CITY OF
EL SEGUNDO

Clarification of Roles and Responsibilities for Committees, Commissions, and Boards
&
Discussion of Proposed Bylaw Amendments

July 7, 2026

Purpose of Committees, Commissions and Boards

- Serve in an advisory capacity to the City Council
- Provide community input, subject-matter expertise, and recommendations on matters within its assigned area of responsibility.
- Support informed decision-making
  - Study issues
  - Review policies and programs
  - Identify community needs
  - Offer recommendations

Proposed Bylaw Amendments

1. Number of Members
2. Selection of Members
3. Chair and Vice Chair Terms
4. Frequency of Meetings
5. Agenda Preparation
6. Subcommittees

1. Number of Members

- Proposed membership range of five to seven members.

2. Selection of Members

- CCB Chair and Vice Chair review applications and make recommendations to the department director.
- Department director evaluates applications and may conduct first-round interviews then makes recommendations to City Council.
- Department director participates in the interviews with City Council.

3. Chair and Vice Chair Terms

- Chair and Vice Chair serve one-year terms and may not serve consecutive terms.

4. Frequency of Meetings

Proposed adjustments to regular meeting schedules for the following CCBs:

- Arts and Culture Advisory Committee – from monthly to quarterly
- Diversity, Equity, and Inclusion Committee – from monthly to quarterly
- Environmental Committee – from monthly to quarterly
- Recreation and Parks Commission – maintain monthly schedule but do not meeting in December and July

5. Agenda Preparation

- Added language to bylaws to provide guidance on agenda preparation.
- Staff liaison prepares agendas in consultation with the chair.
- Any CCB member may request that an item be placed on a future agenda.
- Department director is responsible for final approval of the agenda.

6. Subcommittees

- All CCB subcommittees shall be ad hoc (six months in duration).
- Created for a specific, limited purpose or project.
- Composed of members of the appointing body.
- Automatically dissolve upon completion of assigned task or project.

Next Steps

- City Council Discussion
- If directed, staff will present amended bylaws at the August 18 regular City Council Meeting.