the City Council's deliberations on these matters.

(d) Commissions may, under the “Commission Member Items and Future Commission Agenda Topics” section of the commission's meeting agenda, advise the City Council on a matter if: 1) a commissioner moves to agendize the item, another commissioner seconds the motion and the commission approves agendizing the matter the matter by majority vote; and 2) it is a matter that falls within the jurisdiction, powers and duties of the commission; and 3) the staff liaison, with the approval and/or at the direction of the City Manager, agrees. On matters in which the staff liaison disagrees with the



commission, the commission may, by majority vote, seek the City Council's determination as to the appropriateness of the commission's proposed action. The staff liaison shall inform the City Council and Mayor of the disagreement and the commission's request.

(e) Commissions may ~~shall~~ have additional powers and duties as defined in the sections related to each commission."

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SECTION 9. AMENDMENT OF CODE. Title 2, Chapter 9, Article 1, Section 2-9.111 is hereby added in its entirety to read as follows:

"2.9-111 Limited and Restricted Scope of Powers and Duties of Commissions:

(a) Except as otherwise provided in the sections related to specific commissions, each commission is a reviewing and advising/recommending body only.

(b) Each commission and each commissioner shall have no ~~the~~ power, duty, responsibility, role or authority to:

(1) Demand that ~~to administer oaths and affirmations to any particular City staff, personnel, contractor, elected official, or any other person or entity participate in or appear~~ appearing before a meeting of the any such board or commission ~~or undertake any action or omission; or~~

(2) Demand that any documents or information be provided to or generated for the commission; or

(3) Direct, interfere with or participate in, the operations or management of any City department, staff, personnel, or contractor; or

(4) Review, evaluate, investigate, or comment upon matters which are within the duties and functions of any other commissions or committees, unless directed to do so by the City Council, City Manager or staff liaison; or

(5) Review, evaluate, investigate, or comment upon individual complaints involving any City department, personnel, contractor, elected officials or others; or

(6) Represent to be acting for on behalf of the City, its staff, personnel, or contractors; ~~or~~

(7) Commit the officers, employees, staff, or elected officials of the City to a specific position or to any ~~during the~~ course of action, may not make referrals to City staff, except as authorized by specific sections governing the commission or if specifically directed by the City Council;

(8) ~~Act in~~ an oversight role of any City function, department or over any elected positions ~~investigation or hearing;~~ ~~or~~

(9) Assert any power, authority, or privileges through the use of their title or appointed position in any context other than that which is allowed by the Redondo Beach Municipal Code.

(e) Commissioners who violate, or other fail to abide with, this section may be removed by the City Council in accordance with Title 2, Chapter 9, section 2-9.109."

SECTION 10. Any provisions of the Redondo Beach Municipal Code, or appendices thereto, or any other ordinances of the City inconsistent herewith, to the extent of such inconsistencies and no further, are hereby repealed.

SECTION 11. If any section, subsection, sentence, clause, or phrase of this ordinance is for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of the ordinance. The City Council hereby declares that it would have passed this ordinance and each section, subsection, sentence, clause, and phrase thereof, irrespective of the fact that

any one or more sections, subsections, sentences, clauses, or phrases be declared invalid or unconstitutional.

SECTION 12. This ordinance shall be published by one insertion in the official newspaper of said city, and same shall go into effect and be in full force and operation from and after thirty (30) days after its final passage and adoption.

PASSED, APPROVED AND ADOPTED this XXth day of XXXXX, 2025.

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James A. Light, Mayor

APPROVED AS TO FORM: ATTEST:

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Joy A. Ford, City Attorney Eleanor Manzano, CMC, City Clerk~~(§ 1, Ord. 2797 c.s., eff. April 17, 1997)~~

~~§ 2-9.109. Removal of members.~~

~~The members of each board and commission may be removed from office by a vote of the majority of all members of the Council.~~

~~(§ 1, Ord. 3221 c.s., eff. October 21, 2021)~~