

# **ATTACHMENT 2**

# County of Monterey Board Policy Manual

<b>Policy Name</b>	<b>Policy Number</b>	<b>Page</b>
Standing and Ad Hoc Committees, and Non-County Entities Functions, Membership and Appointments	G-10	1 of 5
<b>Policy Category</b> Government and Administration		

## I. Purpose

To establish policy and guidelines for the function of and appointments to Standing and Ad Hoc Committees of the Board of Supervisors, and appointments to non-County entities such as the Local Agency Formation Commission of Monterey County (“LAFCO”) and the Monterey Bay Air Resources District (“MBARD”).

## II. Background

The Board of Supervisors (“Board”) has, from time-to-time, established various standing and ad hoc committees. In addition, the County is required or has agreed to appoint Supervisors to various non-County entities such as special districts and joint powers authorities. Historically, the appointments to such committees and non-County entities have been annually upon recommendation of the incoming Chairperson of the Board and vote of the full Board. The procedure for appointments has not been formally established, and was last addressed by the Board in 2010.

This policy is intended to formalize the functions of and the appointment process to Board standing and ad hoc committees, and appointments to non-County entities.

## III. Policy

It is the policy of the Board that the functions of and appointments to Board standing and ad hoc committees, and appointments to non-County entities, be pursuant to this policy unless otherwise determined by Board resolution or Board order.

## IV. Definitions

- A. “Standing Committee” means an advisory committee established by the Board consisting of less than a quorum of the Board and having continuing jurisdiction of a major policy issue or objective, or an issue of ongoing significance to the

County. Standing Committees shall be subject to the California Open Meeting Law, Government Code section 54950 et seq. (the “Brown Act”).

- B. “Ad Hoc Committee” means an advisory committee established by the Board consisting of less than a quorum of the Board and established to address a specific issue or goal and having a limited existence. Ad Hoc Committees shall generally not exist for the lesser of the time to complete their purpose or 1 year. In unusual circumstances, the Board may authorize an Ad Hoc Committee to exist beyond 1 year, but such committee shall not exist for more than a total of eighteen (18) months. Ad Hoc Committees are not subject to the Brown Act.
- C. “Non-County Entity” means a non-County legislative or governing body established pursuant to state law or agreement. Examples of Non-County Entities are, but not limited to, LAFCO, MBARD, Salinas Valley Groundwater Sustainability Agency (“SVBGSA”), Salinas Valley Recycles (Salinas Valley Solid Waste Authority), Monterey Regional Waste Management District (“MRWMD”), and Monterey One Water (“M1W”). Such entities may or may not be subject to the Brown Act, depending on their organic law, method of formation, or unilateral determination. Membership on some such entities may also be determined by state law or agreement.

## **V. Committees established**

### **A. Standing Committees.**

As of the date this policy was adopted, the Standing Committees of the Board are as set forth in Attachment A. The Board may create new or abolish existing Standing Committees from time-to-time, and the Clerk of the Board (“COB”) is authorized and directed to update Attachment A as necessary to reflect the new or abolished committees. Attachment A shall reflect which committees are new and which have been abolished, and the date of such action by the Board in order to create a historical record of Standing Committees.

### **B. Ad Hoc Committees.**

As of the date this policy was adopted, the Ad Hoc Committees of the Board are as set forth in Attachment B. The Board may create new or abolish existing Ad Hoc Committees from time-to-time, and the COB is authorized and directed to update Attachment B as necessary to reflect the new or abolished committees. Attachment B shall reflect which committees are new and which have been abolished, the date of such action by the Board, and the target date for the termination of the Ad Hoc Committee, in order to create a historical record of Ad Hoc Committees.

### **C. Non-County Entities.**

As of the date this policy was adopted, the Non-County Entities to which the Board makes appointments are as set forth in Attachment C. Non-County Entities may be created or abolished from time-to-time, and the COB is

authorized and directed to update Attachment C as necessary to reflect the new or abolished entities. Attachment C shall reflect which entities are new and which have been abolished, and the date of such action, in order to create a historical record of Non-County Entities.

## **VI. Appointments and Membership**

### **A. Standing Committees.**

The membership on Standing Committees shall be on a rotational basis sequentially by Supervisorial District as follows:

1. Supervisors shall serve on a Standing Committee for a term of [two] [three] years that commences on January 1 and ends on December 31.
2. [Upon adoption of this policy, the Chairperson shall recommend initial appointments to the Standing Committees which shall subsequently be on a rotational basis as set forth herein. The recommendations shall be by Supervisorial District sequentially, and the recommendations shall stagger the initial terms such that not all memberships start with District 1. For example, Supervisors from Districts 1 and 2 to committee A; Districts 2 and 3 to committee B; Districts 3 and 4 to committee C, etc. The Board shall make the appointments, designating the Supervisor first in sequence to serve an initial term of [one] [two] year[s], and the Supervisor second in sequence to serve the full term. Thereafter, upon completion of a Supervisor's term on a committee, the Supervisor from the District next in sequence shall serve on the committee and no formal appointment by the Board shall be required.]

[OR]

[Upon adoption of this policy, the Chairperson shall recommend appointments to the Standing Committees for the remainder of calendar year 2022, with consideration given to interest, continuity, expertise and importance to specific Supervisorial Districts, and the Board shall make the appointments. Thereafter, in December of 2022, the [incoming] Chairperson shall recommend appointments to the Standing Committees on a rotational basis. The recommendations shall be by Supervisorial District sequentially, and the recommendations shall stagger the initial terms such that not all memberships start with District 1. For example, Districts 1 and 2 to committee A; Districts 2 and 3 to committee B; Districts 3 and 4 to committee C, etc. The Board shall make the appointments at the first meeting in January of 2023, designating the Supervisor first in sequence to serve an initial term of [one] [two] year[s], and the Supervisor second in sequence to serve the full term. Thereafter, upon completion of a Supervisor's term on the committee, the Supervisor from the District next in sequence shall serve on the committee and no formal appointment by the Board shall be required.]

3. A Supervisor whose District is in sequence may, at the start of a term, decline to serve on a Standing Committee, in which case the Supervisor in the District next in sequence shall serve, and the membership sequence shall remain the same. For example, if the Supervisor from District 3 is next in sequence to start a term to serve on committee A and declines, the Supervisor from District 4 then serves on the committee and District 5 is next in sequence. The declining Supervisor shall provide notice to the Chairperson, CAO, County Counsel and the COB in the December prior to the start of a term.

If all other Supervisors decline to serve, the Board shall make an appointment upon the Chairperson's recommendation. Upon such appointment, the appointed Supervisor's District shall not re-start the sequence of membership and it remains the same. In the same example as above, if District 2 is appointed, District 5 remains next in sequence.

4. A Supervisor whose District is in sequence may assign or delegate membership on a Standing Committee to another Supervisor at the start of a term. Such assignment or delegation shall require Board approval. In the event the Board approves the assignment or delegation, the assigned/delegated Supervisor's District shall not re-start the sequence of membership. For example, the Supervisor from District 4 is on committee B and the Supervisor from District 5 is next in sequence to serve on that committee. The Supervisor from District 5 may assign or delegate service to the Supervisor from District 3. Upon Board approval, the Supervisor from District 3 serves on the committee, but District 1 remains in sequence to next serve a term on the committee. If the Board declines all proposed assignments/delegations, the Supervisor from the District in sequence shall serve the term. In the example above, if the Board declines the assignment/delegation to District 3, the Supervisor from District 5 shall serve the term.
5. Membership on Standing Committees is by District. If a new Supervisor is elected during a term for which a District is serving on a committee, the newly elected Supervisor shall finish out the term.
6. Supervisors who begin a term on a committee are expected to serve out that term. If a vacancy occurs in a Supervisorial District, or a Supervisor desires to resign or refuses to participate in committee meetings, the procedures in paragraph VI.A.3, above, shall generally be followed, and the selected Supervisor shall serve out the term on the committee, but the sequence of membership shall remain the same.
7. Notwithstanding the foregoing:
  - a. [A Supervisor from either District 3 or 4] [The Supervisors from Districts 3 and 4] shall serve on the Monterey Urban County Standing Committee [with the remaining position rotating sequentially by District];

- b. The Supervisors from Districts 2 and 3 shall serve on the Water Resources Agency Joint Boards Leadership Committee;
  - c. The Supervisor from District 3 shall serve on the Cannabis Standing Committee with the remaining position rotating sequentially by District; and,
  - d. The Supervisor appointed to serve on the Coalition of Homeless Services Providers Leadership Council shall serve on the Homelessness Standing Committee with the remaining position rotating sequentially by District.
  - e. Should any of the above identified Supervisors decline to serve, wish to assign or delegate, or resign from serving, the procedures in Paragraphs VI.A.3, A.4 or A.6, above, shall be followed as appropriate.
8. The COB shall keep a roster of Standing Committee membership which shall be presented to the Board for information at the Board's first meeting of the calendar year.

#### B. Ad Hoc Committees.

Ad Hoc Committees may be formed from time-to-time by the Board. Upon formation, the Board shall determine membership and anticipated length of existence, with consideration given to interest, expertise, and importance to specific Supervisorial Districts. Supervisors appointed to an Ad Hoc Committee are expected to serve on the committee until such time as the committee is disbanded; however, a Supervisor may request to be removed from a committee, in which case the Board shall select a replacement.

Prior to the first meeting of the Board in a calendar year, the COB shall prepare a matrix showing membership on Ad Hoc Committees and the anticipated expiration of the committees, and submit the matrix for Board confirmation at the first meeting of the calendar year. The COB shall keep the matrix for reference, and shall update the matrix if a committee is disbanded during the calendar year.

#### C. Non-County Entities.

In December of each year, for those Non-County Entities whose membership is not set by state law or agreement, the CAO shall, in a manner that does not violate the Brown Act, and in consultation with the County Counsel, solicit interest from each Supervisor regarding service on such entities. Upon receiving such input, the CAO shall provide the information to the incoming Chairperson, who shall prepare recommendations for appointments to the Non-County Entities, including recommendations for those Non-County Entities whose membership is set by state law or agreement. Recommendations for those entities whose membership is not set by state law or agreement shall be prepared with consideration given to interest, continuity, expertise, and

importance to specific Supervisorial Districts. The CAO shall process to the full Board consideration of the recommendations at the first Board meeting in January of each year, and the Board shall make such appointments as it deems appropriate. The COB shall keep a roster of Non-County Entity membership for reference.

## **VII. Committee Procedures**

At their first meeting of each calendar year, Standing and Ad Hoc Committees shall select a Chairperson. Generally, and unless a committee determines otherwise, the Chairperson position of each committee shall rotate annually between its appointees. The meetings of committees, and the responsibility of committee members, shall be in conformance with Section 2.04.250 of the Monterey County Code, enclosed for ease of reference as Attachment D.

## **VIII. Effective date**

The provisions of this policy shall be effective upon its adoption by the Board of Supervisors.

## **IX. Review Date**

This Policy will be reviewed by the Board in December of every even numbered year commencing in December of 2024.

## **X. Board Action**

Adopted, August 28, 2018.

Amended, \_\_\_\_\_

ATTACHMENT A  
BOARD STANDING COMMITTEES

Alternative Energy and Environment Committee

Budget Committee

Cannabis Standing Committee<sup>1</sup>

Capital Improvement Committee

Economic Opportunity Committee

Equal Opportunity Committee

Health, Housing, and Human Services Committee

Homelessness Committee<sup>2</sup>

Human Resources Committee

Legislative Committee

Monterey Urban County Standing Committee<sup>3</sup>

Water Resources Agency Joint Boards Leadership Committee<sup>4</sup>

<sup>1</sup>Supervisor from District 3 to be a member with the remaining position rotating sequentially by District.

<sup>2</sup>Supervisor appointed to Coalition of Homeless Services Providers Leadership Council to be a member with the remaining position rotating sequentially by District.

<sup>3</sup>[Supervisor from either District 3 or 4 to be a member] [or] [Supervisors from Districts 3 and 4 to be members] [with the remaining position rotating sequentially by District].

<sup>4</sup>Supervisors from Districts 2 and 3 to be members.

ATTACHMENT B  
BOARD AD HOC COMMITTEES

Animal Services Ad Hoc Committee  
COVID-19 Agricultural Ad Hoc Committee  
COVID-19 Communications Ad Hoc Committee  
COVID-19 Hospitality Ad Hoc Committee  
Downtown MOU Ad Hoc Committee  
Housing Authority Ad Hoc Committee

ATTACHMENT C  
NON-COUNTY ENTITIES

3CE (Central Coast Community Energy) – Policy Board  
3CE (Central Coast Community Energy) – Operations Board<sup>1</sup>  
Arts Council for Monterey County  
Association of Monterey Bay Area Governments (AMBAG)  
Behavioral Health Commission  
California State Association of Counties (CSAC) Board of Directors<sup>2</sup>  
Central California Alliance for Health (Santa Cruz-Monterey-Merced Managed Medical Care  
Commission) (CCAH)  
Children’s Council of Monterey County  
Coalition of Homeless Services Providers Leadership Council  
Community Corrections Partnership<sup>1</sup>  
Community Alliance for Safety and Peace (CASP)  
Community Restorative Justice Commission  
Emergency Communications Policy Advisory Committee  
Emergency Medical Services Committee  
First 5 Monterey County  
Golden State Connect Authority (GSCA)  
Golden State Financing Authority (GSFA)  
Gonzales Enhanced Infrastructure District Public Financing Authority<sup>3</sup>  
Juvenile Justice Coordinating Council  
Law Library Board of Trustees<sup>1</sup>  
Local Agency Formation Commission (LAFCO)  
Military & Veterans Affairs Advisory Commission  
Monterey Bay Air Resources District (MBARD)  
Monterey County Convention and Visitors Bureau (MCCVB)  
Monterey County Parks Commission

ATTACHMENT C (cont.)  
NON-COUNTY ENTITIES

Monterey One Water (M1W)

Monterey Peninsula Water Management District (MPWMD) Board of Directors<sup>4</sup>

Monterey Peninsula Water Management District (MPWMD) Policy Advisory Committee (PAC)

Monterey Peninsula Water Management District (MPWMD) Technical Advisory Committee  
(TAC)<sup>1</sup>

Monterey Peninsula Water Supply Project Governance Committee

Monterey Regional Waste Management District (MRWMD)

Monterey-Salinas Transit (MST)

Natividad Medical Center Board of Trustees

Pajaro Regional Flood Management Agency (PRFMA)

Pajaro River Watershed Flood Prevention Authority (PRWFPA)

Remote Access Network

Rural County Representatives of California (RCRC)

Salinas Valley Basin Groundwater Sustainability Agency (SVBGSA)<sup>5</sup>

Salinas Valley Recycles (Salinas Valley Solid Waste Authority)

Seaside Groundwater Basin Watermaster

Transportation Agency for Monterey County (TAMC)<sup>6</sup>

Workforce Development Board (WDB)

<sup>1</sup>County staff appointments.

<sup>2</sup>Appointment to the Board of Directors is typically made in the fall, in time for the appointed Supervisor to participate in the CSAC Board meeting in November/December.

<sup>3</sup>Appointee is the Supervisor from the District that includes the City of Gonzales; alternate is chief of staff.

<sup>4</sup>Appointee must be a resident of MPWMD.

<sup>5</sup>Appointment to SVBGSA Board is made in June for a three (3) year term. Next appointment is June of 2023, and every three (3) years thereafter.

<sup>6</sup>Alternates are County staff appointments.

## ATTACHMENT D

### 2.04.250 Committees.

A. It shall be the responsibility of each member of a committee appointed by the Board to be fully informed concerning the business assigned to it by the Board. Each committee shall promptly perform tasks assigned to it and report to the Board such information and recommendations as shall be necessary or proper.

B. The regular meetings of all committees of the Board of Supervisors shall be held at 168 West Alisal Street, Salinas, California; however, regular meetings of a Board committee may be held at a location within the County other than 168 West Alisal Street or other than in the City of Salinas provided that either:

1. Such alternate location is adopted when the schedule for regular meetings during the year is adopted by the committee as permitted in Subsection 2.04.250.D, or
2. The alternate location is adopted by resolution or order at a regular meeting and notice of the alternative location is posted prior to the regular meeting immediately preceding the meeting at the alternate location.

C. Committees may hold special meetings, and continue or adjourn regular meetings, in the manner provided for the Board of Supervisors set forth in Sections 2.04.030 and 2.04.060, above.

D. Each committee may annually adopt a schedule setting forth the time and place for holding regular meetings; such schedule may be amended from time-to-time by the committee.

(Ord. 2523 § 1 Ch. 7 Rule 23, 1979)

(Ord. No. 5257, §§ 5, 6, 9-29-2015)