



City of Laguna Woods

Application for Committee Appointment

Hazard Mitigation & Climate Change Committee

Thank you for your interest in serving on a City Council-appointed standing advisory committee!

The Hazard Mitigation & Climate Change Committee provides citizen advice and oversight on matters pertaining to the implementation and maintenance of the City's Local Hazard Mitigation Plan and Climate Adaptation Plan. Both plans are available for review at Laguna Woods City Hall and on the City's website at www.lagunawoodscity.org. The Committee meets regularly on the fourth Wednesdays of January, April, and October at 9:30 a.m.

This application form and all of the information hereon or attached hereto is considered to be a public record and is subject to unrestricted public disclosure. Application forms are considered to be public records regardless of whether or not an applicant is ultimately appointed to a standing advisory committee or whether or not an application form is withdrawn by an applicant or deemed ineligible by the City Clerk's Office.

Attach additional pages, if necessary.

For more information on City Council-appointed standing advisory committees, please contact the City Clerk's Office at (949) 639-0500. Applications must be mailed or hand delivered to City of Laguna Woods, Attn: City Clerk's Office, 24264 El Toro Road, Laguna Woods, CA 92637.

ELIGIBILITY SCREENING

1. Are you a resident of Laguna Woods?

Yes _____ No (ineligible) _____

If yes, please provide your home address below.

Home Address: _____

2. Are you interested in serving on the Hazard Mitigation & Climate Change Committee after having been provided with and read and understood Administrative Policy 1.4 (City Council Advisory Committees)?

Yes _____ No (ineligible) _____

CONTACT INFORMATION

First and Last Name: _____

Home Address: _____

Home Telephone Number: _____

Cellular Telephone Number: _____

Email Address: _____

RESPONSES TO QUESTIONS

1. Have you previously served on a City Council-appointed standing advisory committee?

Yes _____ No _____

If yes, please identify the committee(s) and dates of service.

Name of Committee	Dates of Services

2. Why are you interested in serving on the Hazard Mitigation & Climate Change Committee?

3. How long have you lived in Laguna Woods and are you a full-time resident?

4. Please describe your educational background, including schools attended and degrees held.

5. Please describe any relevant experience (paid or volunteer), qualifications, and training that you feel you would bring to the Hazard Mitigation & Climate Change Committee.

6. The City's Local Hazard Mitigation Plan and Climate Adaptation Plan identify a number of hazards and conditions with the potential to detrimentally affect Laguna Woods. What do you consider to be the most pressing hazards and climate change impacts facing Laguna Woods?

ACKNOWLEDGEMENTS

I, the undersigned, do hereby certify that the information submitted on this application form is true and correct and that I am a resident of Laguna Woods.

I further understand and agree that if I am appointed to the committee for which I am applying, I would serve at the pleasure of the City Councilmember who appointed me and the City Council as a whole, and subject to the Ralph M. Brown Act, Administrative Policy 1.4, and any other applicable laws and policies, as may change from time-to-time.

I further understand and agree that this application form and all of the information hereon or attached hereto is considered to be a public record and is subject to unrestricted public disclosure. This application form will be considered to be a public record regardless of whether or not I am ultimately appointed to a standing advisory committee or whether or not I withdraw this application form or this application form is deemed ineligible by the City Clerk's Office.

First and Last Name: _____

Signature: _____

Date: _____

**CITY OF LAGUNA WOODS
ADMINISTRATIVE POLICY 1.4**

CITY COUNCIL ADVISORY COMMITTEES

1.4.01. Statement of Purpose.

The City of Laguna Woods recognizes that the collective knowledge and experience of its residents and other stakeholders can benefit the local decision-making process. To facilitate constructive opportunities for public input and engagement, and to promote transparency through an open exchange of information and ideas, the City Council has established several standing advisory committees.

1.4.02. Eligibility Requirements.

All Committees

Unless otherwise noted in this administrative policy, any resident of Laguna Woods is eligible to serve on a standing advisory committee. The eligibility requirements shall be interest, willingness, and ability to contribute to the purpose of the committee. An individual may serve on only one standing advisory committee at a time.

Additional Requirements for the Community Grants Oversight Committee

In order to promote an objective level of oversight and to avoid potential conflicts of interest, individuals who serve as a compensated or uncompensated officer, member of the board of directors, employee, volunteer, or consultant for any organization which is a then-current recipient of, or applicant for, or was an applicant in the immediately preceding fiscal year for, funding from the Community Services Grant Program, are ineligible to serve on the Community Grants Oversight Committee. Any appointed member of the Committee who serves as a compensated or uncompensated officer, member of the board of directors, employee, volunteer, or consultant for any organization which becomes an applicant for funding from the Community Services Grant Program subsequent to his or her appointment, shall automatically be considered to have resigned from the Committee effective immediately upon such application.

1.4.03. Applications.

Individuals who are interested and eligible to serve on a standing advisory committee

shall file an application form with the City Clerk's Office (exhibits A and B to this administrative policy). Application forms filed with the City Clerk's Office shall be made available to City Councilmembers for purposes of each City Councilmember's deliberation and independent selection of appointees. Application forms filed with the City Clerk's Office and all of the information contained thereon, are considered to be public records and are subject to unrestricted public disclosure. Application forms are considered to be public records regardless of whether or not the applicant is ultimately appointed to a standing advisory committee or whether or not an application form is withdrawn by the applicant or deemed ineligible by the City Clerk's Office.

1.4.04. Appointment and Terms.

Each City Councilmember is able to appoint two individuals to each standing advisory committee. Appointments shall be made by City Councilmembers filing original signed and dated notices with the City Clerk's Office. Appointments shall be considered effective five calendar days following the date of receipt by the City Clerk's Office and shall continue until one or more of the following occurs:

1. The member resigns. Members of standing advisory committees may resign at any time. Resignations shall be made by the member filing an original signed and dated notice, or email correspondance from the email address on file with the City Clerk's Office. Resignations shall be considered effective immediately upon receipt by the City Clerk's Office and are not revokable. For the purpose of this administrative policy, "resignation" shall also include vacancies due to a member's passing or being declared mentally incompetant by a court of law.
2. The regular two-year term of the committee ends. Regardless of the date that a member of a standing advisory committee was appointed, all standing advisory committee appointments expire on December 31 of even numbered years. There is no limit to the number of terms for members of standing advisory committees.
3. The City Councilmember who appointed the member to the standing advisory committee ceases to be a member of the City Council. Members of standing advisory committees appointed by a City Councilmember who ceases to be a member of the City Council shall cease to be members of standing advisory committees upon the end of the City Councilmember's term of office.
4. The member is removed by the City Councilmember who appointed him/her to the standing advisory committee. Members of standing advisory committees

serve at the pleasure of the City Councilmember who appointed them and may be removed by the same, with or without cause or notice. Removals shall be made by a City Councilmember filing an original signed and dated notice with the City Clerk's Office. Removals shall be considered effective immediately upon receipt by the City Clerk's Office.

5. The member is removed by the City Council. The City Council reserves the right to remove any member of a standing advisory committee, with or without cause, following a publically noticed vote with no more than one dissention of the quorum of the City Councilmembers present at the time. Removals shall be considered effective immediately upon the vote. In this case, the name of the member contemplated for removal must be printed on the meeting agenda.

1.4.05. Meetings and Conduct.

- A. Scheduling. Standing advisory committees shall hold regular meetings at a date, time, and place set by resolution of the City Council. Meetings may be called or cancelled for any lawful reason and by any lawful means consistent with this administrative policy, other City Council direction, and applicable laws.
- B. Noticing and Rules of Conduct. All standing advisory committee meetings shall be publically noticed and conducted in accordance with the Ralph M. Brown Act and applicable laws. Standing advisory committees may establish their own rules for conducting meetings, subject to the Ralph M. Brown Act, this administrative policy, other City Council direction, and applicable laws.
- B. Quorum. A majority of the members currently appointed to a standing advisory committee shall constitute a quorum of that committee's membership. A quorum shall be required for a standing advisory committee to conduct any business and a majority of a quorum present at any meeting shall be required to carry a motion.
- D. Chair and Vice Chair. Each standing advisory committee shall appoint a chair and vice chair from amongst its membership. The chair, or vice chair in the absence of the chair, shall conduct meetings and attest to meeting minutes. When neither the chair nor the vice chair are present at a meeting, a quorum of members may call the meeting to order and appoint an acting chair for the same purposes.
- E. Agenda Content. Items may be placed on standing advisory committee agendas by a majority vote of the City Council or by the City Manager, consistent with this

administrative policy and other City Council direction.

- F. Nature of Action. Standing advisory committees are advisory in nature to both the City Council and City staff. Standing advisory committees are able to provide input and make recommendations, but may not provide direction to City staff and possess no authority to bind the City to any particular course of action.
- G. Dissent. When a standing advisory committee submits a recommendation to the City Council or City staff, dissenting members are entitled to have the reason for their dissent fully, fairly, and accurately presented.
- H. Meeting Minutes. City staff shall prepare minutes for standing advisory committee meetings consisting of a record of the actions taken, presentation of the dissent thereto (if applicable), and public comments received, subject to approval by the standing advisory committee. The chair, or vice chair or acting chair in his or her absence, shall attest, in writing, to the approval of the meeting minutes and a copy shall be filed with the City Clerk's Office.

1.4.06. Subcommittees.

The establishment and appointment of a subcommittee or other subsidiary body to a standing advisory committee shall require prior approval of the City Council and shall comply with any conditions as the City Council may require. In general, standing advisory committees are encouraged to carry out their advisory duties at meetings of the committee as a whole, including at special meetings when necessary. All actions or deliberations related to the allocation or award of City grant monies, including the formation and approval of recommendations related to the community services grants program, shall be undertaken by standing advisory committees as a whole. The City Council will only consider the establishment and appointment of ad hoc subcommittees to act in advisory capacities on discrete, short-term circumstances and matters.

Any subcommittee to a standing advisory committee may be disbanded or terminated at any time and for any reason by the City Council. The City Council may also impose additional conditions or limitations on any subcommittee.

1.4.07. Public Statements.

No standing advisory committee nor member of a standing advisory committee shall make a political or other endorsement; statement of position on legislation; financial

commitment; or commit or speak in anyway, including but not limited to the issuance of statements, on behalf of his or her committee or the City, without first obtaining the express consent of the City Council. Nothing in his administrative policy shall be construed, however, to inhibit or forbid political or other speech or activity, in a purely individual capacity, by any member of a standing advisory committee, so long as such member does not purport to speak for, or as a member of, such committee.

Unless so authorized, standing advisory committee members who wish to speak on a subject within the purview of their committee may identify themselves as a committee member, but shall state that they do not speak on behalf of the City or any committee, and that the opinion they offer is their own personal opinion.

1.4.08. Routine City Council Reporting.

- A. Provision of Meeting Agendas and Minutes (regular). The City Clerk's Office shall provide City Councilmembers with the agendas and minutes for all standing advisory committee meetings on a regular basis.
- B. Provision of Meeting Agendas and Minutes (annual). The City Clerk's Office shall compile and provide City Councilmembers with the minutes for all standing advisory committee meetings that occurred during the preceding calendar year no later than January 31 of each year.

1.4.09. Committees Established.

- A. Community Grants Oversight Committee – The Community Grants Oversight Committee is responsible for providing citizen advice and oversight of the City's Community Services Grant Program (*see also Administrative Policy 2.8*).
- B. Hazard Mitigation & Climate Change Committee – The Hazard Mitigation & Climate Change Committee is responsible for providing citizen advice and oversight on matters pertaining to the implementation and maintenance of the City's Local Hazard Mitigation Plan and Climate Adaptation Plan.

City Council Approval: February 18, 2015

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