Measure AA Citizens Advisory Committee
Structure and Appointment Procedure
(8/31/26)

I. PURPOSE AND DUTIES

The purpose and duties of the Citizens Advisory Committee (Advisory Committee) is to provide independent review of expenditures to ensure compliance with the intent of Measure AA and alignment with the budget priority areas approved by the Board.

II. MEMBERSHIP

The Advisory Committee shall consist of 10 members, with 2 representatives from each supervisorial district. Appointments shall be made in accordance with the procedures referenced in Section X.

III. OFFICERS AND TERM OF OFFICE

The Advisory Committee shall elect from its membership a Chairperson and Vice Chairperson. Election of officers shall be held at the Advisory Committee's initial meeting and take effect immediately. Thereafter, the election of officers shall take place at the first Committee meeting of each calendar year and will take effect immediately.

The Chairperson shall preside over all committee meetings. The Vice Chairperson shall serve in the absence of the Chairperson and perform such other duties as requested by the Chair.

IV. TERM OF MEMBERSHIP

The term of membership on the Advisory Committee shall be 2 years. Initial member terms are staggered, with half serving a 2-year term and the other half serving a 3-year term. Any member may be reappointed to a 2-year term

V. QUORUM

A quorum of the Advisory Committee shall consist of a majority of the number of memberships actually filled at that time; the existence of any vacancies shall not be counted for purposes of establishing a quorum.

VI. MEETINGS

The Committee shall meet twice per calendar year. Regular meetings shall be held at a 5:30 PM at the County of Monterey Government Center, Monterey Room, located at 168 W. Alisal, 2nd floor, Salinas CA 93901. Meetings shall be open to the public and shall conform to the Open Meeting Laws, commonly known as the Ralph M. Brown Act (California Government Code sections 54950 et seq.) Time allotted for the public to present their view on issues under the purview of the Advisory Committee will be determined by the Chair, in consultation with staff, in order to ensure that Committee business is completed, but shall not be less than 2 minutes, absent extraordinary circumstances.

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VII. MINUTES

The minutes of the meetings will be kept by the County Administrative Office and reviewed and approved by the Advisory Committee, noting the members and visitors present, motions entertained, and actions taken at each meeting.

VIII. VOTING

Consensus is encouraged as the Committee serves an oversight role for the public and advisory role to the County of Monterey Measure AA Standing Committee. Should voting take place, each Member shall have one (1) vote. Voting on all matters shall be on a voice vote unless any Member in attendance requests a roll call. The vote of the majority of the Committee members present at any regular, continued or special meeting shall be sufficient to pass or act upon any matter properly before the Committee.

IX. STAFF ASSISTANCE

County Administrative Office (CAO) staff [hereon "Committee Staff"] shall assist in providing information, preparing meeting agendas, and generally assisting the Committee. At least one member of the CAO staff will be present at all meetings.

Review of financial reports, preparation of draft written communications or recommendations to the Measure AA Committee, shall be done in coordination between the Advisory Committee and Committee Staff.

Committee staff shall provide annual trainings on conflicts of interest law and Brown Act compliance.

X. APPOINTMENT PROCEDURE

1. Committee staff, immediately upon learning of an actual or potential vacancy and in no event later than five business days of learning of such vacancy, must notify the County of Monterey Clerk of the Board of Supervisors (Clerk of the Board) of the vacancy.

2. Upon notification, the Clerk of the Board shall immediately inform the Board of Supervisors (BOS), Board Chiefs of Staff, and the County Administrative Officer (CAO).

3. For vacancies or expiring terms, the CAO shall institute a process for the solicitation of interested residents within the areas of Districts 1, 2, 3, 4, and 5 to serve on the Advisory Committee, including publication in newspapers of general circulation and posting on the County website and social media outlets; such solicitation to remain open for 30 calendar days from posting on the County's website.

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4. Interested persons, including the Advisory Committee member whose appointment will expire, may self-nominate to serve by filing an application with résumé and statement of interest (application package) with the Clerk of the Board no later than the close of the solicitation period; such application package to indicate a place of residence and general qualifications.

5. The Supervisors for Districts 1, 2, 3, 4, and 5 may nominate persons, including the committee member whose appointment will expire, to serve on the Advisory Committee by providing the Clerk of the Board, no later than the close of the solicitation period, with a memorandum setting forth the nominated persons' residence and general qualifications.

6. Following the close of the nominating period, Committee staff shall review the application packages and supervisorial nominations and provide a recommendation to the BOS. The CAO shall cause an item to be scheduled on the BOS agenda within three weeks, or the first Board Meeting after three weeks, of the close of the solicitation period, for the BOS to consider the appointment. Through the Board Report, the CAO will identify which districts the existing members represent and attach all completed submitted application packages for the BOS' consideration.

7. The CAO and County Counsel are authorized and directed to take action as may be necessary or appropriate to implement the intent and purposes of this resolution.

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