

RESOLUTION CC 2025-60

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COVINA, CALIFORNIA, RESCINDING PREVIOUS POLICIES RELATED TO THE CODE OF CONDUCT FOR CITY COUNCIL, PROCEDURAL GUIDELINES FOR THE CONDUCT OF CITY COUNCIL MEETINGS, AND THE CITY'S ADVISORY BOARDS AND COMMISSIONS AND ESTABLISHING THE ELECTED OFFICIALS & BOARD AND COMMISSION MEMBER STANDARDS

WHEREAS, the City of Covina is a municipal corporation duly organized and existing pursuant to the Constitution and laws of the State of California ("City"); and

WHEREAS, Resolution No. 09-6748 established codes of conduct for the City Council; and

WHEREAS, Resolution No. 09-6749 established updated procedural guidelines for the conduct of City Council meetings; and

WHEREAS, Resolution CC 2023-06 amended policies related to the City's advisory boards and commissions; and

WHEREAS, these policies have been partially updated by City Council action on August 16, 2022; and

WHEREAS, the City Council now desires to consolidate these policies into one single cohesive document.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF COVINA, CALIFORNIA, DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. Approve and adopt the attached Elected Officials & Board and Commission Member Standards.

SECTION 2. This Resolution shall rescind, supersede, and take the place of all provisions of all previous existing Resolutions, orders, and policies of the City pertaining to the subject matter to the extent that they conflict with this Resolution.

SECTION 3. The City Clerk shall certify to the passage and adoption of this resolution and shall enter the same in the Book of Original Resolutions.

APPROVED and **PASSED** this 3rd day of June, 2025.

City of Covina, California

BY: _____
VICTOR LINARES, Mayor

ATTACHMENT E

ATTEST:

FABIAN VELEZ, Chief Deputy City Clerk

CERTIFICATION

I, Fabian Velez, Chief Deputy City Clerk of the City of Covina, do hereby certify that Resolution CC 2025-60 was duly adopted by the City Council of the City of Covina at a regular meeting held on the 3rd day of June, 2025, by the following vote:

AYES: COUNCIL MEMBERS:
NOES: COUNCIL MEMBERS:
ABSTAIN: COUNCIL MEMBERS:
ABSENT: COUNCIL MEMBERS:

Dated:

FABIAN VELEZ, Chief Deputy City Clerk



Elected Officials
&
Board and Commission
Member
Standards

Adopted _____, 2025

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CITY COUNCIL & ELECTED OFFICIALS CODE OF CONDUCT

SECTION 1. ALL ELECTED OFFICIALS

All members of the City Council, including those serving as Mayor and Mayor Pro Tem, have equal votes. No Council Member has more power than any other Council Member, and all should be treated with equal respect.

All Council Members and Elected Officials should:

- Demonstrate honesty and integrity in every action and statement
- Serve as a model of leadership and civility to the community
- Inspire public confidence in Covina government
- Work for the common good, not personal interest
- Prepare in advance of Council meetings and be familiar with issues on the agenda
- Attend and fully participate in City Council meetings and other public forums while demonstrating respect, kindness, consideration, and courtesy to others
- Participate in scheduled events and activities to increase Council effectiveness
- Review Council procedures, such as these Council Protocols, at least annually
- Represent the City at ceremonial functions at the request of the Mayor
- Be responsible for the highest standards of respect, civility, and honesty in ensuring the effective maintenance of inter-governmental relations
- Respect the proper roles of Elected Officials and City staff in ensuring open and effective government
- Provide contact information to the City Manager in case of an emergency or urgent situation arises while the Council Member or Elected Official is out of town

SECTION 2. COUNCIL & ELECTED OFFICIALS CONDUCT WITH ONE ANOTHER

The City Council and Elected Officials are composed of individuals with a wide variety of backgrounds, personalities, values, opinions, and goals. Despite this diversity, all have chosen to serve in public office in order to improve the quality of life in the community. In all cases, this common goal should be acknowledged even as Elected Officials may "agree to disagree" on contentious issues.

A. In Public Meetings

- Use formal titles.
The Council and Elected Officials should refer to one another formally during Council meetings as Mayor, Mayor Pro Tem, Council Member, City Clerk, or City Treasurer followed by the individual's last name.

- Practice civility and decorum in discussions and debate.
Difficult questions, tough challenges to a particular point of view, and criticism of ideas and information are legitimate elements of a free democracy in action. Be respectful of diverse opinions.
- Honor the role of the presiding officer in maintaining order and equity.
Respect the Mayor's efforts to focus discussion on current agenda items. Objections to the Mayor's actions should be voiced politely and with reason, following parliamentary procedures.
- Demonstrate effective problem-solving approaches.
Council Members have a public platform to show how individuals with disparate points of view can find common ground and seek a compromise that benefits the community as a whole. Council Members and Elected Officials are role models for residents and other stakeholders involved in public debate.
- Be respectful of other people's time.
Stay focused and act efficiently during public meetings.

B. In Private Encounters

- Treat others as you would like to be treated.
Ask yourself how you would like to be treated in similar circumstances, and then treat the other person that way.

SECTION 3. COUNCIL & ELECTED OFFICIALS CONDUCT WITH CITY STAFF

Governance of a City relies on the cooperative efforts of elected officials, who set policy, and City staff, who analyze problems and issues, make recommendations, and implement and administer the policies adopted by the City Council. Therefore, every effort should be made to be cooperative and show mutual respect for the contributions made by each individual for the good of the community.

- Treat all staff as professionals.
Clear, honest communication that respects the abilities, experience, and dignity of each individual is expected. As with Council and elected colleagues, practice civility and decorum in all interactions with City staff.
- Channel requests of staff through the City Manager or their designee.
Requests of City staff should be directed only to the City Manager or their designee. Council Members and Elected Officials should not set up meetings with department staff directly, but work through the City Manager.

- All Council Members should have the same information with which to make decisions.
Information requested by an individual Council Member or Elected Official will be made available to all Council members. All information requests should respect the “one hour” rule (See below).
- Never publicly criticize an individual employee, including Council-Appointed Officers.
Criticism is differentiated from questioning facts or the opinion of staff.
All critical comments about staff performance should remain confidential and only be made to the City Manager through private correspondence or conversation.
- City Manager is administrative head of the City.
Any concerns a Council Member or Elected Official may have regarding day-to-day operations of the City should be directed to the City Manager. Avoid any staff interactions that may be construed as trying to direct or shape staff recommendations. Council Members and Elected Officials shall refrain from coercing staff in making recommendations to the Council as a whole.
- Be cautious in representing City positions on issues.
Before sending correspondence related to a legislative position, check with City staff to see if a position has already been determined. When corresponding with representatives of other governments or constituents, remember to indicate, if appropriate, that the views you state are your own and may not represent those of the City.
- Do not attend staff meetings unless requested by City Manager.
Even if the Council Member or Elected Official does not say anything, their presence may imply support, show partiality, intimidate staff, or hamper staff’s ability to do its job objectively.
- Respect the “one hour” rule for staff work.
Requests for staff support should be made to the City Manager, according to the protocol for channeling communications. Any request, which would require more than one hour of staff time to research a problem or prepare a response, will need to be approved by the full Council to ensure that staff resources are allocated in accordance with overall City priorities. Once notified that a request for information or staff support would require more than one hour, the Council Member or Elected Official may request that the City Manager place the request on an upcoming Council meeting agenda.
- Depend upon the staff to respond to citizen concerns and complaints.
It is the role of Council Members and Elected Officials to pass on concerns and complaints within their designated roles and responsibilities on behalf of their constituents. It is not, however, appropriate to pressure staff to solve a problem in a particular way. Refer citizen complaints to the appropriate Department Director. The senior staff member should respond and is responsible for making sure the Council Member or Elected Official knows how the complaint was resolved.

SECTION 4. COUNCIL AND ELECTED OFFICIAL CONDUCT WITH BOARDS AND COMMISSIONS

The City has established several Boards and Commissions as a means of gathering more community input. Citizens who serve on Boards and Commissions become more involved in government and serve as advisors to the City Council. They are a valuable resource to the City's leadership and should be treated with appreciation and respect. Council Members serve as liaisons to Boards and Commissions, according to appointments made by the Mayor, and in this role are expected to represent the full Council in providing guidance to the Board or Commission. The City Treasurer also serves on the Finance Advisory Commission in a non-voting capacity. In other instances, Council Members or Elected Officials may attend Board or Commission meetings as individuals, and should follow these protocols:

- If attending a Board or Commission meeting as an individual, identify your comments as personal views or opinions and not that of the entire City.
Elected Officials may attend any Board or Commission meeting, which are always open to any member of the public. Any public comments made by an Elected Official at a Board or Commission meeting, when that Elected Official is not the liaison to or a member of the Board or Commission, should be clearly made as individual opinion and not a representation of the feelings of the entire City.
- Limit contact with Board and Commission members to questions of clarification.
It is inappropriate for a Council Member or Elected Official to contact a Board or Commission member to lobby on behalf of an individual, business, or developer, or to advocate a particular policy perspective; but they may contact Board or Commission members in order to clarify a position taken by the Board or Commission.
- Remember that Boards and Commissions are advisory to the Council as a whole, not individual Council Members.
The City Council appoints individuals to serve on Boards and Commissions, and it is the responsibility of Boards and Commissions to follow policy established by the Council. Council Members and Elected Officials do not have the power or authority to threaten Board and Commission members in any way if they disagree about an issue. A Board or Commission appointment should not be used as a political "reward."
- Concerns about an individual Board or Commission member should be pursued with tact.
If a Council Member or Elected Official has a concern with the effectiveness of a particular Board or Commission member they should consult with the Mayor, who can bring the issue to the Council as appropriate.
- Be respectful of diverse opinions.
A primary role of Boards and Commissions is to represent many points of view in the community and to provide the Council with advice based on a full spectrum of concerns and perspectives. Council Members and Elected Officials may have a closer working relationship with some individuals serving on Boards and Commissions, but must be fair to and respectful of all citizens serving on Boards and Commissions.

- Keep political support away from public forums.
Board and Commission members may offer political support to a Council Member or an Elected Official, but not in a public forum while conducting official duties. Conversely, Council Members and Elected Officials may support Board and Commission members who are running for office, but not in an official forum in their capacity as a Council Member or Elected Official.
- Maintain an active liaison relationship.
Appointed Council liaisons are encouraged to attend all regularly scheduled meetings of their assigned Board or Commission, or to arrange for an alternate to attend in their absence.

SECTION 5. STAFF CONDUCT WITH ELECTED OFFICIALS

- Respond to Council & Elected Official questions as fully and as expeditiously as is practical.
The protocol for staff time devoted to research and response is in application here. If an Elected Official forwards a complaint or service request to a Department Director, the Department will provide a response to the complainant and notify the Elected Official as to the outcome.
- Respect the role of Council Members as policy makers for the City.
Staff is expected to provide its best professional recommendations on issues. Staff should not try to determine Council support for particular positions or recommendations in order to craft recommendations. The Council must be able to depend upon City staff to make independent recommendations. Staff should provide information about alternatives to staff recommendations as appropriate, as well as pros and cons for staff recommendations and alternatives.
- Demonstrate professionalism and non-partisanship in all interactions with the community and in public meetings.
- It is important for the staff to demonstrate respect for the Council and Elected Officials at all times. All Council Members and Elected Officials should be treated equally.

SECTION 6. OTHER PROCEDURAL ISSUES

- Commit to periodic review of important procedural issues.
Annually, or as required by law, the Council will review the Elected Officials protocols, adopted procedures for meetings, the Ralph M. Brown Act, conflict of interest, and other important procedural issues.

A. Use of City Letterhead

- Authorized use of City letterhead by Council Members.
Council members may use letterhead only for approved communication with constituents or stating City adopted positions.
- Unauthorized use of City letterhead by Council Members and Elected Officials.
City letterhead may not be used for personal business or to present an opposing view once an official position has been taken by the Council. All official City Council positions will be stated over the signature of the Mayor only or as directed. Elected Officials not currently serving on the City Council are not authorized to use City letterhead but may channel requests for communications through the Mayor or City Manager.

B. Certificates and Proclamations

Certificate and Proclamation requests may be made from any member of the public, Elected Officials, or City staff. Requests from members of the public shall be submitted in writing and addressed to the Mayor and/or the City Manager for approval.

- Certificates
Certificates are less formal than proclamations and are typically prepared in order to recognize an achievement, milestone, event, or celebration. Certificates may be presented outside of City Council meetings or may appear on the agenda.
- Proclamations
Proclamations contain more information and are designed to bring attention to a particular subject by proclaiming something on a certain day, week, or month. Proclamations typically appear on the City Council meeting agenda but may also be presented outside of City Council meetings.

Examples of recognition through certificates and proclamations include, but are not limited to: Community events, athletic/academic accomplishments, acts of heroism, annual commemorative events, regional events, months and/or weeks honoring or raising awareness for causes, or commemorative months and/or weeks.

- Objections
Any Council Member may notify the Mayor of objections to any certificate or proclamation. At which time, the item may be agendaized for consideration by the entire City Council.

C. Council Meetings

- The Mayor should work with the City Manager to plan the Council meetings.
There are three (3) purposes to the pre-Council planning meeting: 1) plan how the meeting will be conducted; 2) identify any issues or questions that may need greater

staff preparation for the meeting; and 3) discuss future meetings. The purpose of the meeting is not to work on policy issues. Normally, only the Mayor is expected to attend the pre-Council meetings with the City Manager and other staff, as required.

- Attendance of Council Meetings

In order to help facilitate the conduct of business, Council Members and Elected Officials are expected to attend all regularly scheduled Council meetings and special meetings unless the absence is excused. Excused absences for the entirety or a portion of a meeting must be granted by the Mayor, or the Mayor Pro Tem in their absence, prior to the start of the meeting.

- Remote Participation

Council Members and Elected Officials shall make good effort to attend meetings in-person but will be allowed to participate remotely, as necessary, according to procedures set forth in the California Government Code.

- Council Member placement of items on the Agenda.

At the request of two (2) Council members, the City Manager will place an item on the agenda.

- Don't politicize procedural issues (e.g. minutes approval or agenda order) for strategic purposes.

- Submit questions on Council agenda items ahead of the meeting.

In order to focus the Council meetings on consideration of policy issues and to maintain an open forum for public discussion, questions which focus on the policy aspects of agenda items should be discussed at the Council meeting rather than in one-on-one communications with staff prior to the meetings. Any clarifications or technical questions that can be readily answered can be handled before the meeting. Council Members are encouraged to submit their questions on agenda items to the City Attorney, City Manager, or Assistant City Manager as far in advance of the meeting as possible so that staff can be prepared to respond at the Council meeting.

- Confidentiality of Closed Session.

Confidentiality applies to any non-public discussion items. Council Members will not speak to affected/opposing parties, the media, or any individual not present about items discussed in closed session. Any written reports or materials presented during closed session will be turned in at the end of closed session.

- Adjourning in Memory

The City Council and Elected Officials may, at their discretion, adjourn a meeting in memory of recently deceased members of the community. Requests to adjourn in memory may be made by any member of the City Council or Elected Official and subject to the sole approval of the Presiding Officer.

SECTION 7. ENFORCEMENT

Failure of an Elected Official to observe and conduct themselves in accordance with these adopted Protocols may result in, but not be limited to, the following actions:

- 1) Private counseling of the Elected Official;
- 2) Letter of warning/reprimand from the City Council;
- 3) Restriction upon City-authorized travel;
- 4) Removal from serving as City representative/liaison to internal Boards and Commissions and to inter-governmental organizations;
- 5) Reduction in personal expense budget;
- 6) Exclusion from closed session discussions;
- 7) Restriction of the Elected Official's communications with City staff;
- 8) Censure by the City Council; and
- 9) In the most serious cases, referral of the matter to the Fair Political Practices Commission, District Attorney, or grand jury for ethics investigation and/or criminal prosecution.

PROCEDURAL GUIDELINES FOR THE CONDUCT OF COUNCIL MEETINGS

SECTION 8. MEETINGS

The City Council (Council) shall hold regular meetings on the first and third Tuesday of each calendar month at 7:30 p.m. in the Council Chamber of the City Hall unless circumstances determine that a particular meeting shall be held at some other location in the City, all as set forth in Section 2.04.010 of the Covina Municipal Code. Special meetings of the City Council may be called at any time in the manner prescribed by State law.

SECTION 9. CONDUCT BY PERSONS IN ATTENDANCE

Any person making personal, impertinent, or slanderous remarks or who shall become boisterous while addressing the Council so as to disrupt the Council meeting shall be forthwith, by the Mayor, barred from further audience before Council, unless permission to continue is granted by a majority vote of the Council.

Members of the audience have the right to express their views about items on the Agenda or issues within the jurisdiction of the City. Members of the audience, however, shall not engage in disorderly or boisterous conduct, including the utterance of loud, threatening, or abusive language; clapping; whistling; stamping; sign waving or other acts that disturb, disrupt, impede, or otherwise render the orderly conduct of the City Council meeting unfeasible. Actions expressing the views of members of the public, such as clapping, are permitted as free speech so long as the actions do not disturb, disrupt, or otherwise impede the orderly conduct of the meeting.

SECTION 10. PROHIBITED ITEMS

The following items are prohibited from being used in the Council Chambers during public meetings to enable members of the public and meeting participants to observe and participate in public meetings without disruption:

- Items that impede the visibility of others at public meetings;
- Items that amplify sounds, including but not limited to microphones and loudspeakers;
- Signs larger than 11 x 17 inches; or
- Any other items which are disruptive to the conduct of business.

SECTION 11. ENFORCEMENT OF DECORUM

- The Police Chief, or such other official as the Mayor may designate, shall be Sergeant-at-Arms of the Council meetings. They shall carry out all orders and instructions given by the Presiding Officer for the purpose of maintaining order and decorum at the Council meeting. Upon instructions of the Presiding Officer, it shall be the duty of the

Sergeant-at-Arms, or any of them present, to remove any person who violates the order and decorum of the meeting and otherwise willfully disturbs the public meeting pursuant to Penal Code Section 403 or disrupts the public meeting pursuant to Covina Municipal Code Section 2.04.040.

- Clearing the Room. Pursuant to Government Code Section 54957.9, in the event that any meeting is willfully interrupted by a person or groups of persons so as to disrupt, disturb, or otherwise impede the orderly conduct of such meeting and order cannot be restored by the removal of the individuals who are willfully interrupting the meeting, the City Council may order that the meeting room may be ordered cleared and the meeting shall continue in session. The motion to clear the room shall be by a majority vote of the City Councilmembers present at the meeting. Only matters appearing on the agenda may be considered in such a session. Representatives of the press or other news media, except those participating in the disturbance, shall be allowed to attend any session held pursuant to Government Code Section 54957.9.
- Violation of the California Penal Code. A person or persons who substantially impairs the conduct of a City Council meeting by knowingly and intentionally violating these rules of decorum may be prosecuted under Penal Code Section 403 for disturbing a public meeting. Every person who violates Penal Code Section 403 is guilty of a misdemeanor.

SECTION 12. AGENDA

Upon approval by the City Manager, the Chief Deputy City Clerk shall arrange an agenda of such matters according to the order of business and furnish each member of the Council, City Clerk, and City Attorney with a copy of the same prior to the Council meeting and as far in advance of the meeting as time for preparation will permit. One copy of the agenda packet shall be placed in the City Clerk's Office for public examination.

SECTION 13. AMENDMENTS TO THE AGENDA

Matters of an urgent or emergency nature may be submitted to the City Council by the City Manager and/or the City Attorney as an amendment to the agenda in accordance with the Brown Act.

SECTION 14. THE PRESIDING OFFICER

The Mayor of the Council shall be the Mayor, or in the absence of the Mayor, the Mayor Pro Tem. The Mayor shall preserve strict order and decorum at all regular and special meetings of the Council. They shall state every question coming before the Council, announce the decision of the Council on all subjects, and decide all questions of order, subject to an appeal to the Council, in which event a majority vote of the Council shall govern and conclusively determine such question of order. They shall sign all ordinances, resolutions, and contracts adopted or approved by the Council during their presence.

SECTION 15. CITY COUNCIL PROCEEDINGS

The City Council meetings shall be conducted in the procedural order set forth below:

- A. Call to Order. The Mayor shall take the Chair at the appointed hour for the meeting, and shall immediately call the Council to order. In the absence of the Mayor and Mayor Pro Tem, the City Clerk, Chief Deputy City Clerk, or Deputy City Clerk, shall call the Council to order, whereupon a temporary Chair shall be elected by the members of the Council present. Upon the arrival of the Mayor or Mayor Pro Tem, the temporary Chair shall immediately relinquish the Chair upon the conclusion of the business presently before the Council. In the absence of the City Clerk, Chief Deputy City Clerk, or Deputy City Clerk, the Mayor shall appoint a Council Member to serve as City Clerk Pro Tem, in accordance with State law.
- B. Roll Call. Before proceeding with the business of the Council, the City Clerk, Chief Deputy City Clerk, or Deputy City Clerk shall call the roll of the members, and the names of those present shall be entered in the minutes.
- C. Quorum. A majority of all the members elected to the Council shall constitute a quorum at any regular or special meeting of the Council. In the absence of a quorum, the City Clerk shall call the meeting adjourned.
- D. Order of Business. All meetings of the Council shall be open to the public. Promptly at the hour set by law on the day of each regular meeting, the Council Members, City Clerk, City Attorney, and City Manager shall take their regular stations in the Council Chambers, and the business of the Council shall be taken up for consideration and disposition in the following order, unless the Mayor, without objection from the Council Members, agree to consider an item out of order:

Call to Order
Roll Call
Pledge of Allegiance
Invocation
Approval of Agenda
Presentations
Public Comments
Council/Agency/Authority Comments
City Manager Comments
Consent Calendar
Continued Public Hearings
Joint Public Hearings
Public Hearings
Continued Business
New Business
Adjournment

SECTION 16. RULES OF DEBATE

- A. Mayor. The Mayor may debate and vote on each item before the Council. The Mayor, or such other member of the Council as may be presiding may move, second, and debate from the Presiding Officer, subject only to such limitations of debate as are by these rules imposed on all members and shall not be deprived of any of the rights and privileges of a Council Member by reason of them acting as the Presiding Officer.
- B. Getting the Floor. Every member desiring to speak shall address the Presiding Officer, and upon recognition by the Mayor, shall confine themselves to the question under debate, avoiding all personalities and indecorous language and matters outside of the Agency's subject matter jurisdiction.
- C. Interruptions. A member, once recognized, shall not be interrupted when speaking unless it is to call him/her to order, or as herein otherwise provided. If a member, while speaking, be called to order, they shall cease speaking until the question of order is determined, and, if in order, they shall be permitted to proceed.
- D. Privilege of Closing Debate. The Council Member moving the adoption of an ordinance, resolution, or other matter shall have the privilege of closing the debate after a full discussion has been had on said item as determined by the Mayor.
- E. Move to Reconsider. A motion to reconsider any action taken by the Council may be made prior to the close of such meeting wherein such action was taken. Such motion must be made by a member of the prevailing side, but may be seconded by any member, and may be made at any time and have precedence over all other motions while a member has the floor. It shall be debatable. Nothing herein shall be construed to prevent any member of the Council from making or remaking the same or any other motion at a subsequent meeting of the Council.
- F. Reference to Roberts' Rules of Order. Where not addressed in the body of this resolution, all questions as to procedure and debate shall be resolved by the City Attorney's interpretation of Roberts' Rules of Order, Newly Revised Edition.

SECTION 17. ADDRESSING THE COUNCIL

Any person desiring to address the Council on matters not listed on the agenda shall first secure the permission of the Mayor during the period allowed for Oral Communications. On matters listed on the agenda, persons may request the permission of the Mayor to speak on a matter at the time it is being considered by the City Council.

- A. Written Communications. Interested parties or their authorized representatives may address the Council by written communications with regard to matters under discussion. Written communications submitted prior to the start of the meeting will be provided to the Council prior to the discussion. All written communications on items appearing before the

Council received prior to or after consideration will not be read aloud or entered into the official record unless otherwise provided by approval of the Mayor.

- B. Oral Communications.** Individuals, or their authorized representatives, may address the Council by oral communications on any matter concerning the City's business, or any matter over which the Council has control or jurisdiction.
- C. Audio and Visual Aids.** The use of City equipment for audio and/or visual aids is prohibited except as approved by the Mayor, City Manager, City Clerk, Chief Deputy City Clerk, or Deputy City Clerk.
- D. Council Response to Oral Communications.** Matters brought before the Council under Oral Communications shall be referred to staff for additional information and/or report if deemed appropriate by two (2) members of the Council. No formal action shall be taken.

SECTION 18. ADDRESSING THE COUNCIL AFTER MOTION IS MADE

After a motion is made by the Council, no person shall address the Council without first securing the permission of the Mayor to do so.

SECTION 19. MANNER OF ADDRESSING COUNCIL—TIME LIMIT AND MAYORAL DISCRETION

Each person addressing the Council shall step up to the microphone located on the podium, give their name or otherwise identify themselves in an audible tone of voice for the record, and shall limit their address to three (3) minutes unless reasonably revised by the Mayor due to special circumstances, such as ten (10) or more speakers wishing to speak during the Oral Communication portion of the meeting or on a single Public Hearing item. Speakers may not transfer any portion of their time to others or be allowed an extension of time to speak on behalf of others unless authorization is provided by the Mayor. All remarks shall be addressed to the Council as a body and not to any individual member thereof. No person, other than the Council and the person having the floor shall be permitted to enter into any discussion, either directly or through a member of the Council, without the permission of the Mayor. No question shall be asked to a Council Member, City Attorney, or City Manager except through the Mayor. When called upon by the Mayor, the City Manager may, when deemed appropriate, refer the question to a staff member.

On agenda items that receive ten (10) or more requests to speak, the Mayor may: 1) move placement of the item on the agenda to facilitate the flow of all agenda business; 2) may limit the time allotted to speakers on an item; 3) may limit the total time allots for public comment on an individual item.

SECTION 20. ABSTENTION FROM VOTING

A Council Member may abstain from voting on any ordinance, resolution, or other motion.

SECTION 21. CITY ATTORNEY OPINIONS

Requests for formal opinions from the City Attorney must be approved by two (2) of the Council Members.

SECTION 22. ORDINANCES, RESOLUTIONS, MOTIONS & CONTRACTS

- A. Presentation of Ordinances. No ordinance shall be prepared for presentation to the Council unless ordered by two (2) members of the Council, or requested by the City Manager, or prepared by the City Attorney on his/her own initiative.
- B. Prior Approval by Administrative Staff. All ordinances, resolutions, and contract documents shall, before presentation to the Council, have been approved as to form and legality by the City Attorney or their authorized representative, and shall have been examined and approved for administration by the City Manager or their authorized representative.

SECTION 23. REPORTS, RESOLUTIONS, & ORDINANCES TO BE FILED WITH CLERK

All reports, resolutions, and ordinances shall be filed with the Office of the City Clerk and entered in the minutes.

SECTION 24. ADJOURNMENT

A motion to adjourn shall always be in order and decided without debate.

SECTION 25. CERTIFICATION

The City Clerk has certified to the passage and adoption of the resolution, and the same has thereupon taken effect and is in force.

BOARDS, COMMISSIONS, AND COMMITTEES POLICY

PURPOSE:

Public involvement is crucial to the City's decision-making process, and appointed advisory bodies are an important and valued part of City government. There are particular areas of decision-making which benefit from the advice and counsel of qualified residents. By advising the City Council and City staff, bringing new ideas to the table, and representing all of the diverse elements of our community, advisory bodies assist the City Council in making the best, most informed decisions possible, for the benefit of the entire Covina community. The Covina Municipal Code provides for the establishment of advisory bodies including boards, commissions, and committees to advise the City Council and provide ongoing citizen input into policies and issues affecting the Covina community.

The purpose of this Policy is to outline those Council policies pertaining to the City's Boards and Commissions and set forth a structure that encourages meaningful involvement by the community in decision-making. Boards and Commissions are created by the City Council for the following general purposes:

- Gather facts and focus attention on specific matters within their area of responsibility, advise the City Council on policy issues, and recommend actions and alternatives for City Council consideration and approval.
- Provide a forum and opportunity for broad community participation in the identification and prioritization of issues.
- Facilitate unbiased reconciliation of contradictory viewpoints among interested parties.
- Assist in balancing community desires with municipal needs, responsibility, and resources.
- Recommend to the City Council specific policy-related issues for possible Council review and action.

Additionally, each board and commission has specific assignments or areas of responsibility as established by this Policy.

Committees may be created by resolution of the City Council, as needed, to study specific issues or matters that are limited in scope. The length of the assignment would be shorter in duration than the standing, or ongoing, commissions and boards. Ad hoc committees may be established to facilitate the study of Council-directed or staff-requested initiatives. These committees would be project-specific and would function only for the duration of the project.

Boards and commissions are not responsible for administrative/operational matters of the City nor the adoption or implementation of Council policy, except as requested by the City Manager or his/her designated staff.

SECTION 26. BOARDS AND COMMISSIONS

The City Council hereby establishes six Council-appointed boards and commissions:

- **Finance Advisory Commission** – Advises the City Council on finance-related policies and issues, including the City’s annual operating and capital improvement program, and reviews, evaluates, and monitors Community Development Block Grant (CDBG) programs.
- **Library Board of Trustees** – Solicits the views of the community and advises the Library Services Director about the policies and operations that promote the efficiency of the Library. The Board may make and enforce all rules, regulations, and bylaws necessary for the administration, government, and protection of the Library under its management, and all property belonging thereto.
- **Parks and Recreation Commission** – Advises the City Council on matters pertaining to the community service needs of the citizens of Covina relating to cultural and historical activities/programs and special events, facilities, and park maintenance, public recreational services, senior services, and youth services. The Commission will be expected to be visionaries, be open minded to meet the ever-changing interests of the diverse, multicultural community, receive input from individuals and community organizations, and participate in the development of facilities, programs, and services that accommodate the needs of the community.
- **Planning Commission** – Conducts hearings related to variances, conditional use permits, and zoning regulations; reviews the General Plan; and conducts other studies as required or authorized.
- **Transportation & Mobility Advisory Commission** – Serves as an advisor and makes recommendations to the City Council in matters pertaining to the operation and management of the City’s transportation and parking systems and provides a public forum for citizen input on related matters. The Commission may discuss, analyze, evaluate, and make recommendations to the City Council on short and long-range measures to enhance the City’s transportation and parking systems.
- **Youth Accountability Board** – Enriches the community through intervention into the behavior and activities of first-time juvenile offenders who have committed a minor offense.

SECTION 27. ELIGIBILITY AND MEMBERSHIP

- A. Compensation** – Board, commission, and committee members serve without compensation, unless provided for by resolution of the City Council.
- B. City Employment Prohibited** – Board, commission, and committee members shall not hold any paid office or employment in the City Government, except as provided herein.

C. Spouses, Household Members, and Relatives – Individuals shall not be eligible to serve on a board or commission, if the individual has a spouse, household member living under the same roof, or has a parent, step-parent, grandparent, child, sister, brother, niece, nephew, uncle, or aunt of the individual or of the individual's spouse that is currently serving as a member of the City Council, or employed as the city manager, assistant city manager, assistant to the city manager, city attorney, department director, assistant director, or the equivalent thereof, for the City of Covina.

D. Concurrent Service – Members of boards or commissions listed herein may serve on more than one commission or board at the same time, except in the case where a conflict arises.

E. Specific Membership Requirements

1. Finance Advisory Commission – This up to 10 member commission serves in an advisory capacity to the City Council in matters pertaining to the City's finances, reviews and makes recommendations on finance-related policies and issues, including the annual operating and capital improvement program, and reviews, evaluates, and monitors Community Development Block Grant (CDBG) programs. Membership in this Commission is open to local business people and property owners in the City, and the city treasurer. The city treasurer shall serve as a non-voting member of the Commission.

2. Library Board of Trustees – Formed pursuant to Chapter 2.44 of the Covina Municipal Code. This five-member board acts in an advisory capacity to the City Council on library-related issues. Each member shall be a resident of the City and have been a resident for at least one year prior to appointment.

3. Parks and Recreation Commission – This five-member commission acts in an advisory capacity to the City Council in matters and services pertaining to parks, open space, playgrounds, entertainment, other cultural and recreational activities. Each member shall be a resident of the City.

4. Planning Commission – Formed pursuant to Chapter 2.28 of the Covina Municipal Code, this five-member commission acts in an advisory capacity to the City Council and has some decision-making authority on land use and development of the City. Each member shall be a resident of the City.

5. Transportation & Mobility Advisory Commission – This five-member commission acts in an advisory capacity to the City Council concerning policies affecting the City's transportation and parking systems. Membership in this Commission is open to residents in the City of Covina and business owners within the boundaries of Vehicle Parking District No. 1.

6. Youth Accountability Board – Consists of up to 10 members who must be dedicated to enriching the community through intervention into the behavior and activities of first-time juvenile offenders who have committed a minor offense. Highly desirable applicants will either reside or work in Covina and be graduates of the Covina Police Department Citizens'

Academy. Board members are subject to a thorough background investigation and will be required to sign a confidentiality notice pertaining to all juvenile matters heard by the Board.

SECTION 28. RECRUITMENT, APPOINTMENT, AND SELECTION

A. Appointment

1. The City Council shall have the authority to appoint individuals to a board or commission. Appointed members of boards and commissions serve at the pleasure of the City Council, pursuant to Government Code Section 36506. Appointment to a board or commission is a privilege and a responsibility. It signifies the City Council's confidence in the member's wisdom and judgment and places upon the member the duty to prepare for and attend meetings and consistently work toward and vote in a manner that promotes the public interest. Members are not selected to represent a business, area of the community, school, or organization. Each member, and the board or commission, as a whole, is concerned with the general public good. Where personal interest conflicts with the general welfare of the public, the latter must prevail.

2. When a vacancy exists, applications will be received by the City Clerk's Office and provided to the City Council for consideration of appointment. If a vacancy occurs, other than by expiration of the term, such vacancies shall be filled by appointment for the unexpired portion of the term. The City Councilmember who nominated the vacating board or commission member shall nominate a replacement.

3. Prior to appointment, prospective members may be interviewed by the entire city Council at a study session meeting pursuant to the Ralph M. Brown Act which requires that all discussions and deliberations by the City Council regarding appointments or confirmation of appointments are to take place in public at regular or special meetings of the body.

4. City Councilmembers will make appointments at a regular or special meeting. All appointments whether initial, due to vacancy, or reappointment shall be subject to ratification of a majority of the City Council.

5. Members shall be appointed for a term of four years expiring on June 30; except for members of the Library Board of Trustees whose terms shall be for three (3) years pursuant to California Education Code Section 18911.

B. Oath of Office

Each board and commission member, before entering upon the discharge of the duties of his/her office, shall receive the City's Code of Conduct, Resolution No. 09-6748, and take, subscribe to, and file with the Office of the City Clerk or his/her designee the following oath or affirmation:

"I do solemnly swear (or affirm, as the case may be) that I will support the Constitution of the United States and the Constitution of the State of California, and that I will faithfully discharge

the duties of the office of (here inserting the name of office) according to the best of my ability.”

Each board and commission member shall have the opportunity to receive a ceremonial Oath of Office at a regularly-scheduled City Council meeting.

C. Vacancies and Recruitment

Through the Offices of the City Manager and City Clerk, efforts will be made to fill board or commission vacancies as soon as practical. Upon notification of a vacancy, whether scheduled or unscheduled, staff shall inform Council of the status of recruitment efforts to fill the vacancy.

D. Training, Conferences, and Disclosure Obligations

1. Training shall be provided to all board and commission members by the City, including an orientation session for new members. Training shall be delivered as deemed necessary by the Council and/or City Manager and may include topics germane to a specific board or commission and/or training generic to all boards and commissions (e.g. ethics training or “how to run a meeting” for board and commission chairs).

2. Conferences are conducted periodically by outside agencies to assist board and commission members in meeting their respective responsibilities more effectively. The City’s interests are often served by participation in the educational and training programs offered at the conferences. Each member of City boards and commissions may attend related training and/or conferences, provided that the conference subject matter pertains directly to the function of the board and commission and that funds for this purpose have been budgeted. Members are also responsible for attending training required pursuant to State law.

3. Designated boards and commissions are subject to conflict of interest provisions of the Political Reform Act and must file Statements of Economic Interests. Statements must be filed within 30 days of taking office and thereafter annually, as well as within 30 days of leaving office.

SECTION 29. OFFICERS

A. Selection of Chair and Vice-Chair

Each board and commission shall, at the first regular meeting in July of each year, or during the next regularly-scheduled meeting if a July meeting is not otherwise held, elect one of its members to serve as presiding officer, also known as the chair. The Chair will serve commencing after the end of the meeting. The selection of chair and vice-chair shall be the last item on the agenda at the regularly-scheduled meeting.

B. Chair and Vice-Chair – Roles and Responsibilities

1. Chair – Also known as the Presiding Officer, oversees the meetings of the board or commission, and follows the Ralph M. Brown Act (Brown Act) requirements for conducting meetings, and coordinates the scheduling of special meetings or cancellation of a meeting with the staff liaison.
2. Vice-Chair – Serves as the Presiding Officer in the absence of the Chair.

SECTION 30. MEETINGS, ATTENDANCE AND QUORUMS

A. Meetings

1. Each board and commission shall be scheduled to meet regularly on a day and time determined by the board or commission and approved by the City Council.
2. As a matter of policy, it serves the public interest to have the greatest possible public access to commission meetings. Meeting locations shall be selected according to the following guidelines:
 - Meeting rooms should be of a size adequate to allow for public participation.
 - Commissions should meet in a location permitting recurring usage of that location to the greatest extent possible.
 - Boards and commissions should preferably meet in the Council Chamber or another facility with adequate parking, interior space, lighting, and accessibility to promote public participation.
3. All board and commission meetings, including special meetings, shall be open to the public and held in a manner provided for in the Brown Act, California Government Code Section 54590, as it may from time-to-time be amended.
4. All board and commission meetings shall operate under Parliamentary Procedure. Should this Policy and Parliamentary Procedure conflict, this Policy shall take precedence.
5. A majority of the appointed members of the board or commission shall constitute a quorum for the transaction of business.

B. Attendance

1. Regular attendance at the board or commission meeting is critical. A quorum, or majority, of the members is required to conduct business, and unexcused or repeated absence from meetings adversely affects the work of the advisory body and inconveniences the other members. The boards and commissions need the benefit of every member's expertise and judgment in formulating quality recommendations to the Council.

2. Each member of a City board and commission is expected to attend all regularly-scheduled meetings, and as many special meetings as possible. When a board or commission member knows in advance that he/she will be absent from a meeting, the member shall give advance notice to the Chair and/or staff liaison.

3. The board/commission chair shall, in consultation with the staff liaison, propose that each absence be “excused” or “unexcused”. Absences from special meetings shall be recorded but shall not be classified as “excused” or “unexcused”.

- a. Excused Absences – excused absences include work-related conflicts, illness or other medical reasons, and personal conflicts including scheduled vacations when notice is provided in advance. Generally, failure to inform the chair or staff liaison prior to the meeting shall result in an unexcused absence unless extenuating circumstances prevent advance notice.
- b. Unexcused Absences – unexcused absences from more than 25% of all regularly scheduled meetings over any 12 consecutive month period, shall result in further review by the City Council. The City Council, in its sole discretion, may declare that a member’s seat is vacant based on attendance records.

4. Board and Commission members are responsible for monitoring their own attendance records. The staff liaison shall record the attendance of board and commission members in a uniform manner in the meeting minutes and, upon request from the City Council, prepare the reports of all the City’s boards and commissions showing the attendance of each member at both regular and special meetings during the past 12 months. The percent of regularly-scheduled meetings attended shall only be shown for board and commission members having been in office at least 12 months.

5. Council shall take into consideration board and commission member attendance records, including tardiness, when evaluating the overall performance of board and commission members.

C. Quorum

Boards and commissions have a quorum present when a majority of their total membership is present. “Total membership” means the number of members indicated in Section 3 of this Policy.

D. Majority and Abstentions

Board and/or Commission motions shall be approved by a majority of legal votes cast. Members who fail to vote are presumed to have waived the exercise of their right and to have consented to allow the will of the organization to be expressed by those voting. The tabulation of a vote is based on the number of members present and voting. Abstentions must be recorded

in the minutes but are not counted, since a member who abstains voluntarily relinquishes his or her vote, and is not counted in the results.

SECTION 31. GENERAL AND SPECIFIC DUTIES

Aside from obligations related to attendance and training noted elsewhere in this Policy, the general and specific duties for all board and commission members are:

A. General Duties

1. Gather facts and focus attention on specific matters within their area of responsibility.
2. Advise the City Council on policy issues, make recommendations, and propose alternatives for City Council consideration.
3. Provide a forum and opportunity for broad community participation in the public process.
4. Facilitate reconciliation of contradictory viewpoints among interested parties.
5. Assist in balancing community desires with municipal responsibility and available resources.
6. Recommend to the City Council specific policy-related issues for possible Council study and action.

B. Specific Duties

1. Finance Advisory Commission
 - a. Reviews and analyzes financial and investment information including the annual operating and capital improvement program.
 - b. Advises the City Council on finance-related policies and matters.
 - c. Reviews, evaluates, and monitors Community Development Block Grant (CDBG) programs, and makes recommendations to the City Council on the allocation of funding.
2. Library Board of Trustees
 - a. Reviews and make recommendations on the Library Sub-Element of the General Plan.

- b. Assesses community conditions which directly affect Library goals and policies and encourage efficiency in operations.
- c. Reviews and make recommendations regarding library-related grant applications and funding allocations.

3. Parks and Recreation Commission

- a. Advises the City Council on matters pertaining to recreation services, cultural activities and special events, senior services, youth services, human relations, and historical preservation.
- b. Fosters, enhances, and recognizes volunteer opportunities for people of all ages within the community.
- c. Provides input to the Planning Commission and City Council on matters pertaining to the design and features of parks, community centers, and senior centers that affect the provision of recreation and related services.
- d. Reviews, analyzes, and recommends programs and activities directed toward enhancing the recreation, social, and senior service opportunities available to all persons in our community.
- e. Reviews, analyzes, and recommends programs and activities that enhance communication and relationships between residents, private and public agencies, local institutions, and businesses in our community.

4. Planning Commission

- a. Prepares, adopts, and recommends to the City Council a comprehensive, long-term plan for the physical development of the City, which shall be known as the City of Covina General Plan.
- b. Prepares, adopts, and recommends to the City Council plans based on the General Plan and drafts of such regulations, programs and legislation as may, in its judgment, be required for the systematic execution of the General Plan (General Plan).
- c. Acts on the advisory agency of the City Council in connection with the administration of the State Map Act.
- d. Hears and makes determinations on applications for variances, unclassified use permits, tentative tract and parcel maps, as well as precise plans of design in accordance with adopted rules and procedures.

- e. Investigates, hears, and recommends to the City Council plans for the improvement and beautification of the City, including such matters relating to changes of zoning regulation and district.
- f. Administrates the Historic Preservation duties outlined in Chapter 17.81 of the Covina Municipal Code.
- g. Performs all other duties as may be imposed by law or the City Council.

5. Transportation & Mobility Advisory Commission

- a. Studies data and statistics, makes reports, holds hearings, and makes recommendations to the City Council on matters relating to traffic safety and parking management programs in the City.
- b. Reviews and makes recommendations on Federal, State and regional policy proposals related to bicycles, pedestrians, traffic safety, parking and mobility.
- c. Reviews and makes recommendations on the applicable sections of the General Plan.

6. Youth Accountability Board

- a. Attends bi-monthly meetings during evening hours at the Covina Police Department to review cases referred to the Youth Accountability Board Program.
- b. Meets with juvenile offenders and their parents.
- c. Drafts and presents “accountability contracts” designed to address the juvenile’s behavior and any other issues to parent(s) and juvenile for agreement.
- d. Reviews accountability contracts to monitor progress and ensure compliance of participants.

C. Additional Duties

Additional duties may be conferred upon specific boards and/or commissions by the City Council. These shall be memorialized via the City Charter or by revision to this Policy.

SECTION 32. ADMINISTRATION

- A. Staff Liaison – The City Manager shall appoint a staff liaison to provide support to each board and commission. The staff liaison to each board and commission shall serve as the recording secretary for the commission and is responsible for maintaining the record of resolutions, findings, determinations, and minutes as required.

- B. Communications** – In addition to their role as advisors to the Council, boards and commissions function as a communication link between the community and the City, explaining City programs and recommendations, advocating established City policy and services, as well as providing a channel for citizen expression.
- C. Board and Commission Reports** – In order for the City Council to oversee the progress, accomplishments and challenges, each board and commission shall submit, upon request, to the City Council a report that includes, at a minimum, the board/commission’s meeting dates, attendance sheets, a summary of the board/commission’s accomplishments in the past 12 months and goals for the next 12 months. Upon request, the City Council will conduct a joint meeting to discuss the report and the board/commission’s progress and challenges in meeting its goals and objectives.
- D. Joint Meetings** – The City Council shall consider joint study sessions with boards and commissions as warranted.
- E. Recognition** – An annual event to recognize the service of all board and commission members, as well as citizens serving on special Council ad-hoc committees, shall be coordinated through the Office of the City Manager. Outgoing board and commission members who have served their full term shall receive a certificate of appreciation and a small memento of appreciation.
- F. Resignation/Completion of Term** – When a board or commission member resigns from his or her seat, the member shall notify the City Council in writing (email, fax, or letter), with copies to the staff liaison, City Clerk and City Manager, indicating the effective date for resignation.

G. Removal

A person appointed by the City Council to any board or commission shall continue to serve as a member thereof except when:

1. The person’s term of office expires and a different person has been appointed.
2. The person voluntarily resigns.
3. The City Council vacates a position after reviewing a person’s attendance record.
4. The person has been removed from office by the City Council.

A majority vote of the City Council may remove any member of a board or commission for any reason including, but not limited to, conduct unbecoming a public official, violating the City’s conflict of interest ordinance, or failing to comply with statutory requirements such as the filing requirements under the Political Reform Act. Conduct unbecoming a public official includes the kind of conduct that any reasonable board/commission member would know is incompatible or inimical to public service, would indicate a lack of fitness to perform the functions of a Commissioner, or would discredit or cause embarrassment to the City.

Any member of the City Council may initiate a person's removal from a board or commission by requesting at a regular City Council meeting that consideration of the person's removal be placed on the Council's agenda at a regular or special meeting for discussion and potential action. The City Clerk shall notify the person affected of the time and place of the meeting. When the item is on the City Council agenda, the City Council may, by majority vote, remove the person from a board or commission.

SECTION 33. BYLAWS

Boards and commissions may craft additional bylaw provisions specific to the group, including establishing regular meeting dates, times and locations, as long as the bylaws do not conflict with Sections 1 through 7 above. Any bylaw provisions and revisions thereto must be approved by the City Council.