



# County of Yolo

## Administrative Policies and Procedures Manual

TITLE: ADVISORY BOARD, COMMISSIONS, COMMITTEES, AND COUNCILS	DEPARTMENT: COUNTY ADMINISTRATIVE OFFICE
TYPE: <b>POLICY</b>	DATE: July, 21, 2020

### **A. GENERAL**

The following sets forth Board of Supervisors established policy pertaining to County Advisory Boards, Commissions, Committees, and Councils. The policies enumerated below address general membership information, identify the kinds of County advisory bodies which exist, outline Departmental liaison responsibilities, and provide guidance regarding the undertaking of business for which Board appointed advisory groups are responsible. This policy also applies to advisory bodies created by any County legislative body (e.g., the Planning Commission or any other body subject to the Brown Act) that creates an advisory body. In such instances, all references to the Board of Supervisors in this document shall be understood to refer to the legislative body that creates an advisory body.

### **B. CREATION**

1. Prior to creation of any new proposed advisory body, the intended purpose shall be closely evaluated to determine if the purpose can be accomplished through an existing committee.
2. Two types of Committees exist:
  - a. Permanent
    - (1.) Such a committee's purpose is ongoing or permanent, or the County Counsel has advised the committee is not otherwise an "ad hoc" committee under the Brown Act.
    - (2.) Permanent Committees are established by formal action of a governing body (usually, the Board of Supervisors).
  - b. Ad Hoc
    - (1.) Purpose is temporary and is limited to a specific timeframe, task, or occurrence of an event.
    - (2.) "Ad Hoc" will be Title Prefix.
    - (3.) At the time of creation, a minute order (or other record of committee creation) shall specify a target completion or project review date.
    - (4.) Committee shall be terminated by the governing body that created it upon end of the designated timeframe, completion of specified project, or occurrence of a concluding event.

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3. Any changes in duties, responsibilities, membership or other items as established by the enacting Ordinance, Resolution, or Minute Order shall only be made through formal amending action by the Board of Supervisors.

### C. MEMBERSHIP

1. Three types of Members exist:
  - a. Rotating
    - (1.) Specified term of office (or for ad hoc committees, for a period not to exceed the duration of the task or other matter that defines the duration of the committee).
    - (2.) Appointed by name by the Board of Supervisors
  - b. Permanent
    - (1.) Permanent representation of a particular department, agency, organization, or other committee as specified by Board of Supervisors in creating the ordinance, minute order, or resolution.
    - (2.) Agency, department, or organization shall advise the Clerk of the Board in writing of the names of the representative and any changes.
  - c. Non-Voting
    - (1.) Serves in an advisory or information capacity.
    - (2.) May be rotating or permanent.
2. Nominating Authority:
  - a. The Board of Supervisors will be the nominating authority for all rotating members unless another nominating authority is specifically identified in the enabling ordinance, resolution, or minute order.
3. Appointing Authority:
  - a. The Board of Supervisors will be the appointing authority for all rotating members unless another appointing authority is specifically identified in the enabling ordinance or resolution.

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- b. The appointing authority for all permanent members will be the agency given permanent status by the Board of Supervisors in the enabling ordinance, resolution, or minute order.
  
- 4. Termination of Membership:
  - a. The Board of Supervisors may terminate the membership of any person serving on a committee who has three unexcused absences from scheduled meetings or who, in the opinion of the Board, is not adequately performing the duties for which the member was appointed. Board notification of poor attendance records will be made by affected advisory bodies using an "Unexcused Absence Report", which can be obtained from the Clerk of the Board's office.
  
  - b. Resignations of rotating members should be accomplished by letter or written documentation from the member or the Advisory Committee submitted to the Clerk of the Board of Supervisors.
  
- 5. Special Qualifications:
  - a. Any technical or special membership qualifications will be clearly specified in the ordinance, resolution, or minute order creating (or revising) the purpose of the committee.
  
- 6. Residency Requirements:
  - a. All rotating members will be residents of Yolo County, unless otherwise authorized by ordinance or other Board action.
  
- 7. Multiple Committee Membership:
  - a. No person may hold rotating membership on more than one advisory board, commission, or committee established by the County on the same or similar subject matter at one time.
  
  - b. A person appointed as a rotating member on one committee can, however, represent that committee on another committee in a permanent position.
  
- 8. County Employees:
  - a. County employees may not serve as constituent members on any advisory committee that makes recommendations pertaining to the functional area in which the employee works.

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### **D. TERMS**

1. A definite term of office not to exceed four (4) years shall be specified for all rotating members.
2. Unless the Board specifically determines otherwise for good cause, in its sole discretion, no member may serve more than two (2) consecutive terms on an advisory committee without at least a one (1) year break in service before becoming eligible for reappointment to that same committee.
3. All terms will have an identified start and end date.
  - a. Creation of a New Committee
    - (1.) Members will be appointed immediately to a newly formed committee.
    - (2.) If required by the Board, committee members on newly established or reconstituted committees will draw lots to establish staggered terms so that the terms of more than a majority (one half plus one) of the members expire in the same year.
  - b. Vacancies
    - (1.) Persons appointed to fill a vacancy created by resignation of a member during the calendar year will serve for the remainder of the current term of the member being replaced or, if no term has been established, will serve until their resignation, removal by the Board, or dissolution of the committee.

### **E. MEETINGS**

1. All committees will meet at least once each six (6) calendar months unless the committee is technical in nature with a specific purpose (such as to review appeals) and there are no matters requiring committee action (no appeals to review).
2. A quorum, as provided for in the enabling ordinance, resolution, or minute order, must be present for official business or action to be conducted. If no quorum is specified at the time of committee creation, a majority of the committee seats (appointed or not) shall constitute a quorum.

### **F. DUTIES AND RESPONSIBILITIES**

1. The enacting ordinance, resolution, or minute order will specifically identify the duties and responsibilities of each advisory committee.

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2. Any authority to act in other than an advisory capacity to the Board of Supervisors shall be clearly indicated.

### **G. OFFICERS**

1. Chairperson and Vice Chairperson - - All advisory committees with more than two members will elect a Chairperson each year to preside at meetings and a Vice Chairperson to preside in the absence of the Chairperson.
2. If a secretary is not designated by the Board of Supervisors in the enacting ordinance, resolution, or minute order, a secretary will be elected each year from among the members of the committee. The secretary will be responsible to ensure that minutes are taken at every committee meeting. Alternatively, a staff liaison (if assigned) may serve in the capacity of the secretary.

### **H. MINUTES**

1. Minutes will be taken at every committee meeting.
2. As a minimum, minutes will include:
  - a. The names of members who are present and absent
  - b. Any formal actions or votes of the committee
  - c. A copy of the minutes for each advisory committee meeting is to be provided to the Clerk of the Board of Supervisors.

### **I. COUNTY LIAISON**

1. For each advisory committee, a County department will be specifically identified as having responsibility for providing coordination and liaison between that committee and the County.
2. Each County department-assigned liaison responsible for an advisory committee will designate a liaison person within the department who will act as the central point of contact for inquiries concerning that committee.
3. The designated liaison department will be responsible for budgeting for committee expenses (if any); will provide budgetary controls over expenditures; and will process claims for reimbursement.

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4. Each department will give the Clerk of the Board of Supervisors, in writing, the name of the liaison person for each committee assigned to that department and will advise the Clerk, in writing, of any changes in liaison responsibility immediately upon any such re-designations.
5. The departmental liaison person will be responsible for:
  - a. Ensuring that a copy of the agenda and minutes of all meetings are typed, duplicated, and distributed with a copy forwarded to the Clerk of the Board of Supervisors within 30 days of the meeting. Distribution may occur electronically.
  - b. Advising the Clerk of the Board of any changes in officers, and the names, addresses and telephone numbers of such officers.
  - c. Keeping track of absences and advising the Clerk of the Board of members who have three (3) unexcused absences in succession by submitting an "Unexcused Absence Report."
  - d. Acting as the central point of contact for the Clerk of the Board or other county departments for questions concerning the committee.

### **J. REIMBURSEMENT OF EXPENSES**

1. Members of committees will not receive reimbursement for travel expenses unless, at a minimum, such reimbursement is specifically provided for in the ordinance, resolution, or statutes establishing the committee and is subject to budget limitations as established by the Board.
2. The Board of Supervisors will consider the need for providing such reimbursement on a committee-by-committee basis, using the following criteria:
  - a. Special membership requirements and/or economic need of the members.
  - b. The frequency of meetings.
  - c. The need for and volume of travel required in performing the established duties and responsibilities of the committee.
  - d. Any other special circumstances where failure to reimburse the members would create an economic hardship.
3. Committee members seeking reimbursement for conference fees, overnight or out-of-county travel, or meals must submit a travel request to the designated liaison department who will forward the request for prior approval by the County Administrator's Office. All rates and procedures for reimbursement will be the same as established for County employees.