

RESOLUTION NO. 2022-115
RESOLUTION OF THE MARIPOSA COUNTY BOARD OF SUPERVISORS
ESTABLISHING A NEW POLICY SPECIFYING GUIDELINES, PROCEDURES, AND
STANDING RULES FOR COUNTY ADVISORY BOARDS, COMMISSIONS, AND
COMMITTEES

WHEREAS the County of Mariposa depends on many discretionary and non-discretionary boards, commissions and advisory committees (hereinafter collectively referred to as “committees” and individually referred to as “the committee”), to conduct the public business and to comply with applicable statutory mandates; and

WHEREAS, as a matter of public interest, the Board of Supervisors deems it advisable to establish guidelines for the establishment, dissolution, and operation of committees, as well as to clarify procedures and standing rules for the committees, the members of these bodies, and members of the public; and

WHEREAS these guidelines are applicable to all discretionary and non-discretionary committees established by the Board of Supervisors, regardless of whether formation was via resolution, ordinance, or other Board action.

NOW, THEREFORE, BE IT RESOLVED that the Mariposa County Board of Supervisors, a political subdivision of the State of California, does hereby establish the Policy Specifying Guidelines, Procedures, and Standing Rules for County Advisory Boards, Commissions, and Committees which is attached hereto as Exhibit “A”.

PASSED AND ADOPTED by the Board of Supervisors of Mariposa County on this 15th day of February, 2022, by the following vote:

AYES: SMALLCOMBE, SWEENEY, LONG, FORSYTHE, MENETREY
NOES: NONE
EXCUSED: NONE
ABSTAIN: NONE

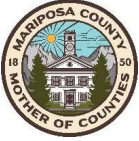
ROSEMARIE SMALLCOMBE, Chair
Mariposa County Board of Supervisors

ATTEST:

APPROVED AS TO FORM

René LaRoche, Clerk of the Board

Steven W. Dahlem, County Counsel



Policy Specifying Guidelines, Procedures, and Standing Rules for County Advisory Boards, Commissions, and Committees

1. PURPOSE

The County of Mariposa depends on many discretionary and non-discretionary boards, commissions, and committees (hereinafter collectively referred to as "committees" and individually referred to as "the committee") to conduct the public business and to comply with applicable statutory mandates. Consequently, the Board of Supervisors deems it advisable and a matter of public interest to establish guidelines for the establishment, dissolution, and operation of committees, as well as to clarify procedures and standing rules for the members of these bodies, as well as for staff, and the public.

2. POLICY INTENT

These guidelines are intended to be applied to all committees established by the Board of Supervisors regardless of whether creation was via resolution, ordinance, or other Board action.

3. POLICY LIMITATIONS

This policy is not meant to change any statutory authority or requirement. Where a conflict exists between statutory authority and this policy, the statutory authority shall prevail.

4. DEFINITIONS

○ Ad hoc Committee

A sub-committee that is created for a particular project or task and/or for a specific limited timeframe, and which is normally dissolved upon completion of the project or task, or automatically when the specified timeframe has elapsed.

○ Discretionary Committees

Advisory Boards, Commissions, and Committees that are not mandated by State or federal law or regulation.

○ Majority

- Committees with a set number of committee members (as established upon committee creation or as amended by action of the Board of Supervisors)

One-half of the number of committee members (filled or unfilled), plus one, unless defined otherwise by law.

- Committees with a floating number of committee members (those with a range of minimum and maximum number of members, as established upon committee creation or as amended by the Board of Supervisors.)

One-half of the number of appointed committee members, plus one, unless defined otherwise by law.

○ Quorum

One-half of the committee membership, plus one, unless defined otherwise by law.



Policy Specifying Guidelines, Procedures, and Standing Rules for County Advisory Boards, Commissions, and Committees

- Standing committee
A permanent committee that meets regularly.
- Sub-committee
A small group of people composed of some members of a larger committee, and which reports back to the larger committee. A sub-committee can be established in the bylaws or by committee approval, which is clearly noted in the minutes. A sub-committee can be a standing committee or an ad hoc committee.
- Sunset Date
The date on which a committee's authorization to function expires, unless a Board action is taken to extend it another term.
- Unscheduled Vacancy
A vacancy that occurs for any reason prior to the end of a member's term.

5. ESTABLISHMENT AND DISSOLUTION OF DISCRETIONARY COMMITTEES

- 5.1 To conserve County resources, the Board of Supervisors may direct the use of Ad hoc committees, advisory councils, or town hall meetings prior to establishing a new discretionary committee.
- 5.2 New discretionary committees shall be established by a resolution of the Board which includes:
 - A) A statement of purpose.
 - B) Membership requirements, if any. (Demographics, experience, etc.)
 - C) Membership term lengths.
 - D) Member compensation.
 - a. A clause noting that members serve without compensation; or
 - b. A clause that addresses compensation, stipends reimbursement of mileage or other expenses.
 - E) A "sunset date," or other date of dissolution, for the committee which is no more than four years from the date that the Board creates the committee.
 - F) Designation of the administering County Department to liaise with the committee and provide advice, oversight, and committee support, as needed, including submission of minutes to the Clerk of the Board.
- 5.3 No committee shall have powers other than advisory to the Board of Supervisors or Planning Commission except as may be contained in the Mariposa County Code.
- 5.4 Initial sunset dates, staggered across four years, are hereby established for existing committees via Appendix 1, which is attached hereto and incorporated herein by reference.

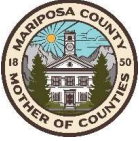


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- 5.5 A committee shall cease to exist upon the accomplishment of the special purpose for which it was created, upon reaching an unextended sunset date, or when dissolved by a majority vote of the Board of Supervisors. The Board of Supervisors may dissolve a committee prior to a discretionary committee's established sunset date.
- 5.6 The Board of Supervisors shall retain discretion to remove any committee member as it deems necessary, for any cause.

6. APPLICATION AND APPOINTMENT PROCEDURES

- 6.1 County committees are meant to inform policy regarding the needs of Mariposa County residents. Consequently, committee members must reside or work within Mariposa County, unless otherwise defined by the establishing authority.
- 6.2 All new committee members must submit a completed County Committees application to the Clerk of the Board, along with answers to any supplemental questions, prior to any advertised deadline. The Clerk shall log valid applications and forward them to the administering department to vet qualifications and prepare a Board item. Applications received after the deadline are invalid and will not continue in the process.
- 6.3 In the event that multiple applications are submitted for a position, applications may be vetted by a committee composed of the Board liaisons for that department, the department head, and the Clerk of the Board, with a recommendation made to the Board of Supervisors. Any such recommendation will be presented to the Board of Supervisors along with all valid applications, redacted to protect sensitive personal information.
- 6.4 No committee member will be appointed/reappointed to a term longer than four years, except as otherwise provided herein.
- 6.5 Committee members, except for those who have resigned or been removed, may continue to serve until an appointment or reappointment is made.
- 6.6 Members of committees who wish to continue serving in their appointed capacity for additional terms are required to complete and submit a new application, or may update and resubmit their original application if no pertinent information has changed. All qualifying applications for the vacancy will be submitted to the Board of Supervisors along with any recommendation from the administering department.
- 6.7 In the event of a resignation by a committee member, it is the responsibility of the resigning member to communicate the resignation to the Clerk of the Board or the administering department.
- 6.8 In the event of an unscheduled vacancy on any discretionary committee, a Notice of Special Vacancy shall be posted in the Clerk of the Board's office, and on either the County's website or at the library designated pursuant to California Government Code



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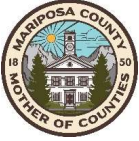
Section 54973 et seq. (the Maddy Act). In the case of At Large vacancies, a press release may also be sent to the local newspapers, at the discretion of the head of the administering department. Final appointment to the committee may not be made by the legislative body until at least 10 working days have elapsed since the posting of the notice in the Clerk's office.

- 6.9 Applicants for District appointments may be nominated by the District Supervisor, but require concurrence and approval by a majority vote of the full Board.
- 6.10 When a vacancy exists on a committee and no applications have been submitted by the deadline, the vacancy will be continued by the administering department until such time as an appointment can be made. The Board of Supervisors may, at any time, move to continue an appointment to a subsequent date.
- 6.11 Upon initial appointment, and at each reappointment, committee members shall receive a copy of all County policies provided to new hires, and shall acknowledge their receipt. The administering department shall be responsible for providing the policies, obtaining signed acknowledgements, and for keeping all acknowledgements until two years past the member's resignation or removal from the committee.

7. NEPOTISM

The role of advisory committees is to provide diverse and impartial input from throughout the county. Consequently, no more than one family member may serve on the same committee.

For purposes of this policy, family members are defined as spouse, child, step-child, parent, stepparent, grandparent, grandchild, brother, sister, step-brother, step-sister, aunt, uncle, niece, nephew, parent-in-law, brother-in-law, sister-in-law, legal guardian, significant other, or any other member of an individual family household, or that have such familial relationships as are specifically identified above that live in separate households.



Policy Specifying Guidelines, Procedures, and Standing Rules for County Advisory Boards, Commissions, and Committees

8. ORIENTATION

Each committee shall have an orientation packet for new members which includes:

- A. A copy of this Board Policy.
- B. Copies of any laws, regulations, and/or other applicable Board policies pertaining to the operation of County committees in general, as well as those specific to the committee, including the establishing authority, By-Laws, and plans and goals of the committee.
- C. A copy of County Counsel's memorandum regarding duties, responsibilities, and requirements of the Ralph M. Brown Act.
- D. Copies of the last three (3) committee minutes and recent reports prepared for Board review, as well as a schedule of meetings if one exists.
- E. A copy of the committee's rules of procedure, whether Rosenberg's Rules or Roberts' Rules of Order.
- F. A roster of all current committee members, as well as the County staff which regularly interacts or presents to the committee.
- G. Information regarding any Ad-Hoc or subcommittees including, but not limited to, descriptions, list of Ad-Hoc or subcommittee members, or other pertinent materials.

It shall be the responsibility of County staff to assemble the orientation packet and to convey it to the Committee Chairperson. The Committee Chairperson, or his or her designee, shall provide these orientation materials to new committee members prior to their being seated as a member. County staff shall be responsible for supplying updated rosters to the Chair and the remaining committee members.

9. BY-LAWS

- 9.1 Each committee, whether created by resolution or ordinance, shall prepare By-Laws which shall, at a minimum, contain the sections and information contained in Appendix 2, attached hereto, and must be approved by the Board of Supervisors. Committees have the flexibility to add additional by-laws provisions providing that they do not conflict with, or negate, the required provisions contained in Appendix 2 of this policy.
- 9.2 Newly formed Committees shall have adopted By-Laws approved by the Board of Supervisors within 90 calendar days of the committee's first meeting.
- 9.3 Existing committees named in Appendix 1, attached hereto, shall have adopted By-Laws approved by the Board of Supervisors not later than 90 days after the committee's next scheduled meeting that occurs after the adoption of this policy.

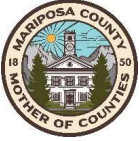
10. REPORTING AND REVIEWS

- 10.1 Each committee shall select a member to prepare and maintain meeting Minutes.



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- A. Minutes shall, at a minimum, contain the information noted in "Appendix 3 – Minutes." However, committees are at liberty to add additional information to their minutes.
 - B. For committees that meet quarterly or less frequently, draft Minutes shall be submitted to the Clerk of the Board within thirty days of each meeting. For committees that meet more frequently, adopted Minutes shall be submitted to the Clerk of the Board within thirty days of each meeting. In turn, the Clerk of the Board shall prepare an informational agenda item to submit the minutes to the Board of Supervisors. The Clerk of the Board may attach multiple committee minutes to a single consent item.
 - C. If the selected committee member fails to produce the meeting Minutes within the required timeframe, then it will be up to the Committee Chair to immediately prepare and submit the Minutes.
- 10.2 Each committee shall prepare and submit an annual written report to the Board of Supervisors, through the Clerk of the Board, by April 1st of each year, beginning in 2023, that includes a summary of their activities and accomplishments during the last year, as well as committee goals and initiatives for the next year.
 - A. Each annual report shall minimally include the following information:
 - A. An overview of the Projects/Issues/Topics considered by the committee in the preceding year
 - B. How the Projects/Issues/Topics fall within the committee's purpose.
 - C. Any issues impeding committee effectiveness
 - D. Goals and objectives for the next year
 - B. Committees are at liberty to add additional information to reports as they see fit.
- 10.3 It is the intent of this policy that written reports are communications between the committees and the Board of Supervisors and will, consequently, be written and prepared by the committee members rather than staff.
- 10.4 Written reports should be submitted to the Clerk of the Board of Supervisors who will schedule and prepare a Board of Supervisors item in coordination with the committee chairperson.
- 10.5 Committees that do not submit a report by May 1st of each year shall be reviewed by the Board of Supervisors and appropriate actions, including dissolution of the



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committee prior to the sunset date, may be considered.

- 10.6 An agenda item for a mid-term review of each committee shall be scheduled and prepared by the Clerk of the Board before the Board of Supervisors in the second year of the committee's four year term.
- 10.7 Agenda items for Sunset Reviews shall be scheduled and prepared by the Clerk of the Board before the Board of Supervisors in the last year of the committee's four year term, but prior to its sunset date, to allow the Board to consider the committee's purpose, effectiveness, and possible sunset date extension.
- 10.8 Mid-term and Sunset Board Reviews will nominally include consideration of the annual reports, and will provide the committee members the opportunity to provide feedback regarding the committee's objectives relative to its purpose, as well as to allow the Board to provide direction.

11. STANDING RULES

- 11.1 All committee members shall take the loyalty Oath of Office, found in Appendix 4, upon appointment or reappointment and prior to voting on any matter presented to the committee on which they serve. Oaths of Office may be administered by the Clerk of the Board, or the head of the administering department.
- 11.2 Any committee members who receive any type of compensation, salary, stipend, or reimbursement for actual and necessary expenses incurred in the performance of official duties, are required to complete Ethics Training as required by California Government Code Title 5, Chapter 2, Article 2.4, Sections 53234-53235.2.
- 11.3 Committees and their members are responsible for conducting public business for the County of Mariposa and are, therefore, subject to provisions of California Government Code Section 54950 et seq. (the Ralph M. Brown Act), which mandates open meetings for local legislative bodies.
- 11.4 Committee members shall be responsible for having a working knowledge of the establishing ordinance, resolution, by-laws, federal or state mandates, or any other governing regulations that define and set forth the intent and purpose of their assigned committee, and shall only represent and take action on matters related thereto.
- 11.5 Meeting Minutes can only be approved by members who attended the meeting, or by those who have reviewed existing meeting audio.
- 11.6 If the committee membership changes enough to prevent a set of Minutes from being approved by original members in a number that equals or exceeds a quorum of the committee, and if no recording exists for new members to review to become qualified



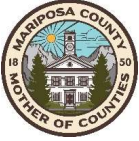
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to vote on the Minutes, then Minutes may be deemed approved and marked as a "Technical Approval" under this policy.

- 11.7 Draft and Approved Minutes are to be posted to the agenda management system by County staff.
- 11.8 Comments, decisions, or actions by discretionary committees are wholly advisory and it is not the responsibility, or within the authority, of an advisory committee to make decisions, manage, or direct the delivery of services or facilities.
- 11.9 Committee members represent the County of Mariposa and shall avoid impropriety and the appearance of impropriety, and shall not use their appointed position to further their own financial/pecuniary gain or for any other purpose not directly related to the governmental function they have been appointed to perform.
- 11.10 Committee members shall not misrepresent the scope of their influence or authority in matters assigned to their committee or represent recommendations of their respective advisory body as official County policy until such time as formal action, such as adoption of a resolution, has been taken by the Board of Supervisors.
- 11.11 Committee members shall not represent the committee before any other committee, commission, outside agency, to the press, or the general public unless authorized as the designated spokesperson by the Committee.
- 11.12 The County is committed to providing a safe and dignified environment for all employees and volunteers, alike. Consequently, committee members are subject to all County Human Resource policies including, but not limited to, the Policy Against Discrimination and Harassment in the Workplace and the Injury, Illness, and Prevention Program. All new and returning committee members are responsible for understanding these policies and for conducting themselves in a professional and inclusive manner. Zero Tolerance will be exhibited in any instance where a committee member is found to be out of compliance with any County Human Resources policy.
- 11.13 In the event that any committee member fails to adhere to one or more County Human Resource policies, staff shall document the issue, whether observed or reported by others, and submit the matter to the Human Resources division for investigation.

Written documentation shall specifically address the following:

- A. The allegation of misconduct or wrongdoing in detail.
- B. Citation of relevant policy, if known.
- C. Dates, times, and places where event or events occurred.
- D. Names of the people involved, as well as their contact information where available.
- E. Any other relevant information which would help determine whether there is a basis for any charge of misconduct, wrongdoing, or policy noncompliance.



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- 11.14 Upon receipt of a complaint against a committee member, the Human Resources division shall so inform the department head of the administering department as well as the Board of Supervisors, and shall commence an investigation. The committee member in question shall be automatically suspended from his or her committee duties while the investigation is being conducted.
- 11.15 The Human Resource division shall conclude its investigation within forty-five (45) days, and shall issue a Finding.
- 11.16 Any Finding of noncompliance shall result in automatic removal of the committee member from all County committees upon which the member serves.

Policy Specifying Guidelines, Procedures, and Standing Rules for County Advisory Boards

APPENDIX 1 – INITIAL SUNSET DATES

COMMITTEE	ADMINISTERING DEPARTMENT	INITIAL LENGTH (YEARS)	SUNSET DATE	COMMENT
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1 YEAR

Community Recreation Facility Advisory Committee	Administration	1	10/31/2023	Inactive. Created in 2019. No appointments made.
Housing Rehabilitation and Loan Advisory Board	Administration	1	11/30/2023	Inactive
Housing Program Advisory Committee	Planning	1	8/31/2023	Inactive
Surface Mining Technical Advisory Committee	Planning	1	9/30/2023	Inactive
Town of Mariposa Transit Center Feasibility Study Citizens Advisory Committee	Planning	1	10/31/2023	Inactive
Yosemite West Planning Advisory Committee	Planning	1	11/30/2023	Inactive
Coulterville Cemetery Ad Hoc Committee	Public Works	1	10/31/2023	No current members. Last appointment expired on 12-31-2019
Catheys Valley Cemetery Ad Hoc Committee	Public Works	1	10/31/2023	All committee members expired on 12-31-2021
Mariposa Town Cemetery Ad Hoc Committee	Public Works	1	11/30/2023	Inactive

2 YEARS

Agricultural Advisory Committee	Planning	2	8/31/2024	
Connect Mariposa Advisory Board	Administration	2	8/31/2024	
El Portal Planning Advisory Committee	Planning	2	9/30/2024	
Fire Advisory Committee	Fire	2	11/30/2024	
Local Child Care Planning Council	HHSA	2	11/30/2024	
Parks and Recreation Commission	Public Works	2	9/30/2024	
Wawona Town Planning Advisory Committee	Planning	2	10/31/2024	

3 YEARS

Business Assistance/Microenterprise Loan Advisory Board	Administration	3	8/31/2025	
Child Care Task Force	Administration	3	8/31/2025	
Coulterville Planning Advisory Committee	Planning	3	9/30/2025	

Fish Camp Town Planning Advisory Council	Planning	3	9/30/2025
Greeley Hill Planning Advisory Committee	Planning	3	10/31/2025
Historic Sites and Records Preservation Commission	Planning	3	10/31/2025
Mariposa County Commission on Aging	HHSA	3	11/30/2025
Mariposa County Solid Waste AB939 Local Task Force	Public Works	3	11/30/2025

4 YEARS

Airport Advisory Committee	Public Works	4	11/30/2026
Behavioral Health Board	Clerk of the Board	4	11/30/2026
Catheys Valley Community Planning Advisory Committee	Planning	4	8/31/2026
Code Compliance Advisory Committee	Planning	4	11/30/2026
Creative Placemaking Strategy Advisory Committee	Planning	4	9/30/2026
Law Library Trustees	County Counsel/Risk Mgr	4	11/30/2026
Midpines Planning Advisory Committee	Planning	4	9/30/2026
Merced River Trail	Planning	4	10/31/2026

COMMITTEES NEEDING APPROVAL BY THE BOS SITTING AS A DIFFERENT ENTITY:

Air Pollution Control District Hearing Board	APCD
Coulterville Service Area No. One Advisory Board	CSA-1
In-Home Supportive Services Advisory Committee	IHSS Public Authority
Local Transportation Commission Technical Advisory Committee	LTC
Social Services Transportation Advisory Council	LTC
Water Agency Advisory Board	Mariposa County Water Agency
Yosemite West District Advisory Committee	Yosemite West District Board of Directors

COMMITTEES NOT SUBJECT TO THIS POLICY:**INTERNAL OR OPERATIONAL COMMITTEES/ENTITIES**

Mariposa County Planning Commission	
Community Corrections Partnership	Dept: Probation
Disaster Council	Dept: Sheriff
Emergency Medical Care Committee	Dept: HHSA/Health
Mariposa County Safety Committee	Dept: County Counsel/Risk Manager

APPEALS BOARDS UNDER THE BOARD OF SUPERVISORS - Function differently than advisory committees

Medical Services Program Appeal Board	HHSA
Building Department Advisory and Appeals Board	Building
Local Enforcement Agency (LEA) Hearing Panel	HHSA/Environmental Health
Wawona Appeals Board	Planning

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APPENDIX 2 – BYLAWS

Article 1 – Purpose and Authority

Section A – The committee is established under authority of <State Code, Ordinance, Board Resolution with date, or Joint Powers Agreement with date.>

Section B – Its purpose is <as set forth in the establishing authority.>

Section C – The <Advisory Committee's name> is advisory to the Board of Supervisors (or the Planning Commission and the Board of Supervisors) and, as such, shall not take part officially in, nor does it lend its influence to, any political causes or issues.

Section D – <Advisory Committee's name> is advisory to <list department(s), Planning Commission if appropriate> and the Board of Supervisors only. Committee recommendations are advisory only and are meant to inform the decisions of decision-makers who may accept, modify, or reject them. The <Advisory Committee's name> is not empowered by ordinance, establishing authority, or policy to render a decision of any kind on behalf of the County of Mariposa, or its appointed or elected officials.

Article 2 – Membership and Term of Office

Section A – The <Advisory Committee's name> is limited to <number> members in accordance with the establishing authority. (Add membership categories, if necessary.)

Section B – Each term is for a period of <as set forth in the establishing authority.>

Section C – If a member of the <Advisory Committee's name> is absent from three successive regular meetings of the Advisory Board without reasonable cause, as determined by the committee chair, the office becomes vacant automatically. The Advisory Board shall immediately notify the Board of Supervisors of the vacancy so that advertising and recruitment of a replacement can commence.

Article 3 – Officers

Section A - The advisory committee shall elect a Chairperson, and a Vice-Chairperson annually at the first meeting of the calendar year (or other time period as defined by the committee), and a Secretary.

Section B – The Chairperson provides general supervisory guidance to the advisory committee and presides over its meetings. The Chairperson may assign coordinating duties to the Vice Chairperson, as necessary. The Chairperson is the sole official spokesperson for the advisory committee unless this responsibility is delegated in writing.

Section C – In the absence of the Chairperson, the Vice Chairperson assumes the duties and responsibilities of that office.

Section D – The Secretary records the minutes of all advisory committee meetings and handles committee correspondence. The Secretary keeps the roll, certifies the presence of the quorum,

maintains a list of all active representatives, and keeps records of actions as they occur at each meeting. County staff assigned to the advisory committee shall be responsible for posting all meeting notices and agendas as required by the Ralph M. Brown Act, and to keep a record of such postings, and to reproduce and distribute the advisory committee notices, agendas, and minutes for all meetings, if needed

Article 4 – Meeting Procedures

Section A – All meetings, meeting notices, agendas, and meeting actions must be in compliance with the Ralph M. Brown Act, the American’s with Disabilities Act (A.D.A.), and all other laws and policies. County staff shall be responsible for posting meeting agendas on the County’s agenda management system, at the meeting location, and other applicable publicly accessible places, no less than 72 hours prior to each regular meeting, or 24 hours prior to each special meeting. Additionally, notices or agendas shall be mailed upon written request.

- 1) As County-affiliated entities, the tops of all committee agendas shall display the County emblem in compliance with the County Branding Policy.
- 2) The bottoms of all agendas shall provide a contact for A.D.A. assistance similar to “In compliance with the American’s with Disabilities Act, if special assistance is required to participate in this meeting, please contact the <Name of Person or Position and contact information if not given elsewhere on the agenda.>

Section B – Meetings that are not noticed correctly under the Ralph M. Brown Act, as noted in Section A above, may not occur and must be rescheduled to a future date.

Section C – Meetings may only occur when a quorum of committee members is present. A quorum, unless otherwise defined by the establishing authority, is a majority of the members, normally calculated as half the membership plus one. If a quorum is not present within ten minutes of the advertised meeting start time, committee members are to exit the meeting place and disperse to avoid an accidental, unauthorized meeting.

Section D - All meetings of the advisory committee and any subcommittees shall be open to the public to the extent required by the Brown Act. Meetings are to be held in public places which are in compliance with the Americans with Disabilities Act.

Section E – The Chairperson shall be the Presiding Officer at all <Advisory Committee’s name> meetings and is responsible for the maintenance of order and decorum at all times. In the absence of the Chairperson, the Vice-Chairperson shall preside.

Section F – Rosenberg’s Rules of Order <or, alternatively, Robert’s Rules of Order> shall govern the operation of the committee in all cases not covered by these by-laws. The advisory committee may formulate specific procedural rules of governance when required by resolutions, ordinances, or laws.

Section G – Each voting member has one vote and no proxy.

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APPENDIX 3 – MINUTES

(This Appendix is provided merely as a guide of the minimal things that must be captured in Action Summary Minutes. Committees are at liberty to add more information to suit their needs.)

<Committee Name>

<Meeting Date> ACTION SUMMARY MINUTES

Location of Meeting:

Present at Meeting:

Seeing a quorum, the regular meeting of the <Committee Name> was called to order at <time A.M or P.M> by Chair <Name>.

The committee proceeded to consider the agenda and the following actions were taken or direction given:

Item 1. (Number each item) <Description from the agenda>

Record the meeting ACTIONS. Narrating the discussion that led to the action is not necessary.

For a motion:

By a unanimous vote *(if not unanimous, define the vote, for instance: 5 ayes, 2 nays, with Smith abstaining)*, the committee approved the motion of <Name of Person>, with a second by <Name of Person>, to <describe the motion.>

Alternate format:

On the motion of <Name of Person>, with a second by <Name of Person>, the committee approved the motion to <describe the motion.>

AYES: Name1, Name2 <last names only, typically listed in alphabetical order>; NAYS: Name3; ABSTAIN: Name4

For direction *(usually requests for some kind of follow-up action at a future meeting):*

<Name of Person> was requested to research the issue of <define what was requested> and return with a report at the <date> meeting.

<TIME A.M. or P.M.> There being no further business, the meeting was adjourned *(either by the Chair, or on a motion, second, and vote – depending on the committee’s procedures.)*

Minutes submitted by,

<Name of Person who Prepared the Minutes>

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APPENDIX 4 – OATH OF OFFICE

(Some committees may require signed Oaths. Please check with the Clerk of the Board's office.)

I, [State your Name], do solemnly swear (or affirm) that I will support and defend the
Constitution of the United States and the Constitution of the State of California against all
enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of
the United States and the Constitution of the State of California; that I take this obligation
freely, without any mental reservation or purpose of evasion; and that I will well and faithfully
discharge the duties upon which I am about to enter.