

ADVISORY COMMITTEE ON REDEVELOPMENT BY-LAWS

I. PURPOSE

The Advisory Committee on Redevelopment has been established to review development projects that require Planning Commission and Redevelopment Agency approval and to comment on Agency-initiated or Agency-sponsored projects or programs (with the exception of financial arrangements.) The purpose of the committee's review would be to ensure that the project or program meets the goals and objectives of the Redevelopment Plan.

II. ORGANIZATION

a. Composition

The Committee shall consist of nine members who are Culver City residents, Culver City business or property representatives from the Project Area or representatives of community organizations active in Culver City, including the Culver City Unified School District.

b. Terms of Members

- i. Citizens appointed as Committee members shall serve terms of four years; limited to two consecutive four-year terms.
- ii. All members shall serve at the pleasure of a majority of the Redevelopment Agency.
- iii. Of those first appointed, four members shall be for two-year terms and five members shall be for four-year terms.

c. Selection of Committee Members

- i. All Committee members shall be selected without regard to race, creed, color, religion, national origin, sex, income, age, handicap or martial status.
- ii. Individuals wishing to volunteer to serve as citizen Committee members shall complete and submit the Culver City Application and Biographical Data for Commission, Board or Advisory Committee Membership form.
- iii. All eligible citizen applicants' names shall be submitted to the Redevelopment Agency for consideration.

d. Absences of Committee Members

- i. Any Committee member who is absent from any three (3) consecutive meetings of the Committee, or who was absent for a

total of five (5) meetings of said Committee in any six-month period, shall thereby automatically forfeit his/her membership in said Committee. However, there shall be no forfeiture in the event of (a) absence due to illness or incapacity, (b) absence due to vacation or business, or (c) when the Redevelopment Agency has determined before forfeiture that an absence is justified. In the event of forfeiture, the Redevelopment Agency shall appoint a successor to serve the balance of the term.

e. Appointments to Fill Vacancies

If a Committee vacancy occurs, the Redevelopment Agency shall appoint a successor to serve the balance of the term.

III. OFFICERS

a. Designation of Officers

- i. The Committee shall elect its own officers from among the citizen members consisting of a Chairman and a Vice Chairman.
- ii. The Chairman and Vice Chairman of the Committee shall be elected annually and shall serve at the pleasure of the Committee.

b. Duties of the Officers

- i. The duties of the chairman shall consist of presiding over all general Committee meetings and forwarding recommendations of the Committee to the Redevelopment Agency.
- ii. The Vice Chairman shall perform the duties of the Chairman when that person is absent or if the Chairman is unable to complete his or her term as Chairman, for any reason.

IV. MEETINGS

a. General Meetings

- i. The Committee shall meet regularly on the first Thursday of each month at 6:30 p.m., and at other times as needed at the City of Culver City City Hall, or other location if determined by the staff of the Culver City Redevelopment Agency to be necessary to accommodate and/or facilitate public attendance at the meeting.
- ii. All regular Committee meetings shall be open to the public and duly noticed at least seventy-two hours prior to the meeting.
- iii. A majority of the Committee members shall constitute a quorum for the transaction of general business.

b. Special Meetings

- i. The Chairman or the Redevelopment Administrator may call special Committee meetings with at least twenty-four hours written notice given in advance of a special meeting. A majority of the Committee members shall constitute a quorum for the transaction of special business.

V. STAFF SUPPORT

A designated representative of the Redevelopment Agency shall provide staff support to the Committee, who shall:

- i. Take minutes and coordinate with the Chairman the preparation and dissemination of required reports;
- ii. Perform follow-up activity deemed necessary by the Committee