

CITY OF WESTLAKE VILLAGE

CULTURAL RECREATION ADVISORY BOARD Revised 2014

I. Duties

- A. Acts in an advisory capacity to the City Council in matters pertaining to cultural, recreational and special events, parks, and the operation of recreational facilities either owned by the City or operated through a use agreement;
- B. Advises the City Council on cultural and recreational activities in the City, stimulates public interest in City-sponsored cultural and recreation activities, cooperates with local public and private schools and other agencies to advance recreation and cultural programs;
- C. Advises the City Council on the acquisition, construction and maintenance of recreational and park facilities within the City;
- D. Advises the City Council on long-range planning of parks, open space, trails, recreation and cultural programs;
- E. Meets jointly with the City Council as directed; and
- F. Advises the City Council on such other matters as the City Council may, from time to time, refer to the Board.

2. Membership

The Cultural Recreation Advisory Board shall consist of a minimum of 9 adult members and one youth member, a sophomore in high school. The Board shall not exceed a maximum of 15 members. There may be more than one youth member if appointed by the City Council. All Board members shall reside within the City limits of Westlake Village. Members shall not be officers or employees of the City. The appointments shall be made by the City Council. All members, returning and new shall serve a two-year term. Any member of the Advisory Board may be removed with or without cause by a majority vote of the City Council. If a vacancy shall occur other than by expiration of a term, such vacancy shall be filled by the City Council by appointment for the unexpired portion of the term.

3. Organization

The Cultural Recreation Advisory Board shall elect a Chair and Vice-chair from

among its members, each for a term of two years, at its first regular meeting of each term. The Chair and Vice-chair shall have charge of administering the affairs of the Board, subject to the direction and policies of the City Council. The Board may also appoint sub-committees from its membership and appoint advisory committees from other interested public and private groups.

4. Staffing

Staffing support will be provided to the Board and shall advise the Board members on current trends and activities as it relates to current and future City parks and recreational facilities, and City-sponsored special events, cultural activities and recreational programs.

5. Compensation and expenses

The members of the Cultural Recreation Advisory Board shall not receive any compensation for their services. They may receive reasonable traveling and incidental expenses when attending conferences, meetings, hearings, or matters affecting cultural recreation activities within the City, and actual and necessary expenses incurred in the performance of official duties. No expense of any kind shall be incurred by the Cultural Recreation Advisory Board, or its members, unless first authorized by the City Manager.

6. Regular Meetings

There shall be a regular meeting of the Cultural Recreation Advisory Board during each odd calendar month. Such meeting shall be held on the first Thursday at 7:00 p.m. Meeting dates may be changed by a majority vote of the Advisory Board or a Holiday. Regular meetings may be adjourned by public announcement to a specified date, and any such adjourned meeting shall be deemed a regular meeting. All regular, special, and adjourned meetings of the Cultural Recreation Advisory Board are subject to the Brown Act.

7. Absence from meetings

Notwithstanding any other provisions of this code, any Board member who absents himself/herself from any three consecutive meetings of the Advisory Board, unless excused from attendance by consent of the Board expressed by action recorded in its minutes, shall thereby automatically forfeit his or her position as a member of the Board. In such cases, the name of such Board member shall be automatically removed from the membership of the Advisory Board immediately after the adjournment of any such third consecutive meeting at which the Board member has not appeared. The Chair or Vice-chair of the Advisory Group shall notify the City Council of the fact of such vacancy.