



ADMINISTRATIVE REPORT

TO: Public Works Commission
FROM: Larry Patterson, City Manager
PREPARED BY: City Manager's Office
MEETING DATE: Wednesday, August 12, 2015 - Regular meeting starts at 7:30 p.m.
SUBJECT: Boards and Commissions Guidelines

RECOMMENDATION

Receive an update on the draft Boards and Commission Guidelines.

BACKGROUND

The City Clerk's Office has prepared a Boards and Commissions Guidelines document that consolidates and updates existing policies relating to the City Council and the various City Boards and Commissions. This document was approved by the City Council on July 20, 2015. The final version will be adopted at the next City Council meeting on August 17, 2015.

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Boards and Commissions

Rules and Procedures

Adopted on Month, XX, 2015

by Resolution No. 2015-XXX

City of San Mateo, Boards and Commissions Rules and Procedures

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Chapter 1. Purpose and Overview

This manual describes the way the San Mateo City's Boards and Commissions do their business. It is a compilation of all Board and Commission (hereafter referred to as "Commission" for the sake of brevity) rules and procedures ~~and Protocols~~ that have been formally adopted by Council Resolution.

These rules are intended to enhance public participation and debate so that the best possible decisions can be made for San Mateo. San Mateo has a long and proud tradition of open government and civil, intelligent public discourse. These guidelines, which must be approved by the City Council as a body, are subject to review and future modification by the City Council as needed.

In most cases, these rules and procedures supersede any existing Board or Commission by-laws.

Chapter 2. Commission Authority

1. Commission Authority, Generally

- A. The primary role of City commissions is to increase public input and participation in the determination of City policies and operating procedures.
- B. The specific role of a City commission is to review and make recommendations to the City Council on matters within its scope of responsibility as defined in the Charter or Municipal Code. The commission is basically a citizen's advisory arm of the City Council, although certain commissions may take final actions in certain prescribed areas.
- C. Most importantly, the commission serves as a vehicle for public input into City programs and policies referred to it by the City Council or brought to its attention by staff.
- D. The commission also serves to reduce the reevaluation of these matters before the City Council.
- E. On the specific matters referred to it by the City Council, the commission serves as the principal reviewing body of the City.
- F. Commissions adhere to the City Council's policies on the programs under their scopes of interest.
- G. Commissions serve to represent the general interests of the entire City and not specific program areas or specific interest groups.
- H. Commissions are encouraged to express their views on issues, projects or policies brought to them by the City department.

2. Applicability

The complete scope of responsibilities for each commission is identified either in the Charter or in the City's Municipal Code and will be provided to you by the Departments supporting your commission. When not in conflict with the Charter of the City of San Mateo, or the Constitution or laws of the State of California, these Commission Rules and Procedures ("Rules") shall be in effect upon adoption by resolution of the Council.

3. Revisions to these Rules

The Council shall review and revise these Rules as needed.

4. Authority of Each Board / Commission

The authority of the City of San Mateo's Boards and Commissions are described in the San Mateo City Charter Article VI, as well as its Municipal Code Title 2 Administration and Personnel in Chapters 2.15, 2.21, 2.24, 2.26, 2.27, 2.28, and 2.29.

A. Library Board:

The Library Board oversees the Library department's policies and accepts in the name of the City money, personal and real property donated for Library purposes.

B. Personnel Board:

The Personnel Board recommends rules and advises the City Manager regarding personnel matters and hears appeals from City employees.

C. Community Relations Commission (CRC):

The CRC addresses a broad spectrum of social issues and related policy and provides oversight for Federal grant programs that implement public services, housing, and community development programs. It is also the hearing and appeals board for Code Enforcement related cases.

D. Park & Recreation Commission:

The Park and Recreation Commission makes recommendations to the City Council on acquisition, development, beautification and maintenance of public parks, landscape resources, public recreation facilities, budget, and programs of park and recreation activities.

E. Planning Commission:

The Planning Commission hears requests and makes decisions on land use items as well as recommends elements of the General Plan and additions or changes to the City's zoning code.

F. Public Works Commission:

The Public Works Commission considers the needs of the City for public infrastructure and develops policy for construction and maintenance programs to recommend to the City Council.

G. Senior Citizens Commission:

The Senior Citizens Commission encourages, fosters, and facilitates programs for the enhancement of all matters relating to the social, economic, and personal well-being of the senior population.

H. Sustainability Commission:

The Sustainability Commission evaluates policies, programs and issues related to the environment, and the economic and social equity within the City of San Mateo and advances their recommendations to the City Council for consideration.

I. Civic Arts Committee:

The Civic Arts Committee is charged with implementing the City's Art in Public Places program which includes approving individual requests to install art as part of private development projects, as required by the Art in Public Places program, and making recommendations to the City Council regarding the use of funds which are paid in-lieu of providing on-site art work by private development projects.

J. Investment Advisory Committee (IAC):

The IAC serves as an administrative advisory committee to the City Manager. The IAC provides added insight and an independent perspective on the City's investment policies and practices.

K. Youth Activity Council (YAC):

The Youth Activity Council provides experiences and opportunities for the youth and young adult population by: providing safe and enjoyable activities; creating community through special events; enhancing leadership and decision-making skills; providing service learning experiences; practicing civic participation and empowering our youth's voice with our decision makers.

5. Rosenberg's Rules of Order

To the extent these Rules do not address an issue of parliamentary procedure for legislative body meetings, Rosenberg's Rules of Order: Simple Parliamentary Procedures for the 21st Century shall apply.

Chapter 3. Duties

1. Duties of the Chair

- A. All City commissions elect a presiding officer, known as a chairperson for a one-year period.
- B. The Chair sets the tone for the entire meeting.
- C. To conduct meetings of the Commission as its chairperson.
 - 1. Ensure that consideration of items on the agenda move along without delay.
 - 2. Ensure that petitioners, proponents and opponents are heard but not allowed to disrupt the meeting.
 - 3. Ensure that decorum is maintained at the meeting.
 - 4. In presiding over matters where the public has provided testimony and/or raised questions, the Chair should:
 - a. Restate every question coming before the Commission.
 - b. Direct questions or comments requiring a response to staff for a response.
 - c. Ensure that staff and members of the public direct their comments to the chair.
 - d. If necessary, help keep Commissioner questions relevant to the matter being considered by the Commission.
 - e. If necessary, consider calling for a brief recess if orderly conduct of the meeting is being disrupted.
 - f. Announce the decision of the Commission on all subjects.
 - 5. To ensure that each member of the Commission is provided an opportunity to completely express their views on items of business, the Chair should see that Commissioners ask to be recognized by the Chair before speaking.

D. To correspond on behalf of the Commission provided that opinions expressed on behalf of the Commission or City Government are consistent with the consensus of the Commission.

~~D.E.~~ Nothing under the Chair's duties shall limit any individual Commissioner's ability to interact with members of the public.

2. Duties of Vice Chair

In the absence of the Chair from the Commission meeting, the Vice Chair shall possess all powers of the Chair, and be subject to all prescribed duties for that position.

3. Duties of Commissioners

- A. Arrive on time for all Commission meetings.
- B. Review all meeting materials in preparation for Commission meetings.
- C. Notify the Staff Liaison or Staff Admin if they are unable to attend a meeting.

4. Duties of Staff Liaison

- A. The liaison, an assigned City staff person, has the following responsibilities:
 1. Create meeting schedules
 2. Prepare meeting agendas and administrative reports
 3. Notify the City Clerk of attendance problems, resignations, and members' change of contact information.
 4. Ensure that sufficient research and analysis has been performed by staff to allow an informed decision by the Commission.
 5. Help facilitate and advise the Chair on meeting management.
 6. Ensure that all affected departments have an opportunity for input before bringing an item forward for commission consideration.
- B. -The Staff Liaison, along with the City Clerk, is responsible for ensuring that appointed board/commission members are oriented about policies and procedures as they relate to the body.
- C. All communications addressed to a specific Board or Commission are received by the staff liaison or his/her designee and relayed to the appointed body.

5. Duties of Administrative Staff

Each commission also has an administrative staff person (Staff Admin), who works with the Staff Liaison, to support the body. His/her responsibilities are to:

A. Provide oversight of agenda preparation and its delivery to the full Commission and to the public.

B. Ensure that meeting materials including a sufficient number of agendas, universal speaker slips, and at least one binder of all related reports being presented at that meeting is available for the public to examine at the meeting.

~~B.C.~~ Produce the action minutes for each meeting.

~~C.D.~~ Provide annually a record of attendance of each commissioner to the City Clerk.

6. Duties of Council Liaison

A. Every year the Mayor will appoint Council Members to serve as liaisons to the City's Boards and Commissions.

B. Council Members act as an advisor and resource to Commissioners and the commission's Staff Liaison when issues regarding process, procedure, interpersonal or public relations arise. Commissioners are also welcome to approach the Council Liaison for support or if they have any concerns.

~~C.B.~~ Council Members should refrain from participation at Board and Commission meetings to avoid influencing the outcome of those meetings.

Chapter 4. Selection of Chair and Vice Chair

1. Commission reorganization, including rotation of the roles of the Chair and Vice Chair, occurs annually at the meeting closest to the scheduled recruitment on June 10th. The results of the vote should be publicly announced and the vote recorded in the minutes.
2. The Chair and Vice Chair are elected by the majority of the commission for a one-year term and hold office until their successors are elected or until their terms as members of the commission expire.
3. The City Council believes that experience as a Commissioner will assist those who are selected to serve as Chair or Vice Chair, and that it is in everyone's best interest that candidates have experience in cycles of governing to acclimate themselves to the jobs, tasks, and roles of the Commission.
- ~~4. No commissioner shall serve as chairperson for more than two consecutive years.~~
- 5.4. There is no term limit for Vice Chair.

Chapter 5. Commissioner Conduct

1. Members shall:
 - A. put community's interests first at all times by making decisions with the interest of the community at-large in mind and avoid representing personal interests.
 - B. treat each other, staff, and members of the public with dignity, courtesy, and respect;
 - C. maintain confidentiality of all closed session materials and discussion;
 - D. be attentive to others, limiting interruptions and distractions;
 - E. encourage diverse viewpoints in debate while being mindful not to prolong discourse or block consensus;
 - F. agree to respectfully disagree
 - G. keep comments clear, concise, and on-topic;
 - H. start and end meetings on time, work from the agenda;
 - I. present problems in a way that promotes discussion and resolution; and
2. Commissioners are subject to all the provisions of the City's *Harassment, Discrimination and Reasonable Accommodations for Disabilities Policy* (#301).

Chapter 6. Meetings

1. All Commission decisions must be taken at Commission meetings. Before taking action the Commission may be informed by project applicants, interested members of the public, City staff.
2. No business may be transacted by the commission at a regular or special meeting unless a quorum of the membership is present (50% plus one of those currently appointed).
3. Commission Meeting Dates
 - A. If at any time any regular meeting of the Commission falls on a holiday or if it is known that a quorum will not be available, the meeting may be rescheduled to the earliest convenient time.
 - B. The Boards and Commissions shall adopt a schedule of quarterly or more frequent meetings on an annual basis, which become the regular meeting dates.
 - C. Regular Meeting dates may be amended with the approval of the Commission.
4. Types of Meetings
 - A. **Regular Meetings** are those identified in the adopted meeting schedule.
 - B. **Special Meetings** are called at a non-regular meeting date and time. They are called by the Chair or Commission with a minimum of 24 hours' notice, versus 72 hours' notice for regular meetings.
 - C. **Study Sessions** are special meetings that are held for the purpose of providing information to the Commission, particularly on issues that are more complex or more time-consuming than matters typically scheduled on regular Commission meetings. At study sessions Commissioners may collectively provide direction to City staff. Typically, no action is taken at the study sessions.
 - D. **Closed Sessions** at the commission level would be very rare and would only occur at the direction of the City Attorney. The procedures for the conduct of the closed sessions shall be the same as those for open session meetings, except that the public, after allowance for public comment, will be excluded.
 - E. **Emergency Meetings** are allowed per the Ralph M. Brown Act when an emergency situation involving matters upon which prompt action is necessary due to the disruption or threatened disruption of the public's well-being.

5. Voting

A motion, second, and a majority vote of the Commission shall be required for any formal action of Commission.

6. The Chair, with the approval of a majority of the Commission, can change the order of hearing of items on the agenda.

7. Public Participation

- A. All members of the public are encouraged and invited to participate in the legislative process of the City's Boards and Commissions, for example by submission of comments before the meeting or speaking in person at the scheduled meeting.
- B. It is the intent of these rules to allow everyone to be heard without fear of cheers or jeers that may discourage public participation. For these reasons, these rules are taken seriously. Disruptive or unruly behavior can result in removal from the Commission meeting.
- C. Time Limits for public comment:
 - 1. Individual Speakers - 3 minutes
 - 2. Organized group (in lieu of individual speakers and project applicants (the number of speakers should be limited to one or two designated spokespersons) – up to 15 minutes, depending on the number of speakers represented
 - 3. The Chair may, at his/her discretion, limit the amount of time allotted to each the speaker when needed when there are a large number of speakers on a single item.
- D. Members of the public are invited to speak at the lectern microphone, whenever available, to ensure all attendees can hear and so that the recording can be captured.
- E. Individuals who wish to speak should submit a speaker card to the commission's Staff Admin.

8. Agendized Discussion Items (Public Hearings, New Business, Old Business)

- A. Staff / applicant presentation
- B. Commission questions to applicant and/or staff

C. Open public hearing (or public comment section) for comments

D. Close public hearing (or public comment section)

~~D~~.E. [Response by staff to public questions/concerns, if warranted](#)

~~E~~.F. Commission discussion and deliberation

~~F~~.G. Commission votes

9. Appeals

A. Appeals are public hearings and will follow the order stated above with the following time allocations:

1. Appellant – 15 min
2. Individual Speakers – 3 min
3. Rebuttal – 5 min
4. If the appellant is not the applicant, the applicant shall also have 15 min

B. Any person that addressed the Commission during one of the fifteen-minute periods may not speak again during the public comment period for individual speakers on the appeal.

10. Items Considered after 11:00 p.m.

Unless a majority of the Commission determines there is an urgent need to act, no items shall be continued or new items opened for discussion or action after 11:00 p.m.

11. Action Minutes

- A. The City Council and all of its Boards and Commissions shall use Action Minutes to record their proceedings.
- B. Motions and votes are shown in the record.
- C. Action Minutes contain very little, if any, narrative content.
- D. Media (audio/video) recordings will be used to provide a verbatim record of meetings per the City's Records Retention Schedule.

12. Conflict of Interest

- A. The Political Reform Act (PRA), implemented and enforced by the Fair Political Practices Commission (FPPC), controls financial conflicts of interest.
 - B. The other applicable law is Government Code §1090, which applies only to City contracts in which a public official has a financial interest.
 - C. Whenever it appears to a Commissioner they may have a prohibited financial interest in any City contract, or an item that may be presented to the Commission, the Commissioner should consult with the City Attorney at the earliest opportunity for advice on whether a disqualifying conflict of interest exists.
 - D. If the City Attorney is consulted on such a matter, the City Attorney shall provide their advice in writing, and shall provide a copy of their opinion to the Commission, the City Council, the City Manager, the affiliated Department Head, and the City Clerk.
 - E. A member shall not vote upon any matter on which s/he has a conflict of interest.
 - F. A member shall openly state the reason for his/her conflict of interest.
 - G. A member who is disqualified by a conflict of interest shall recuse him/herself from the dais and leave the room unless it is during the Consent Calendar.
13. Conflict of Interest (applies only to Planning Commission)
- A. The Political Reform Act (PRA), implemented, regulated and enforced by the Fair Political Practices Commission (FPPC), controls financial conflicts of interest.
 - B. The other applicable law is Government Code §1090, which applies only to City contracts in which a public official has a financial interest.
 - C. Whenever it appears to a Commissioner they may have a prohibited financial interest in any City contract, or an item that may be presented to the Commission, the Commissioner should consult with the City Attorney's Office at the earliest opportunity for advice on whether a disqualifying conflict of interest exists.
 - D. If the City Attorney's Office is consulted on such a matter, the City Attorney shall provide their advice in writing, and shall provide a copy of their opinion to the Commission and the Staff Liaison.
 - ~~D~~.E. With full consideration of the City Attorney's advice, it is up to each individual Commissioner to decide for him/herself whether there is a conflict of interest.
 - ~~E~~.F. A member shall not vote upon any matter on which s/he has a conflict of interest.

~~F.G.~~ A member shall openly state the reason for his/her conflict of interest.

~~G.H.~~ A member who is disqualified by a conflict of interest shall recuse him/herself from the dais and leave the room unless it is during the Consent Calendar.

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Chapter 7. Meeting Agendas

1. Agenda Order

Commission agendas will be prepared by the Staff Liaison to the commission and presented to the Commission in the order described below.

A. Opening

1. Pledge of Allegiance
2. Roll Call

B. Consent Calendar

All matters listed under the Consent Calendar are considered by the Commission to be routine and will be enacted by one motion without discussion. If discussion is desired, that item may be removed and considered separately.

C. Public Comment

Members of the public wishing to comment on any item not appearing on the agenda may address the Commission at this time. State law prevents Commissions from taking action on any matter not on the agenda. Comments may be referred to staff for follow up. Public comment is limited to a total of 15 minutes; however, an opportunity for additional public comment will be provided later in the agenda, if needed.

D. Public Hearing

Duly noticed hearings as mandated by local, state, or federal law, providing an opportunity for public review and comment of a proposed action by the Commission.

E. Old Business

Non-routine items that have been presented before that require further oral presentation and/or discussion before action is taken.

F. New Business

Non-routine items requiring an oral presentation and discussion before action is taken.

G. Announcements

Commissioners provide an update on any meetings they attended in their commission role.

H. Additional Public Comment (if needed)

I. Adjourn

2. Agenda Item Submission

A. The Staff Liaison coordinates all agenda items for consideration on a given agenda; . In order to ensure including ensuring that each item for discussion has been thoroughly analyzed in advance, an Administrative Report shall be prepared. through the preparation of an Administrative Report.

1. The preparation of Administrative Reports applies to all Boards and Commissions in order to ensure:

a. This ensures that tThe Board or Commission has all the information needed to make a well-well-informed decision; and

b. Any action is fully transparent to the public.

2. Administrative Reports shall be part of the public agenda packet issued prior to the meeting. Copies of the agenda, Administrative Reports and supporting materials shall be made available to the public at the meeting.

B. A Commissioner may request an item be considered on a future agenda and, upon agreement of a majority of Commission, staff will prepare an Administrative Report.

C. Members of the Public

1. A member of the public may request Commission action in the following ways:

a. Write a letter to the Commission

b. Speak during the Public Comment period at a Board / Commission meeting

2. The first response is for the staff liaison to address concerns raised directly outside the meeting regarding the issue.

3. If a majority of the Commission agrees, the item will be agendized at a future meeting.

Chapter 8. Financial Matters

1. All Commissioners serve as volunteers without compensation or a stipend.
2. Commissioner Expense Reimbursement Policy

It is rare that a Commissioner would need reimbursement, but in the event that s/he does, the following policy shall apply:

A. Authorized Expenses

1. City funds, equipment, supplies, titles, and staff time must only be used for authorized city business.
2. Expenses incurred while attending educational seminars designed to improve officials' skill and information levels are permitted with pre-approval from the affiliated Department Head.
3. All other expenses require prior approval by the City Council.
4. The City will not reimburse the following expenses:
 - a. The personal portion of any trip.
 - b. Political contributions or events.
 - c. Family expenses, including partner's expenses when accompanying official on agency-related business.
 - d. Entertainment expenses, such as movies, sporting events, or cultural events.
 - e. Non-mileage personal automobile expenses, including repairs, citations, insurance or gasoline.

B. Cost Control

To conserve City resources and keep expenses within community standards for public officials, expenditures should adhere to the following guidelines. If expenses are incurred that exceed these guidelines, the cost borne or reimbursed by the City will be limited to the costs that fall within these guidelines.

1. Airfare

Airfares that are equal to or less than those available through the League of California Cities, the California State Association of Counties and the State of California are presumed to be the most economical and reasonable for purposes of reimbursement under this policy.

2. Airport Parking

Long-term parking must be used for travel exceeding 24 hours.

3. Automobile

Mileage shall be reimbursed at IRS rates presently in effect (see www.irs.gov). These rates are designed to compensate the driver for gasoline, insurance, maintenance, and other expenses. In addition, drivers may be reimbursed for bridge and road tolls. For rental vehicles, only receipted fuel expenses will be reimbursed.

4. Car Rental

Rental rates that are equal or less than those available through the State of California's website (<http://www.catravelmart.com/default.htm>) shall be considered the most economical and reasonable for purposes of reimbursement under this policy.

5. Conferences/Meetings

If such lodging is in connection with a conference, lodging expenses must not exceed the group rate published by the conference sponsor for the meeting in question if such rates are available at the time of booking. If the group rate is not available, rates that are equal to or less than the group rate at the host hotel are presumed to be reasonable and reimbursable for purposes of this policy.

6. Internet

Officials will be reimbursed for Internet access connection and/or usage fees away from home, if Internet access is necessary for City business.

7. Lodging

Lodging expenses will be reimbursed or paid for when travel on official City business reasonably requires an overnight stay.

8. Meals

Reimbursable meal expenses and associated gratuities will not exceed the following rates per person:

Breakfast: \$12

Lunch: \$24

Dinner: \$45

When the meal function is an organized event, the official or employee shall be reimbursed the amount being charged by the event organizer for the meal. The City will not pay for alcohol/personal bar expenses.

9. Taxis/Shuttles

Taxis or shuttle fares may be reimbursed, including a 15 percent gratuity per fare, when the cost of such fares is equal or less than the cost of car rentals, gasoline, and parking combined, or when such transportation is necessary for time-efficiency.

10. Telephone/Fax/Cellular

Officials will be reimbursed for actual telephone and fax expenses incurred on City business. Telephone bills should identify which calls were made on City business.

11. Transportation

Officials traveling on City business shall use the most economical mode and class of transportation reasonably consistent with scheduling needs and cargo space requirements, using the most direct, time-efficient route. Government and group rates must be used when available.

C. Expense Reports

1. Expense reimbursement requests must be submitted on an expense report form provided by the City. Reports must document how the expenditure met the requirements of this policy.
2. Expense reports must be submitted within 30 days of an expense being incurred, and must be accompanied by receipts documenting each expense.
3. Expense reports are a public record.

D. Audits of Expenses

All expenses are subject to verification that they comply with this policy.

E. Reports on Meetings

Each official shall briefly [give an oral](#) report on any Brown Act meetings they attended for which they receive expense reimbursement at their next City Council, Board, or Commission meeting.

F. Violation of this Policy

Under state law, use of public resources or falsifying expense reports in violation of this policy may result in any or all of the following: 1) loss of reimbursement privileges, 2) a demand for restitution to the City, 3) the agency's reporting the expenses as income to the official to state and federal tax authorities, 4) civil penalties of up to \$1,000 per day and three times the value of the resources used, and 5) prosecution for misuse of public resources.

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Chapter 9. Communication

1. All communications are public records.

All letters, memoranda, and email communications involving members of boards, commissions, committees and task forces, the subject of which relate to the conduct of government or the performance of any governmental function, with a few exceptions as outlined in the Public Records Act, are public records.

2. The City Council, in adopting this policy, does not waive attorney-client-privilege or any other privilege associated with a closed session authorized under the Ralph M. Brown Act.

3. Ralph M. Brown Act

Each Commissioner should be mindful of all of the requirements of the Brown Act in communicating with each other.

4. Correspondence

- A. After the Commission has taken a position on an issue, official correspondence should reflect this position. While Commissioners who may disagree with a position are free to prepare correspondence on such issues as private citizens, City letterhead, official Board or Commission title, and staff support should not be utilized.
- B. City letterhead, logo, insignia and brand, as well as, staff support cannot be utilized for personal or political purposes.

5. Electronic Communication

- A. All emails sent and received through the City server are saved for at least two years on the City's network and are subject to the Public Records Act.
- B. Communication on social media sites are saved for at least two years.

6. Written Communications for Commission Meetings

- A. The deadline for the receipt of written communications for inclusion in the agenda packet is up to 5:00pm one week before the Commission meeting. This is to allow for adequate staff review and analysis, and to ensure public access to information, all plans, correspondence, and other documents supporting planning applications being heard by the Commission. Contact the commission's Staff Liaison or Staff Admin for specifics.

- B. To be included in the addendum to the packet, items may be received up until noon the day of the scheduled meeting.
- C. Materials distributed to Commissioners during the meeting shall be available for viewing by the public during the meeting if the materials were prepared by the City or a Commissioner, or at the conclusion of the meeting if prepared by another person.
- D. If a Commissioner receives materials regarding an agenda item, s/he shall forward it the Staff Liaison as soon as possible.

7. Commission - Staff Relations

- A. Commissioners may make requests of City staff through their Department Head for limited research and information. Requests that will require significant staff time, as determined by the Staff Liaison, may be referred to the full Commission and only pursued if supported by a majority of the Commission. All requests for research and information shall be made through the Staff Liaison.
- B. Commissioners are encouraged to submit their questions on agenda items to the Staff Liaison as far in advance of the meeting as possible so that staff can be prepared to respond at the Commission meeting.
- C. Clarifications or technical questions will be answered before the meeting whenever possible.
- D. Questions and all staff-prepared responses will be forwarded to all Commissioners.

8. Speaking for "the City"

Similar to written correspondence, when Commissioners are requested to speak to groups or are asked the Commission's position on an issue, the response should reflect the position of the Commission as a whole. Of course, a member may clarify his/her vote on a matter by stating, for example, "While I voted against X, the Commission voted in support of it." When representing the City at meetings or other venues, it is important that those in attendance gain an understanding of the Commission's position rather than that of an individual member.

9. Speaking as an Individual

On occasion, Commissioners may wish to transmit correspondence on an issue upon which the Commission has yet to take a position or about an issue for which the Commission has no position. In these circumstances, members should clearly indicate in

their communications that they are not speaking for the Commission or the City as a whole, but for themselves as an individual.

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Chapter 10. Boards and Commissions Selection Process

1. Refer to the San Mateo [City Charter Article VI](#) on Boards and Commissions.
2. Vacancies and Appointments
 - A. The City Clerk's Office manages the Boards and Commissions application process.
 - B. Commissioners, Board and committee members (hereafter referred to as "Commission" or "Commissioners" for ease of reference) are appointed by a majority vote of the City Council and serve staggered terms.
 - C. Commission recruitment occurs annually in the months of April and May and is managed by the City Clerk's Office. For these routine vacancies, the announcement is made approximately three months prior to the date on which the vacancy is to occur.
 - D. Reappointments
 1. The process begins with the Clerk contacting members who are eligible for appointment to a second term and finding out their interest in reappointment.
 2. The full City Council interviews all applicants for reappointment by taking action at a special meeting.
 - E. Open Recruitment
 1. After reappointments are complete, the City Clerk recruits for all open seats utilizing multiple avenues including: advertising, the media, and networking lists to present qualified candidates to the Council for consideration.
 2. The interview and selection of candidates is an open process.
 3. The City Clerk receives the applications (ideally a minimum of three applications is sought for each seat) and arranges for a special Council meeting for the full Council to interview applicants.
 4. At the next regularly scheduled City Council meeting, the Council ballots and appointments are made for applicant(s) receiving the highest number of votes.
 - F. Unscheduled Vacancies

1. Subject to the Maddy Act (California Government Code § 54970), if an unscheduled vacancy occurs on a commission, the Council may either appoint from the pool of applicants on file (the eligibility list if there is one available) or open up the position to new applications where the above process is followed.
 2. For such non-routine vacancies, the announcement for new applications is made as soon as possible in order to maintain viable memberships on the various boards and commissions.
 3. All appointments occur in an open public meeting.
- G. Youth Activities Council (YAC) Selection Process
- The YAC is the only group not appointed directly by the City Council but through an application method administered by Parks and Recreation. High school students from all of the City's public high schools, as well as Junipero Serra High School and Nueva Upper School, are recruited for potential participation starting in the late spring of each year.

Chapter 11. References

1. [San Mateo City Charter](#), §2.03, 2.04, 2.12, Article VI
2. [Ralph M. Brown Act](#) (California Government Code, § 54950 et seq.)
3. California Government Code, § [53234](#) et seq.
4. [San Mateo Municipal Code](#)
5. [California Public Records Act](#) (California Government Code, § 6250 et seq.)
6. [AB 1234](#) California Government Code, § 53232.3
7. [Rosenberg's Rules of Order](#)

DRAFT