

Brentwood Neighborhood Committee Guidelines

A. Committee established.

The City Council established the Brentwood Neighborhood Committee (“Committee”) in 1998 (then called Brentwood Advisory Neighborhood Committee).

B. Purpose; Goals.

The purposes of the Committee are to celebrate community pride by planning and assisting with special events that bring residents together to enjoy the neighborhoods, parks, historic downtown, and Brentwood’s home-town character. These events foster strong community relationships, and encourage our exceptional quality of life that is “Better in Brentwood!”

The goals of the Committee are to:

- Administer and participate in the Christmas Tree Lighting Event.
- Administer and participate in up to two Home of the Season Events.
- Administer and participate in the Bark in the Park Event.
- Participate and support the National/Brentwood Night Out Event.
- Participate in the Hometown Halloween Event.
- Participate in additional activities as directed by City Council.
- Provide support to the Parks and Recreation Department in the planning and implementation of City sponsored special events by providing volunteers and assistance as needed.

C. Membership.

The Committee consists of up to 15 members, each of whom must be a Brentwood resident. A City Council member serves as a liaison to the Committee.

Members are approved by the City Council, upon the recommendation of the City Council liaison, Chair, Vice Chair, and City staff liaison. Members serve without compensation. Applicants must attend at least one Committee meeting and complete an application to be considered for appointment.

D. Term; Vacancies.

The membership term is two years, ending on December 31st. Appointees hold their membership until their successors are appointed. A member is subject to removal by action of the City Council without cause. A vacancy may be filled for the remainder of a term by City Council approval, upon the recommendation of the City Council liaison.

E. Officers.

Officers are elected by a majority of the Committee each January, and serve for one year. The officers and their duties are:

1. Chairperson. The chairperson is the chair of the Committee. To qualify, the chairperson must be on the Committee for at least one year and had prior experience serving as vice-chair, treasurer, secretary or public relations person.
2. Vice-Chair. The vice-chair assists the chair in his/her duties, and presides over and facilitates meetings when the chairperson is unable to attend a meeting or event.
3. Treasurer. The treasurer is responsible for monitoring the allocated budget under the Parks and Recreation Department, and giving a report on the use of funds before and after each event.
4. Secretary. The secretary is responsible for taking the minutes of each Committee meeting.
5. Public Relations Officer. The public relations officer is responsible for promoting the Committee and its events to the general public.

F. Meetings; Staff assistance.

Committee meetings are held on the second Wednesday of the month at 6 p.m. and are subject to the Ralph M. Brown Act Open Meeting laws.

The City Parks and Recreation Department will provide a staff liaison to the Committee.

G. Membership requirements. Each member is expected to:

1. regularly attend monthly meetings. A member may not have more than two absences without cause during a calendar year. After a third absence without cause, the Committee may request that the City Council remove the person from the Committee. An absence without cause is an absence that is not due to illness, or is otherwise avoidable and the member fails to give notice and reason to city staff before the meeting.

2. attend at least one City Council meeting each year, and report back to the Committee at the next Committee meeting what they observed.

3. work and participate in the events promoted by the Committee.

4. lead or co-lead one event each year.

It is understood that individual members do not speak for the Committee unless otherwise authorized to do so, and will consider decisions only at a Committee meeting.

Approved by Brentwood City Council by Resolution 2016 on July 26, 2016.