

VEHICLE PARKING DISTRICT DOWNTOWN POMONA OWNERS ASSOCIATION BOARD MEMBER REPRESENTATIVE APPOINTMENT POLICY

1. Purpose

The Board of Parking Place Commissioners, commonly referred to in the City of Pomona as the “Vehicle Parking District (VPD) Commission,” is assigned one seat on the Downtown Pomona Owners Association (DPOA) Board. To fill that position a current member of the VPD Commission is to be appointed every two years (odd number years) by a majority vote of the Commissioners present at the February Commission meeting so that they may begin service in February pursuant to the DPOA by-laws. The appointed Commissioner will represent the VPD Commission and convey DPOA information back to the Commission.

2. Authority

The VPD Commission is established pursuant to the Vehicle Parking Law of 1943 (California Streets and Highways Code Sections 31500 *et seq.*), and Chapter 58, Article VI of the Pomona City Code. Pursuant to Streets and Highways Code, the VPD Commission has control and supervision of parking places within the VPD. The VPD Commission is authorized to manage, operate, repair, maintain, and otherwise control parking places, and enforce all necessary regulations for the use of the VPD parking lots.¹ The authority granted by California law and the City Code is general and broad.

The VPD Commission determined that, within the parameters of this Policy, appointing a representative to the DPOA Board serves in the best interests of the VPD. The VPD Commission affirms that such an appointment falls within the VPD Commission’s authority to manage VPD parking lot operations.

All but one VPD parking lots are located in Downtown Pomona. As such, it is essential that the VPD collaborate with the DPOA to provide adequate parking in the Downtown. As a member of the DPOA Board, the VPD Commissioner Representative will serve as a liaison, communicating DPOA actions, concerns, and plans to the VPD Commission which may directly and/or indirectly impact the operations of the VPD.

This Policy is approved by the VPD. Any amendments to this policy are subject to review and approval of the VPD Commission.

3. Vehicle Parking District Commissioner, Downtown Pomona Owners Association Board Membership Term

- a. The VPD Commissioner appointed to the DPOA term shall be two years as per the DPOA Bylaws Article 3, Section 1.

- b. A new VPD Commissioner shall be appointed to the DPOA Board every two years (odd numbered year) in February.
- c. Should a vacancy occur during the regular two-year term, the VPD Staff Liaison (Secretary) shall agendaize the appointment of a replacement Commissioner at the next regular meeting of the VPD Board of Parking Place Commissioners. The appointed individual will serve the remainder of the term and must be reappointed during the next odd-year February cycle. The candidate must submit an application and be approved by the DPOA Board of Directors, consistent with the DPOA Bylaws, Article 3, Section 1.
- d. By majority vote of the Commissioners present, the VPD Commissioner appointed to the DPOA Board may serve a second term if it is determined that continued service will provide valuable continuity with ongoing DPOA matters.

4. VPD Commissioner's Appointment Criteria

- a. The VPD Commissioner Representative to the DPOA Board shall have served at least one year on the VPD Commission.
- b. A VPD Commissioner with less than one year service on the VPD Commission may be appointed to serve as the DPOA Representative upon a 5/7 vote of the full Commission or upon a majority vote of the members present subject to the rules of quorum.
- c. If the appointed VPD Commissioner to the DPOA Board has three (3) absences (excused or unexcused) within a twelve (12) month period, the VPD Commission can request to agendaize on the Commission Agenda to replace that Commissioner with another VPD Commissioner. If a majority vote of the Commission passes, the Commissioner Representative is released from their duty and new VPD Commissioner Representative will be nominated and elected.
- d. The newly appointed individual will serve the remainder of the term and must be reappointed during the next odd-year February cycle. The candidate must submit an application and be approved by the DPOA Board of Directors, consistent with the DPOA Bylaws, Article 3, Section 1.

5. VPD Commissioner, DPOA Board Representative Election Process

- a. The VPD Chairperson shall open nominations for the appointment of a VPD Commissioner to the DPOA Board.
- b. Upon nomination, a motion and a second shall be received confirming that Commissioner's nomination.

- c. After all nominations are received the VPD Chairperson shall close nominations and conduct a roll-call vote for each nominee. Each Commissioner may vote for one nominee.
- d. The VPD Commissioner receiving a 5/7 vote of the full Commission or a majority vote of the members present subject to the rules of quorum, shall be appointed as the representative to the DPOA Board.

6. VPD Commissioner, DPOA Board Representative Duties

The VPD Commissioner serving as the DPOA Board Representative:

- a. Shall report to the VPD Commission at each regular meeting the DPOA's actions, plans, and communications.
- b. Represent the VPD at DPOA meetings, functions, and events.

In the absence of the VPD DPOA Board Representative at a DPOA board meeting the VPD Chairperson or Vice-Chairperson may attend the meeting as a member of the public and report back to the VPD Commission at the next VPD meeting.

- 7. Amendments.** This policy may be amended by an action of the Vehicle Parking District Board of Parking Place Commissioners.

Amended 8/14/2025