

ATTACHMENT #1

CHAPTER 3.04 OUTSIDE ORGANIZATIONS, REGIONAL AUTHORITIES AND CITY COMMITTEES

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3.04.010 **OUTSIDE ORGANIZATIONS, REGIONAL AUTHORITIES AND CITY COMMITTEES.**

The City of Indian Wells has numerous relationships with outside organizations and regional authorities, such as the League of California Cities and the Coachella Valley Association of Governments (CVAG). The City Council annually assigns, pursuant to the “Draft” system set forth in section 3.04.020, one or more Council Members, as applicable, to serve as the City’s representative on the governing bodies of such organizations and authorities. Alternates appointed to these outside organizations have the same authority as the primary appointee when the appointee is absent. Once a Council Member has been assigned to participate in an outside organization or regional authority, separate approval is not needed to participate in a subcommittee of that organization or regional authority. The Council also annually assigns, pursuant to the “Draft” system set forth in section 3.04.020, Council Members to serve on City standing committees. Finally, the Council from time to time assigns Council Members to serve on City Ad-Hoc Committees without using the “Draft” system (See Chapter 3.05).

These outside organizations and regional authorities may provide a stipend, compensation, or reimbursement of expenses. Income derived from serving on these outside organizations and regional authorities is to be reported as required by the FPPC (Form 806).

3.04.020 **PROCEDURE FOR COUNCIL MEMBER ASSIGNMENTS.**

Annually or as vacancies occur, the City Clerk shall present to the Council a list of such outside organizations, regional authorities and City standing committees, and the names of Council Members currently assigned to them. The Council shall attempt to spread the various Council member assignments so that each Council Member fairly shares the responsibility of representing or conducting business for the City. At the time of assigning Council Members to such outside organizations, authorities and City standing committees, the Council shall first review the list of all such organizations, regional authorities and City standing committees. The Council shall then review the policies and procedures pertaining to the assignment of individual Council Members to such bodies prior to making assignments (as described below).

The Council shall then vote to assign Council Members to such outside organizations, authorities and City standing committees. Assignments may thereafter be exchanged by affected Council Members at any time without need for approval by the entire Council.

The City utilizes what is commonly called the "Draft" system to assign Council Members to outside organizations, regional authorities and City standing committees. The "Draft" is based on seniority of the Council Members' consecutive years of service. In the case where two or more Council Members have been initially elected on the same date, the Council member receiving more votes shall be deemed to have seniority. Each Council member, in order of seniority, selects one (1) choice of assignment followed in turn by the other Council Members choices, until all positions have been filled.

The Mayor shall automatically have priority right to serve on the CVAG Executive Committee. The Mayor and Mayor Pro Tem shall also automatically serve on the Council Standing Personnel Committee and Tee Standing Committee. For purposes of the "Draft", the Mayor and/or Mayor Pro Tem may place their assignment on the CVAG Executive Committee, Personnel Standing Committee and Tee Standing Committee as their selection at any stage or in any of their turns in the "Draft". Ad hoc committees comprised solely of Council Members are not subject to the "Draft."

Concerning the foregoing Council Member assignments, Council Members serve as "non-voting" Members on their assigned City Commissions, Committees and Boards, including any Ad-Hoc Committee that includes resident members. For those years that there is/are no new Council Member(s), the Council in its sole discretion can chose to retain the existing assignments for another year, make some modifications to the existing assignments, or utilize the "draft" for Council member assignments.

3.04.030 REPORTING RESPONSIBILITIES OF APPOINTEES.

All Council Members representing the City on outside organizations, regional authorizes and City Committees should summarize their activities at Council meetings during Council Member's reports. If the City reimburses a Council Member his/her actual and necessary expenses incurred in such representation, he/she shall give a report on the meetings he/she attended at the expense of the City at the next regular meeting of the City Council.

3.04.040 REPRESENTATIONAL RESPONSIBILITIES OF APPOINTEES.

Council Members assigned to outside organizations or regional authorities represent the City's interest, generally as determined by a majority of the Council. Council Members are not to represent or vote their own or individual positions on an issue, but that of the City, as articulated, directed or instructed by a majority of the Council. Wherever possible, all significant policy issues shall be brought before the Council for determination and instruction to the assigned Council Member. The assigned Council Member shall represent that position until such time as a majority of the Council changes or modifies its position on a policy issue.

3.04.050 CURRENT APPOINTMENTS.

Current assignments to outside organizations and regional authorities are on file in the office of the City Clerk.