(a) All appointments require formal action of the Council. Every board/commission serves in an advisory capacity to the City Council.

(b) Unless otherwise stated by Council, term of office on most boards/commissions is three (3) years for regular members. The term of office for alternate members varies.

(c) A newly formed board/commission will be convened by the city staff representative, and each board/commission will elect a chairperson and vice chairperson.

(d) The size of the city board/commission may vary from 5 to 15 members and is established for each board/commission by the City Council.

(e) No person should serve on more than one board/commission at a time. However, individuals with special qualifications may be asked to serve on an additional board/commission.

(f) A staff representative will be assigned by the City Manager to work with each board/commission to prepare agendas, keep minutes and provide assistance. The Council is to receive all notices of meetings, agendas and minutes.

(g) Names to be considered for appointment will be submitted to the Council.

(h) Continued absences will be the basis of replacement of any member (general rule is three unexcused absences within one year).

(i) Because of the number of citizens interested in serving on city boards/commissions, membership is limited to not more than two consecutive terms. A member having served two consecutive terms may be reappointed on exceptional circumstances.

(j) Appropriate recognition will be made of services when a term is completed and a member leaves a board/commission.

(k) Each board/commission member, and any other interested persons who so request, will be notified in advance of the time and place of each meeting.

(l) Applications will be kept on file for a period of two years. Applicants will be contacted to ensure their continued interest in serving on a city commission before submittal to the City Council for appointment.

(m) City advisory boards/commissions will reflect, to the greatest extent possible, the community's ethnic, gender, and age composition.

(n) Individuals appointed to boards/commissions must reside within the city limits of Davis except in exceptional circumstances.

(o) The guidelines may be waived or changed at the discretion of the Council.

For further information, contact: City Clerk's Office
23 Russell Boulevard
Davis, California 95616
(916) 757-5602
ADVISORY BOARDS AND COMMISSIONS:

➢ **BUILDING BOARD OF APPEALS** - Meets on call at times and locations to be arranged and determines the suitability of alternative materials and methods of construction and provides for reasonable interpretations of building codes enforced by the City of Davis.

➢ **CITY-UCD STUDENT LIAISON COMMISSION** - Meets the second Tuesday of each month during school session at 4:30 p.m. in the Council Chambers Conference Room and considers various issues of concern to the city and student community.

➢ **CIVIC ARTS COMMISSION** - Meets the second Monday of each month at 7:30 p.m. in the Council Chambers Conference Room and reviews and makes recommendations on cultural and artistic matters by generating public input concerning the arts, reviewing arts contract proposals and recommending art intended for public places.

➢ **FINANCE AND ECONOMICS COMMISSION** - Meets the second Monday of each month at 7:00 p.m. in the City Council Chambers and advises the City Council and staff on issues pertaining to the implementation of the Major Projects Financing Plan Review Committee recommendations and on other financial and economic issues which may from time to time be requested of the Commission by the City Council.

➢ **HANDICAPPED ACCESS STANDARDS BOARD OF APPEALS** - Meets on call at times and locations to be arranged to determine the suitability of alternative materials and methods of construction and provides for reasonable interpretations of the building codes enforced by the City of Davis as these relate to handicapped access issues.

➢ **HISTORICAL RESOURCES MANAGEMENT COMMISSION** - Meets the third Monday of each month at 7:30 p.m. at the Hattie Weber Museum and advises the Council on matters pertaining to historical resources, maintains inventory of historical resources, recommends designation of historical resources and reviews applications for alteration permits for historical structures.

➢ **HUMAN RELATIONS COMMISSION** - Meets the third Thursday of each month at 7:30 p.m. in the Council Chambers Conference Room and works to promote cohesiveness and understanding among the members of the community and advises on the development of programs related to mediating disputes and reports on discrimination of all kinds in the city.

➢ **NATURAL RESOURCES COMMISSION** - Meets the fourth Monday of each month at 6:30 p.m. in the Council Chambers and provides the City Council with recommendations on natural resource issues facing the City of Davis. The issues under review by the commission include water conservation, air pollution, waste management, recycling and monitoring the cleanup of hazardous waste sites.
OPEN SPACE COMMISSION - Meets the third Monday of each month at 6:30 p.m. in the City Council Chambers and serves as the focal point for the community and city government for open space projects and issues. The Commission advises City Council on all matters relating to open space, monitors and facilitates the implementation of open space objectives and identifies solutions to implementation problems.

PERSONNEL BOARD - Meets on call at times and locations to be arranged and hears appeals submitted by any employee in the competitive service relative to any disciplinary action, dismissal, demotion, interpretation or alleged violation of Chapter 19 of the City Code or the personnel rules. The Board investigates and makes recommendations on any matter of personnel policy and also reviews, on a quarterly basis, the city's work force statistics and affirmative action progress.

PLANNING COMMISSION - Meets the first Tuesday (and, if necessary, the third Tuesday) of each month at 7:30 p.m. in the Council Chambers. The Commission is the planning agency authorized by state statutes. It reviews and makes recommendations relative to all land use decisions including, but not limited to, the General Plan and Specific Plan amendments, variances, conditional use permits, planned developments, tentative maps, rezoning and annexations.

RECREATION AND PARK COMMISSION Meets the third Thursday of each month at 7:30 p.m. in the School District Offices Board Room and advises the City Council on matters pertaining to public recreation and park planning.

SAFETY ADVISORY COMMISSION - Meets the first Thursday of each month at 4:00 p.m. in the Council Chambers and approves the installation of signs, markings and other safety devices to improve traffic safety. The commission recommends improvements for safety and parking issues, reviews plans for new streets, traffic control devices and bus routes to ensure that safety considerations are incorporated into these improvements.

SENIOR CITIZENS COMMISSION - Meets the third Thursday of each month at 3:00 p.m. in the Senior Citizens Center and advises the Council on all matters relating to policies and programs which will serve senior citizens in this community.

SOCIAL SERVICES COMMISSION - Meets quarterly at 6:00 p.m. in the Dresbach Hunt-Boyer Home and advises the City Council on matters relating to issues of social services including health, affordable housing, homelessness, hunger, transit and low income needs.

STREET TREE COMMISSION - Meets the third Thursday of each month at 5:00 p.m. in the Hattie Weber Museum and establishes rules and regulations relating to the planting, care and maintenance of trees and other plants which overhang public streets and makes recommendations to the City Council on all street tree removal requests.