



**DOWNTOWN  
LONG BEACH  
ALLIANCE**

**Governance Committee Meeting  
Thursday, May 30, 2024  
Action Report: Agenda Item 3A(i)**

**Glossary of Terms:**

**Directors:** Includes all voting members of Board, elected or appointed

**Advisors:** Includes all non-voting appointees to the Board

**Ratepayer:** Any person, firm, corporation, or professional, engaged in a retail trade, providing a service or having a business, or owning residential, commercial or income generating property, or any other assessed entity within the Assessment Districts shall be a Ratepayer.

**Stakeholder:** Any person, firm, corporation, or professional with interest in the well-being of the Assessment Districts shall be a Stakeholder.

**BACKGROUND:**

**To clarify that the President & CEO has full oversight over DTLB Alliance staff.**

**Section 8.9: Association Management**

Upon recommendation from the Executive Committee, the DTLB Alliance Board of Directors may appoint or terminate an Executive Director or President/CEO **and Staff** or contract with an Organization to conduct and perform the administrative and management responsibilities of the DTLB Alliance as assigned and approved by the DTLB Alliance Board of Directors. The President and CEO's responsibilities will include: the conduct of official DTLB Alliance business; preservation of documents; official communications; maintenance of financial records and accounts; preparation and presentation to the Board of financial statements; accurate record of Board of Director meetings and Committee meetings; supervision, management and review of all personnel assigned to DTLB Alliance functions (**including Staff**); development and implementation of programs and projects; and such other complementary duties as may be required by the Board of Directors to meet the DTLB Alliance obligations to membership. The Executive Committee shall be responsible for evaluating the performance of the President and CEO on an annual basis. **In the absence of a President/CEO, the Board Chairperson will temporarily assume those responsibilities until an interim President/CEO has been established.**

The person(s) or organization appointed may bind the DTLB Alliance contractually and legally within the parameters of the Plan of Work and Budget presented to and approved by the Board of Directors each year. The authority of this person(s) or organization is defined by that which is invested in them by full consent of the Board of Directors.

**RECOMMENDED ACTION:**



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**Review to approve or revise recommendations to amend Bylaw Section 8.9 and send to Board of Directors for two-thirds approval.**

