

BOARDS AND COMMISSIONS HANDBOOK

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BOARDS AND COMMISSIONS HANDBOOK

This Handbook is intended to provide useful information to commissioners, who serve as appointed representatives of the County of Santa Clara and supported by the Office of the Clerk of the Board of Supervisors (Clerk). As volunteers to the County and as representatives of the public, commissioners are often in need of information on the "how to's" including County business processes, their role as commissioners, legal parameters and protocols.

PREFACE

I'm a commissioner!! Now what do I do?

Welcome to the exciting world of county boards, councils and commissions (Commissions). The following handbook will tell you what your responsibilities and obligations are as a commissioner, how to advise the Board of Supervisors, and best of all, how to get a parking permit.

Take the time to read through this manual so you will understand how business is transacted between the various commissions and the Board of Supervisors. Attend the commission meetings faithfully and become advocates for the community you represent. Your role is valued, important, and appreciated.

I. ROLES AND RESPONSIBILITIES

COMMISSION ROLES

What is the role of the Commissions?

Commissions serve a vital role in County government by gathering and analyzing public input and recommending options to the Board of Supervisors. The guiding principle of any commission recommendation to the Board of Supervisors is that of addressing the **overall public benefit**. Some commissions are authorized by the Board of Supervisors to take independent action (i.e. Planning Commission, Personnel Board, Assessment Appeals Board, etc.).

Commissions do not make policy decisions, manage or direct programs, commit County resources, or take an official position that has not been approved by the Board of Supervisors.

How are Commissions legally established?

Section 506 of the County Charter states that the Board of Supervisors may create, by ordinance, such advisory boards or commissions as in its judgment are required. In addition, some commissions may be mandated by Federal or State statute. (*See Appendix "Rules of the Board Chapter 8, Section 42"*)

What is the reporting relationship between Commissions and the Board of Supervisors?
(*See also "Role of Chairperson and Vice-Chairperson" and "Communicating with the Board of Supervisors"*)

There is both a formal and informal reporting relationship with the Board of Supervisors.

The formal process is through the forwarding of a transmittal from the commission to the Board of Supervisors which provides a recommendation to the Board on a formal action taken by the commission as-a-whole. These recommendations are the result of a majority vote of the commission.

The formal process may also be through a memorandum to the Board of Supervisors provided as "information only", as the result of the vote of a quorum of the commission membership. Protocol suggests that commission members work through the commission Chairperson when commission business needs to be conveyed to the Board either as-a-whole or to an individual Board member.

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The informal process occurs when individual commissioners desire to make their opinion known to the Supervisor who appointed them. Each member of the Board of Supervisors has a Policy Aide assigned to work with commissions and this is most often the person with whom to speak. This person often attends commission meetings and will keep the Board member informed on commission business. The Board of Supervisors is always interested in facilitating the work of your commission and will welcome any suggestions you have.

Commissioners are encouraged to become acquainted with the Policy Aide. Board members value the information that alerts them to upcoming issues and concerns because the sooner they know of an issue, the more capably they will be able to deal with it when it occurs.

A commission represents the Board of Supervisors, and may not take an official position which has not been approved by the Board of Supervisors. (*See also "Legislation and Lobbying"*)

COMMISSIONER RESPONSIBILITIES

What are the qualifications to serve on a commission?

The Board of Supervisors looks for committed, honest County residents free from motives of personal gain, willing to serve in the interest of the public, with high moral and ethical character. Members must have a genuine interest in the work of the commission. A fair and open mind is important to objectively analyze issues and make meaningful recommendations to the Board of Supervisors.

What is the role and responsibility of a commissioner?

Commissioners are responsible for reviewing meeting materials in advance, attending meetings on time, notifying the Deputy Clerk and their Chairperson if they cannot attend a meeting, and volunteering for sub-committees. Commissioners are expected to have knowledge about the County goals and the goals and priorities of the Board of Supervisors. **The role of the commissioner is to represent the public.**

In order to be an effective commissioner, you will be required to attend a **mandatory** orientation session scheduled by the Clerk's Office, to learn County procedures, receive a commissioner handbook, and to take an oath of office.

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What is the time commitment to serve on a commission?

Some commissions require more time than others. In general, commissions meet approximately two hours per month. In addition, commissioners may participate in meetings of commission sub-committees, for which time commitments vary. Commissioner time commitments include preparation for the meeting, meeting attendance, mandatory participation in a new commissioner orientation session, ethics training as determined by law, and possible attendance at some Board of Supervisors' meetings and Board of Supervisors' committee meetings.

What is the commission member's responsibility during the meeting?

Commission members should be conversant about the issue being heard, be aware of the proposal under consideration, come with an open and inquiring mind, and be considerate of the speakers. They should be prepared to ask questions of speakers and provide input when necessary.

May a commissioner take a public position on an issue when the commission has not voted to do so?

If you clearly state that your position is purely as a **private citizen** and not as a representative of the commission you may do so, however, you may not use County letterhead. If your title is used for information purposes, you must include a disclaimer that you do not speak for the County of Santa Clara or the commission of which you are a member.

What is a Statement of Economic Interests (Form 700)?

The Political Reform Act (Gov. Code sections 81000-91015) requires most state and local government officials and employees to publicly disclose their personal assets and income. They also must disqualify themselves from participating in decisions which may affect their personal economic interests. The Fair Political Practices Commission (FPPC) is the state agency responsible for issuing Statements of Economic Interests (Form 700) and for interpreting the law's provisions.

What is the process for filing a Statement of Economic Interests (Form 700)?

Not all commission members are required to file a Statement of Economic Interests. Commissioners required to file a Statement of Economic Interests must file with the Clerk of the Board of Supervisors, 70 West Hedding Street, East Wing, 10th Floor,

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within 30 days of assuming office, annually thereafter and within 30 days of leaving office. (See *Fair Political Practices Commission website* <http://www.fppc.ca.gov>). Potential non-financial questions should be referred to County Counsel.

What are the attendance requirements and who should I call if I am unable to attend a meeting or workshop?

Most commissions by ordinance require that a vacancy shall be declared if a member misses three consecutive meetings or workshops. It is required that you call the Deputy Clerk of the Board and commission Chairperson if you cannot attend and explain the reason. It is the policy of the Clerk to poll the commission membership by telephone or electronic mail one or two days before the meeting to determine the presence of a quorum for regular business meetings. If the Clerk of the Board's office has information that a quorum will not be present they will, with the consent of the Chairperson, cancel the meeting and notify the membership.

What is the process for resignation from a commission?

Submit a letter or email of resignation to your appointing Board member and provide copies to the Deputy Clerk and commission Chairperson.

What orientation is provided for newly-appointed commissioners?

The Board of Supervisors expects that all newly-appointed commissioners attend an orientation session provided by the Office of the Clerk of the Board relating to protocols and procedures.

ROLE OF CHAIRPERSON AND VICE-CHAIRPERSON

What is the role of the Commission Chairperson and Vice-Chairperson?

The Chairperson shall:

- Work with the Clerk to prepare the meeting agenda
- Make sure that supporting documents for agenda items are provided to the Deputy Clerk to distribute to commission members, staff and other interested persons
- Preside at all meetings
 - Call the meeting to order at the scheduled time
 - Verify the presence of a quorum
 - "Process" all motions (state the motion prior to discussion, restate the motion just prior to the vote, announce the result of the vote)

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- Facilitate meetings by staying on track and adhering to time constraints
 - Rule on any points of order using Roberts Rules of Order as guidance
 - Conduct the meeting in a fair and equitable manner
 - Maintain neutrality to facilitate debate
- Serve as official representative of the commission or designate another commissioner:
 - at all BOS and official County meetings in which commission business is on the agenda
 - as spokesperson for media contact regarding commission business
 - at all other meetings requested by the Board of Supervisors
- Be familiar with the by-laws and conduct the meetings according to the by-laws
- Assign or reassign Commissioners on subcommittees to research and gather information related to Commission topics, draft work plan and sunset reports, and other reports as needed
- Participate in setting public forums in conjunction with the Office of the Clerk of the Board
- Provide feedback to Clerk's Office regarding services provided by County staff
- For issues related to legal or business processes, contact the Office of the Clerk of the Board or the appropriate Board committee representative. For issues related to personal conflicts among commissioners, discussion should take place outside of the meeting
- Work cooperatively with the departments that provide subject matter expertise to the commission
- Receive notification of Board of Supervisor Committee meetings which relate to business of the commission

The Vice-Chairperson shall:

- In the absence of the Chairperson, assume the role of the Chairperson
- Preside at any meeting where the Chairperson is absent
- Work in partnership with the Chairperson
- Attend new Chairperson orientation/training
- Receive notification of Board of Supervisor Committee meetings which relate to business of the commission

The by-laws of each commission should contain the duties of elected officers of the commission. (*See also "Commission Roles"*)

ELECTION OF OFFICERS

Election of Chairperson and Vice-Chairperson

As soon as practicable, following the first day of July of every year, each board and commission shall organize by electing a Chairperson and Vice-Chairperson to serve at the pleasure of such board or commission.

(See Appendix “County Charter Section 506.” See also individual commission by-laws.)

ROLES OF THE DEPARTMENTS/AGENCIES AND STAFF

What are the roles of the Clerk of the Board and staff as relates to the boards and commissions?

Support of boards and commissions is provided by individuals employed in the Office of the Clerk of the Board. These staff are trained and subject matter experts in the business processes and policies which are in place to professionally guide and facilitate the duties and responsibilities of the various boards and commissions. These employees prepare and post agendas, write minutes of regular business meetings, create transmittals to the Board Committee and the Board of Supervisors, and provide administrative support for the meetings and other activities of the commissions, supply information on procedures and protocol, supply parking permits, process financial reimbursement requests, and maintain records. Questions, comments, suggestions, or concerns regarding the Office of the Clerk of the Board should be directed to the Supervising Board Clerk.

What is our relationship with the supporting departmental staff?

Many commissions look to a particular department and its professional staff for support in considering the issues which come before the commission. The relationship between the commission and the department staff is a strategic partnership with all parties working together. Neither party directs the actions of the other.

Department staff serve as resources for commissions to answer questions, provide options, analyze impacts, clarify County policy, and generally keep commissions current on the progress of the County services. Actions taken by department staff are the responsibility of the County Executive, while the advisory boards and commissions report to the Board of Supervisors.

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As assigned by the County Executive, staff from County agencies and departments will provide information and guidance, as needed, to assist the boards and commissions in the subject area for which the board or commission makes recommendations.

COMMUNICATING WITH THE BOARD OF SUPERVISORS

How do we communicate our recommendations to the Board of Supervisors?

Once the commission votes to forward a recommendation to the Board of Supervisors, the Deputy Clerk prepares a transmittal to the appropriate Board Committee. A transmittal is the formal document transmitting a request or recommendation or advising the Board of support or opposition to a particular issue.

All transmittals are reviewed by Clerk of the Board management to ensure that the transmittal best expresses the position taken by the commission. Once the transmittal is prepared, the Deputy Clerk will forward a copy to the commission Chairperson for review and subsequently to the Board Committee. If approved by the Board Committee, the matter is forwarded to the full Board of Supervisors for consideration.

Is there a formal process for communicating the goals and work objectives planned by the commission?

There are two methods used to update the Board of Supervisors about the activities of the advisory boards and commissions:

- **Annual Work Plans**
Commissions are required to prepare annual work plans which include a list of prior year accomplishments. Work plans are updated each Fiscal Year in accordance with a template and instructions provided by the Clerk of the Board (see attachment regarding work plan preparation.) The work plans are to be completed by each commission and approved at a regular commission meeting no later than April 1 of each year. The Clerk's Office will transmit the work plans to the appropriate Board Committee for review in May of each year and to the Board of Supervisors for approval in June.
(See Appendix "Work plan")
- **Periodic Evaluation of Boards and Commissions**
Each commission is required to submit a report to the Board of Supervisors every three (3) years outlining its functions, goals, and viability. The purpose of this report is to summarize the issues that the commission has dealt with and the

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continuing need to have a commission to address these issues. If the Board determines that the commission is no longer needed, the commission may be dissolved.

Who should write these reports?

It is the commission's responsibility to write its Annual Work Plans and Periodic Evaluation of Boards and Commissions reports. Some commissions assign this task to a committee or a particular member, who will prepare a draft for commission review. Once the content is approved by the commission, the Deputy Clerk or department staff can prepare the final documents. The Deputy Clerks forward the reports to the appropriate Board Committee for review/comments and subsequently forward them to the Board of Supervisors for consideration.

How is the commission informed of Board action on a commission recommendation?

A member of the commission should be present at the Board meeting to respond to any questions or concerns the Board may have when the recommendation is considered. Often, the Board will add the item to the consent calendar and approve the recommendation without discussion. The Deputy Clerk will officially inform the commission of the action taken by the Board.

LEGISLATION AND LOBBYING

How can we obtain information on the Board of Supervisors' position on areas of legislation?

To inform staff and commissions of the Board's position on legislative issues that will be supported or opposed by the County, the *County Legislative Policies and Priorities* is compiled annually and distributed by the Office of Intergovernmental Relations.

If the Board of Supervisors has not already taken a position on an issue of interest to us, how can we recommend that they do so?

Commissions are authorized to recommend positions on public policy or legislative issues to the Board of Supervisors and can advocate or take a position on local, state, national, or international public policy or legislative issues if the Board of Supervisors has authorized them to do so. If not already supported/opposed by the Board of Supervisors, the commission must vote to recommend a particular position to the Board

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of Supervisors. The Deputy Clerk will forward a memorandum to the Legislative Committee and Office of Intergovernmental Relations for review and recommendation to the Board of Supervisors.

When any commission recommends positions on local, state, national, or international public policy or legislative issues, the Legislative Committee of the Board of Supervisors, at its regular meeting, will review the commission's proposed position and determine the appropriateness of the position.

How can we know about other legislation that may affect us?

Many times the best information on upcoming legislation is found by contacting professionals in the field. The departmental staff working with your commission will try to keep you informed of legislation which is pertinent. They will update you on legislation which their professional associations are tracking and on which they are receiving legislative alerts.

State or Federal agencies in your area of interest can be good sources for you to write to keep updated on legislation. State legislative information is available online at: <http://www.leginfo.ca.govt/index.html>.

What do we do if an issue comes up between meetings which critically demands we recommend the Board of Supervisors take a public stance?

Bring the issue to the attention of the Clerk of the Board.

II. MEETINGS

TYPES OF MEETINGS

What is the process for developing the agenda for a meeting?

The Chairperson works with the Deputy Clerk to coordinate the meeting agenda; however, the method by which the agenda is developed varies according to the procedures of the individual commissions. The Clerk advises the Chairperson of items to be carried forward from prior meetings, as necessary. In addition, some commissions propose items for the next agenda before they close the current meeting. Some develop the agenda through an executive committee or with department staff. Any commission member can request that an item be placed on the agenda, and protocol would indicate that these requests be directed to the Chairperson. The draft agenda and supplemental documents are forwarded to the Deputy Clerk by the Chairperson, or in some cases department staff.

When are agenda items and documents due to the Deputy Clerk?

The Chairperson is responsible to assure that all agenda items and supplemental documents are submitted to the Deputy Clerk a minimum of nine (9) days before the meeting. Agenda items and supporting documents which do not meet this timeline may be placed on the agenda for the following meeting.

How soon can we expect to have the agenda and the minutes sent to us?

The Deputy Clerk prepares and distributes final agendas and minutes seven (7) days prior to the upcoming meeting.

What is the Brown Act and how does it affect the agenda?

The law which guarantees the public's right to attend and participate in commission meetings is the Ralph M. Brown Act. The purpose of the Brown Act is to facilitate public participation in local government decisions and to curb misuse of the democratic process by secret legislation by public bodies. Commissions exist to aid in the conduct of the people's business, and the meetings must be open to the public.

The agenda must be posted in an area that is accessible to the public at least 72 hours before the meeting and must include all items which will be discussed or acted upon by the commission. The commission cannot take action on any item not included on the

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agenda, and the agenda must include time for any member of the public to address the commission on any item not on the agenda which is within the subject matter jurisdiction of the commission. The agendas will include a statement that such items cannot be acted upon or discussed in depth unless they are included on a subsequent agenda for consideration and possible action.

What are the different types of meetings?

There are several types of meetings: Regular Meetings, Workshops/Planning Retreats/Public Forums, Committee Meetings, Emergency Meetings, Closed Sessions, and Special Meetings. These meetings are subject to Brown Act requirements, and the public may attend all meetings other than Closed Sessions. These meetings require posting of an agenda.

Regular Meetings: Commissions hold regular meetings to conduct business and take actions such as voting to forward recommendations to the Board of Supervisors. A quorum must be present for regular meetings, and the Deputy Clerk attends the meetings and takes minutes.

How is a quorum determined?

Pursuant to the Charter of the County of Santa Clara, Section 506, a majority of the members of a board or commission shall constitute a quorum for the transaction of business and no act of a board or commission shall be valid unless at least a majority of the entire membership concurs therein. A quorum is a majority of the full number of commission positions, including vacancies. This can only be changed by changing the County Charter, which would require a vote of the people.

What happens if there is no quorum?

If a commission fails to achieve a quorum 30 minutes after the scheduled start time of a regular commission meeting, the Deputy Clerk is authorized to leave, and the commission members present may discuss the agenda items in a workshop session during which no action can be taken. No minutes are taken.

What can a commission do if it has consistent problems obtaining a quorum?

The Clerk of the Board provides a monthly list of commissioner absences to the members of the Board of Supervisors for their review. If a commission experiences consistent problems in obtaining a quorum, the commission should first determine the cause of

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failure to obtain a quorum. The commission needs to determine if these absences are for good cause and discuss the situation with the Deputy Clerk.

The Office of the Clerk of the Board will contact the appointing Supervisor and ask the Supervisor to talk with the absentee member if it is felt this would be helpful. If there are inactive members who have three (3) or more consecutive absences which are not “for good cause,” the commission may decide to forward a letter to the inactive member alerting him/her that the commission may vote to request that the Board of Supervisors vacate the position, and the commission should give the inactive member an opportunity to respond by a certain date.

Sometimes the absent commissioner has decided to leave the commission but just hasn't sent the required letter of resignation. The Deputy Clerk can prepare a form resignation letter and send it to the inactive member with a request that he/she sign and send it back to the Deputy Clerk, who will forward the letter to the appointing Board member. In addition, the Clerk's office will include the resignation on an agenda of the Board of Supervisors for acceptance.

Workshops/Planning Retreats/Public Forums: Workshops are meetings that do not require the presence of a quorum of the membership, and no actions can be taken at workshop sessions. The Deputy Clerk does not attend or prepare minutes of the workshops. Typically, workshops involve less formal discussions regarding commission matters. Chairpersons note who attends the workshops and provides the information to the Deputy Clerk on a form provided by the Deputy Clerk. The form also includes verification that no action was taken.

Planning retreats are opportunities for commissions to meet in planning sessions to develop their annual work plans, review by-laws, and focus on commission issues. Commissions work in coordination with the Office of the Clerk of the Board to schedule retreats.

A public forum is a session to which the public is specifically invited to participate in the discussion of an issue which falls under the commission's jurisdiction and which will affect the community directly. Forums are a method of gathering information, clarifying issues, and providing the public with an opportunity to express their views and concerns prior to an action on the part of the commission.

Committee Meetings: Standing committees are subcommittees of a commission, which must be composed of less than a quorum of the entire commission membership. The committees must be specifically designated in the commission by-laws, which require approval by the Board of Supervisors.

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The commission Chairperson appoints members to serve on the committees. Commission members who do not serve on the committees may attend the meetings; however, they do not vote on any items. The agendas should reflect that a quorum of the commission may be in attendance; however, no commission actions will be taken. The Deputy Clerk typically does not prepare committee agendas and does not attend the meetings or take minutes. Committees report their recommendations to the full commission for consideration.

Ad hoc committees are established by the commission Chairperson for a limited purpose and time. The Chairperson appoints members to serve on ad hoc committees, as the need arises, to carry out a specific task. Ad hoc committees are composed of less than a quorum of the commission.

Ad hoc committees are not subject to Brown Act requirements. The Deputy Clerk does not prepare or post agendas and does not attend the meetings or take minutes. An ad hoc committee ceases to exist when its specific task is completed and a final report is provided to the commission for consideration.

Emergency Meetings: The Brown Act defines an emergency as a crippling activity, work stoppage or other activity which severely impairs public health, safety or both. With only a very few limited exceptions, it is unlikely that commissions would hold any emergency meetings.

Closed Sessions: Most commissions do not meet the qualifications to hold closed sessions, because they do not hire or discipline personnel, negotiate for purchase/lease/exchange of real estate, and are not subject to litigation.

Special Meetings: The Chairperson or a majority of the commission may call a special meeting, which requires coordination with the Office of the Clerk of the Board regarding availability of staff and a meeting room. The Deputy Clerk must post the agenda of a special meeting at the County Government Center at least 24 hours prior to the meeting and notify the media that have requested notification. The Deputy Clerk attends the meeting and prepares minutes.

LOCATION OF MEETINGS

Where are the meetings held?

Board of Supervisors Policy 3.2 requires that all commissions conduct their meetings at the County Government Center. This policy is established to facilitate recording of

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meetings, alleviate travel by County support staff, and provide public accessibility at an established and public meeting site.

Pursuant to Government Code Section 54961, a legislative body may not conduct any meeting or function in any facility where racial or other discrimination is practiced, or which is inaccessible to disabled persons, or where members of the public must pay to attend the meeting.

CONDUCTING BUSINESS

How is business conducted at commission meetings?

All meetings are conducted in accordance with Robert's Rules of Order to enable the commission to determine the will of the commissioners in a fair and equitable manner.

The meetings are called to order by the Chairperson or Vice-Chairperson in the absence of the Chairperson. If neither is in attendance, the commission selects a Chairperson Pro Tempore to conduct the meeting. The Deputy Clerk calls the roll to determine the presence of a quorum, and the Chairperson announces the agenda items for discussion/action.

Pursuant to the Brown Act, members of the public have a right to comment on any agenda item. The Chairperson establishes the amount of time public speakers are authorized to speak on each item, and the Chairperson calls on/recognizes speakers. Speakers are to fill out Request to Speak forms, to be submitted to the Clerk, who will provide the forms to the Chairperson to call on speakers in order.

The public must be allowed the opportunity to speak, and the Brown Act indicates that anyone can address the legislative body without identifying themselves. Every speaker should be granted the same amount of time.

The Brown Act also states that documents being considered by members of the commission during meetings must be made available for review by the public without delay. This applies to documents distributed prior to the meeting and any documents distributed at the meeting. (Note: It is expected that documents be made available prior to meeting, but occasionally members of the public bring documents directly to the meeting and everyone in attendance has the right to review the documents that are distributed.)

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The Chairperson may call for an agenda item out of the regular agenda order. Several things may happen with regard to each item on the agenda by direction of the Chairperson or by a vote of the commission:

What kinds of actions can be taken on an agenda item?

- The item can be deleted from the agenda
- The commission may discuss the matter without taking any action
- The commission can hold the matter to a future meeting
- The commission can refer the matter to staff or a subcommittee for consideration and a report back to the commission
- The commission can vote in support of a motion or in opposition to the motion on the matter

Why do we follow Parliamentary Procedure?

The application of Parliamentary Procedure is the best method to enable commissions to determine the will of the commission. The Procedures help create a balance between the right of persons in the minority on specific issues to be heard with the right of persons holding the majority position to prevail.

How does the commission take action on an issue?

Generally after discussion is heard, the Chairperson may request a motion. When a motion is made and seconded, the Chairperson should restate the motion before a vote is taken or may request the maker of the motion to restate the motion for clarity. (*See also "Role of Chairperson and Vice-Chairperson"*) If unclear, any member of the commission may request that the motion be restated. Once the Chairperson determines that commissioners are ready to take action, members should verbally state their vote. A motion passes only when a quorum of the membership votes in support of the motion. Members must abstain from voting if they have a conflict of interest.

III. MISCELLANEOUS

FILLING A VACANCY

What is the process for filling vacancies?

It is the policy of the Board of Supervisors to give public notice of vacancies on commissions for a period of 35 days so that interested persons may apply for nomination. A listing of vacant or expired positions which are available is included on each agenda of the Board of Supervisors regular meetings. This list is arranged by supervisorial district according to the Supervisor who will make the nomination. Also included is information relating to the necessary requirements for the position, the length of the term and the expiration date of the term. In general, no commissioner may fill more than three (3) consecutive terms in addition to any portion of an unexpired term which he/she may have served unless stipulated in other legislation.

The Board of Supervisors makes appointments to vacant positions for either rotating (moves from District to District) or allocated (remains with same District) positions. Appointments must be made by the full Board in an open meeting.

Who makes the appointments?

Board members make appointment to positions which are rotating or allocated to their Districts. The appointments are listed on the Board agendas and are approved by the Board during their meetings.

How are qualified candidates identified?

Qualified candidates come from many sources. Commissioners should invite individuals who are interested in the commission subject matter to submit applications for appointment to the commission. Active recruitment efforts are always occurring, as well. Copies of applications submitted to the Office of the Clerk of the Board are distributed to the members of the Board of Supervisors.

What are the recruitment efforts to solicit potential commissioners?

Potential commissioners are solicited from a variety of resources. Commissions are encouraged to forward applications from qualified applicants to the Office of the Clerk of the Board for distribution to the members of the Board of Supervisors. Other options for advertising commission vacancies and recruitment efforts are:

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- Include on agenda
- Include in neighborhood association newsletters/emails
- Include on website
- Solicit applications from interested individuals at community events and through County websites
- In partnership with the commissions, the public, and the Board of Supervisors
- Commissions may recruit and forward names to the Board of Supervisors
- Blank applications available at meetings and on website (www.sccgov.org)
- All applications received are provided to each Board office

FINANCES AND COMPENSATION

May I be reimbursed for expenses?

Commissioners authorized to travel on commission business are eligible for reimbursement of expenses incurred while conducting commission business. No claims for reimbursement shall be submitted for payment without the approval of a majority of the members of the commission.

The Clerk of the Board has a limited budget for commission travel, and expenditure requests should be considered carefully. After a majority vote, the Deputy Clerk prepares a transmittal to the Board of Supervisors requesting allocation of funding. If approved by the Board, the Deputy Clerk will assist members in submitting claims for reimbursement. Receipts are required for reimbursement, and the County Finance Agency requires that receipts for meals must be itemized to specify what was purchased, and taxi cab receipts must indicate the pick-up and drop-off locations.

Can mileage be reimbursed?

A commissioner who is authorized to travel to conferences and seminars relating to the work of the commission can be reimbursed at the current rate (determined each year and printed on the travel reimbursement forms). Mileage claim forms are provided by the Deputy Clerk. Reimbursement is not available for travel from home to commission meetings.

Can childcare be reimbursed?

Childcare expenses incurred when a commissioner conducts official County business will be reimbursed. This amount cannot exceed \$2 per hour. Reimbursement should be requested through the Deputy Clerk. Receipts are required for reimbursement.

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Does the County provide business cards?

Due to budget restrictions, the Office of the Clerk of the Board is unable to purchase business cards for members of commissions. However, members can order business cards utilizing a form available from the Deputy Clerk and arrange to pay for the cards directly to the vendor who is authorized to print County business cards. Business cards must be printed on one side only and contain only information concerning the commission, not personal business information.

PARKING PERMITS

How do commissioners obtain permits to park in the County parking lot?

When the Board of Supervisors appoints a member to serve on an advisory board or commission, the Office of the Clerk of the Board mails an application for an “A” parking permit to allow parking in the lot across the street from the County Administration Building at 70 W. Hedding Street, San Jose. Applications for “A” permit parking are not distributed to County employees who already have “C” permits to park in the lot due to the limited number of “A” parking spaces available.

Where can commissioners park in the County parking lot?

“A” permit holders can park in any “A” or “C” parking space and must refrain from parking in “E” spaces or spaces reserved for County fleet vehicles between 8:00 a.m. and 5:00 p.m. on weekdays. In addition, commissioners cannot park in reserved spaces adjacent to the County Administration Building.

ANNUAL EVENTS/ACTIVITIES

What are some annual events/activities relating to Commissions?

Various commissions are involved in events which take place annually such as annual requests that the Board of Supervisors proclaim a month in recognition of some subject (for example, “Employment of Persons with Disabilities” etc.).

Commissions prepare and submit annual work plans for approval by the Board of Supervisors. Commissions also elect Chairpersons and Vice-Chairpersons as soon as feasible after July 1 of each year pursuant to the County Charter.

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The Board of Supervisors adopts “Legislative Policies and Priorities” each year and seeks input from the commission in the Fall regarding issues to be included in the document.

In addition, the Chairperson of the Board of Supervisors holds a recognition reception in the Fall for members of the commissions.

COMMISSION BROCHURES

Do the commissions develop informational brochures?

Pursuant to Board of Supervisors’ Policy 3.41, commissions may develop or produce informational and educational materials for distribution in hard copy or for inclusion on the County website relating to their roles, responsibilities and meeting information. Material and information shall be in compliance with enabling legislation, State statutes and local Ordinance Codes, the Boards and Commissions Handbook, County Board and Administrative policies and Board direction.

Informational and educational information may be distributed in the form of hand-outs brochures, fact sheets, and any other pamphlet or booklet as well as on the County website as long as the distribution is cost-sensitive and complies with Board policy.

COMMISSION WEBPAGES

What information is available on the Internet regarding the advisory boards and commissions?

The website of the Office of the Clerk of the Board includes links to webpages for each of the commissions. The information includes a roster of members, a schedule of meetings, a description of the purpose of the commission, and agendas and minutes of commission meetings. The pages will be updated on a monthly basis and can include information on commission-sponsored events.

IV. APPENDIX

ANNUAL BOARDS AND COMMISSIONS WORK PLAN TEMPLATE AND INSTRUCTIONS

**Instructions for Completion of Annual Boards & Commissions Work Plans
and
Prior Year Accomplishments**

A committee comprised of Board Policy Aides and the Office of the Clerk of the Board have developed a standard template for use by Boards and Commissions in completing their annual work plans. A significant change is that work plans will be based on a fiscal year rather than a calendar year. The new work plans are to be completed by each Board and Commission and approved at a regular Board or Commission meeting no later than April 1 of each year. The Clerk's Office will then transmit the work plans to the appropriate Board Committee for review in May of each year and to the Board of Supervisors for approval in June.

Please use the following instructions when completing the work plans:

Cover Sheet (Page 1)

This area should include the name of the Board or Commission, the timeframe covered by the work plan (i.e. Fiscal Year 2007 July 1, 2006 – June 30, 2007) members' names, chair's name, and vacancies as of April 1. Do not put commissioner addresses or phone numbers on the work plan. The Board offices have access to that information if necessary. This page will need to be updated each year.

Mission Statement: (Page 2)

This area of the work plan should clearly state the mission of the Board or Commission. This information may be extracted from the enabling legislation (i.e. Ordinance, Board action, Resolution) that formed the Board or Commission or may be a purpose statement approved by the Board or Commission and derived from the enabling legislation. This section may also contain the roles and responsibilities of the Board or Commission. This page may not need to be updated each year.

Historical Background: (Page 2)

This area should provide the reader with some historical information about the Board or Commission (i.e. when it was formed, issues of focus in years' past, significant outcomes of work by the Board or Commission. NOTE: Accomplishments from the previous year should not be discussed here – there is another area on the work plan where this is done. This page may not need to be updated each year.

Fiscal Year Work Plan: (Page 3)

This area should provide the goals/objectives (no more than 5) of the work plan, the activities planned to accomplish the goals, the priority ranking of each goal and the timeline anticipated to accomplish the goal. This page will need to be updated each year.

Prior Year Accomplishments: (Page 4)

This area should address the prior year work plan accomplishments including the goal/objective, activities that supported the successful completion of the goal and the status of the goal. The status column should inform the reader whether the goal was a) completed, b) not started and why, c) in process and expected completion date, or d) eliminated and why. This page will need to be updated each year.

Ongoing Projects: (Page 5)

This area provides the Board or Commission with an opportunity to inform the reader of ongoing projects that the Board or Commission is continuing to work on. This page may not need to be updated each year.

RULES OF THE BOARD CHAPTER 8, SECTION 42

Section 42 - Advisory Organizations. The Board of Supervisors shall have four different kinds of advisory organizations as described below. The three kinds of organizations set forth in (a), (b) and (c) shall be ongoing and the fourth type, Task Forces, shall be temporary, designed to cover a single subject for a defined period of time. These are:

- (a) Board of Supervisors' Joint Conference Committees (JCC) shall be created by minute action as a result of a formerly agendaized proposal and shall consist of no more than two members of the Board of Supervisors of which one shall be the Chair of the JCC and the other the JCC Vice Chair, assisted by the leading County administrators associated with the assigned subject matter. Minutes shall be

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maintained and the meeting noticed by the County agency most permanently involved with the assigned subject matter.

- (b) County Boards and Commissions shall be created as a result of a formal ordinance adopted by the Board with proper notice. The members of these organizations are sworn state officials subject to the appropriate conflict of interest codes. Formal minutes shall be maintained by the Clerk of the Board and all meetings shall be noticed, conducted in the County Building, and open to the public.
- (c) Community Councils shall be created by minute action in response to an agenda item. These organizations are typically formed to represent unincorporated pockets and are primarily advisory to the Supervisor representing the area from which the Council is selected. Meetings shall be formally noticed, minutes maintained, and the meetings shall be open to the public. Examples of these organizations are the Burbank and Cambrian Community Councils.
- (d) Task Forces may be created by the Board of Supervisors as a result of minute action presented pursuant to an agenda item. The unique aspect of this type of advisory body is that it is for a specific, limited subject and for a defined period of time not to exceed two years.

When any Board member, or member of the administration, wants to create any of the four types of advisory organizations, a transmittal should be developed which should include a formal resolution in the case of items (a), (c) and (d), or an ordinance in the case of (b), above. The draft of the resolution or ordinance should be reviewed and approved by County Counsel as to form and legality before being agenda item. The resolution or ordinance should include specifics regarding the subject to be advised upon; specific departments or outside organizations to be called upon for support or otherwise involved; the number, term and specific qualifications of appointees; the deadline for submitting reports, if any; financial requirements and staffing; and the required termination date of the organization, if appropriate.

Any request for advice should be assigned to current existing advisory organizations whenever possible. When a unique subject requires the creation of a new advisory organization, one of the four types of structures listed above must be used. It should be stressed that each of these four types of organizations is advisory only to the Board of Supervisors and cannot, without the Board's prior consent, communicate with any organization outside of County structure.

CHARTER OF THE COUNTY OF SANTA CLARA SECTION 506

Section 506. The Board of Supervisors may create by ordinance such advisory boards or commissions as in its judgment are required and may grant to them such powers and duties as are consistent with this Charter.

The ordinance shall provide for the number of members, the manner of appointment, the term of office, the number of terms a member may serve, meeting times, attendance requirements to retain office and the extent of subpoena authority. The ordinance may provide for the qualifications of members, the remuneration of members, and any other necessary provisions. When required by federal or state law, the ordinance may provide for the manner of appointment of officers and employees authorized to provide services to a board or commission.

Notice shall be given of vacancies on boards and commissions which shall also indicate the nominating and appointing Authority. Any person interested in an appointment shall file an application with the Board of Supervisors. Appointments shall be filled from such applications with appropriate regard for representation by all segments and elements of the county.

Members of boards and commissions shall be residents of the county. If any member ceases to be a resident of the county, or fails to maintain qualifications for the office, the office shall become vacant and the Board of Supervisors shall so declare. Members of boards and commissions appointed by the Board of Supervisors shall be subject to removal by the board for willful or corrupt misconduct in office.

The members first appointed to boards and commissions shall so classify themselves by lot that on each succeeding July 1 the term of one of their number shall expire. If the total number exceeds four, the classification by lot shall provide for the grouping of terms so that the term of at least one member shall expire on each succeeding July 1.

As soon as practicable, following the first day of July of every year, each board and commission shall organize by electing a chairperson and vice-chairperson to serve at the pleasure of such board or commission. Each board or commission shall hold regular meetings as are required by ordinance and such special meetings as it may require. Each board and commission shall adopt rules of procedure subject to approval by the Board of Supervisors. A majority of the members of a board or commission shall constitute a quorum for the transaction of business and no act of a board or commission shall be valid unless at least a majority of the entire membership concurs therein. All meetings shall be open to the public.

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The Board of Supervisors shall periodically evaluate the need for the boards and commissions established pursuant to this section and shall abolish those which no longer serve their intended function.