

**RULES OF PROCEDURE
CITY SELECTION COMMITTEE
COUNTY OF SAN LUIS OBISPO**

ESTABLISHMENT/PURPOSE/BYLAWS

The City Selection Committee of the County of San Luis Obispo (“Committee”) is established in accordance with the California Government Code §50270 et seq. in order to appoint city representatives to boards, commissions and agencies as provided by law. As required by Government Code §50275, the Committee hereby adopts the following procedural rules and regulations to govern the conduct of meetings and the selection of city representatives. Whenever possible, the rules shall be construed generally in order effectuate the purposes of the Committee.

I. MEETINGS

- a. The Committee shall meet semiannually in regular sessions with the first meeting of the year scheduled in January or at such other time as designated by the Chair pursuant to Section XI. Except when the location of the meeting is otherwise provided in the agenda, all meetings will be open sessions held in the Board of Supervisors Chambers.
- b. The date and time of the next regular meeting shall be set at each meeting.
- c. The order of business for the Committee shall be as arranged by the Clerk, except for matters as otherwise directed by the Chairperson.
- d. All meetings shall be conducted in accordance with the requirements set forth in the Ralph M. Brown Act, California Government Code §54950 et seq.. Matters which are not included on the agenda may not be considered unless otherwise permitted by one of the exceptions to the noticing requirements set forth in the Ralph M. Brown Act.
- e. Each meeting will include a Public Comment period, during which members of the public may address the Board on any item(s) **not** on the agenda.
- f. When the mayor of a city is unable to attend a meeting of the Committee, the mayor shall designate another member of the city’s legislative body to attend and vote at the meeting in the mayor’s place and as his/her representative and provide a letter to the Clerk designating his/her representative.

II. ATTENDANCE

- a. The County Counsel or his/her Deputy shall be present at all meetings of the Committee and shall act as legal counsel for the Committee.
- b. The Clerk of the Board of Supervisors or his/her Deputy shall be present at all meetings of the Committee, and shall act as the permanent secretary and recording officer of the Committee.

III. PROCEDURE

- a. The Committee shall work from an agenda prepared in accordance with Section V.

- b. Each year at the first meeting in January, a Chairperson (Chair) and Vice Chairperson (Vice-Chair) shall be elected by a majority vote of the Committee members present, and such officers shall serve for a term of one year. In the absence or inability of the Chairperson or Vice-Chairperson to attend, the members of the Committee present shall select another member to act as Chairperson pro tem.
- c. When motions are made by Committee members, the motion shall be stated to the Clerk by the moving Committee member.
- d. No question on a motion shall be debated or put unless the motion has been seconded. When a motion is seconded, it shall be stated by the Chair before debate.
- e. A motion having been stated by the Chair shall be deemed to be in possession of the Committee, but it may be withdrawn at any time before the decision or amended with the assent of the second.
- f. When a question is under debate no motion shall be received unless
 1. To adjourn
 2. To lay on the table
 3. To consider the previous question
 4. To postpone to a certain date
 5. To commit to Committee
 6. To amend
 7. To postpone indefinitelyThese motions shall have preference in the above order.
- g. A motion to adjourn or a motion to fix the time of adjournment shall be decided without debate.
- h. A motion to refer or lay on the table until it is decided shall include all amendments to the main question.
- i. A motion to consider the previous question shall preclude any amendment from debate to the main question and shall be put in the form “shall the main question be put to a vote.”
- j. A member called to order shall relinquish the floor unless permitted to explain, and the Committee, if appealed to, shall decide on the case, but without debate. If there is no appeal the decision of the Chair shall be final.

IV. COMMITTEES

The Chair, with majority consent of the Committee, may appoint such ad hoc committees at such time as he/she deems necessary for proper conduct of the business of the Committee.

V. AGENDAS

- a. Agendas for the Committee will be prepared by the Clerk, and the Clerk shall have discretion as to when and what items shall be included while working closing with the Chair of the Committee.
- b. At least 4 weeks prior to the scheduled meeting, the Clerk shall send an email notice with upcoming appointments and requesting items to be included on the agenda. Items to be included shall be submitted to the Clerk at least three weeks prior to the date of the scheduled meeting in order to permit inclusion of such agenda items by the Clerk in the two week notice of Committee meetings as required by Government Code §50278 and Section XII of these Rules.

- c. Agenda requests referred to in paragraph “b” above shall be submitted in such form and contain such information as the Clerk shall prescribe.

VI. REFERRALS

Items referred to individual committees for action by the Committee shall be routed through the Clerk. The Clerk shall inform the Committee at each meeting as to the current status of such communications, and as to which committees’ final reports are still outstanding.

VII. REVIEW

The Clerk and the County Counsel shall occasionally review these rules of procedure and make recommendations for change to the Committee.

VIII. AMENDMENTS

Amendments to these Rules of Procedure shall be by four-sevenths vote of the Committee.

IX. QUORUM

- a. Representatives of a majority of the number of cities within the County entitled to representation on the Committee shall constitute a quorum of the Committee; provided, however, that a majority vote of the representatives of the number of cities within the County entitled to representation on the Committee is necessary to appoint representative to boards, commissions and committees. In order for the Committee to conduct its business, a quorum of members present shall be necessary. Currently there are seven incorporated cities making the total of seven (7) members on the Committee.
- b. Whenever a quorum is not present, the meeting shall be postponed or adjourned to a subsequent time and place as determined by the Chair and the Clerk.

X. PROCEDURE FOR NOMINATING AND SELECTING CITY REPRESENTATIVES

- a. Any member of the Committee may nominate a candidate for the particular position to be filled.
- b. If the candidate is a member of the Committee he/she may, but need not, disqualify himself/herself from participating in the voting and the member’s alternate is authorized to serve and vote in his/her place for that meeting.
- c. Final voting on city representatives will be by process of elimination until a majority vote of the Committee members is reached.
- d. Any person applying for an appointment within the purview of the Committee shall provide a resume to the Committee and shall be present for an interview at the meeting during which the appointment is considered. The applicant will be allowed to address the Committee.

XI. SPECIAL MEETINGS

The Chair of the Committee may call a special meeting of the Committee at any time, and the

Chair shall call a special meeting of the Committee upon the written request of fifty percent (50%) of the members of the Committee. When the Chair is required to call a special meeting pursuant to this section, the meeting shall be called and held within sixty (60) days after receipt of such written request. The Chair shall immediately notify the Clerk of the request for a special meeting and the Clerk, working with the Chair, will set the meeting date, time and place. The Clerk shall give all other notices of the special meeting as required by law.

XII. NOTICE OF MEETINGS

- a. At least four weeks prior to the scheduled meeting, the Clerk shall send an email notice with upcoming appointments to the City Clerk of each city for distribution to all City Council members. An application, the application submission schedule set by the Clerk and the requirement that an applicant must be present at the scheduled meeting shall be included with the email notice.
- b. At least two weeks prior to the date of any meeting of the Committee, the Clerk shall give notice of the meeting to each member of the Committee via email. The email notification shall include the agenda and any staff reports. The agenda and any staff reports shall be posted on the Clerk's website at the same time as the notice is sent.
- c. Once the application submission deadline has passed, all applications and resumes received will be forwarded to each member of the City Selection Committee.
- d. The Clerk shall also give reasonable notice to each member of the Committee of the time, date and place to which a meeting of the Committee is continued.
- e. Notwithstanding any other provisions of the section, the Clerk shall give notice of all meetings as required by the Ralph M. Brown Act (Govt. Code §54950 et seq.).

XIII. COMPENSATION

Members of Committee shall serve without compensation.

XIV. DECISIONS OF THE COMMITTEE

Except as provided in Section VIII and IX, all decisions of the Committee shall be by a majority vote of the Committee members present.

Amended 1/14/2011