

## COUNCIL POLICY

Subject:	Policy Number	Effective Date	Number of Pages
Appointments to Boards/Commissions/Committees	000-06	11/6/2012	6 of 8

Lot No.	Seat 1	Seat 2
1	Southeast	At-large
2	North	At-large
3	Northeast	At-large
4	Northwest	At-large
5	South	At-large
6	Southwest	At-large
7	Core	At-large

- g. Incumbent Council members retain their assigned areas until the Council member's term expires.

### H. Appointment Procedure for Board and Commission Members Appointed by the Full Council

This portion of the policy sets forth provisions for appointments made by the full Council for seats on the Personnel Board, the Board of Building Regulation Appeals, the Housing Authority, the Santa Rosa Tourism Business Improvement Area Advisory Board, and those members of the Bicycle and Pedestrian Advisory Board and the Waterways Advisory Committee that are appointed by the full Council.

#### 1. Review of Applications:

- a. Subject to review by the Council, the Mayor may establish a procedure for review of applications and selection of applicants for interview, for those board, commission and committee members appointed by the full Council. Such selection and interview may be conducted by a committee of the Council or the full Council.
- b. If an unscheduled board, commission or committee vacancy occurs prior to the expiration of the member's term, the vacancy shall be noticed in compliance with the Maddy Act (Government Code § 54974).

#### 2. Term:

- a. All persons appointed by the full Council to boards, commissions and committees serve at the pleasure of the Council, and shall serve for the term indicated or until a successor has been appointed.

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### 3. Voting:

- a. Members of boards, commissions and committees shall be selected from all applicants by a process of elimination or by motion.
- b. If selection is by process of elimination, each Council member shall vote for a number of applicants equal to the number of vacant positions, plus two. In the event there are an insufficient number of applicants to vote for a number of applicants equal to the number of vacant positions plus two, the Council may vote for a fewer number as recommended by the City Attorney.
- c. Those applicants receiving one vote or less shall be eliminated.
- d. Subsequent votes shall be taken with each Council member voting for one less applicant than voted for in the previous round. Only applicants not eliminated may be voted upon.

### I. Chairs

The Mayor shall appoint the Chair of each board, commission and committee in February of each year or as needed, with the approval of the majority of the Council.

### J. Attendance

1. Board, commission and committee members are expected to regularly attend and participate on their respective boards, commissions, or committees. The Council will be provided with quarterly reports of the attendance of board and commission members.
2. A board, commission, or committee member whose attendance is less than seventy five (75%) of the required meetings over the two-quarter period reported may be subject to removal by the Council member who appointed the person or the full Council if appointed by the Council.
3. The Council may grant an approved leave of absence for a board, commission, or committee member due to the serious medical condition of the member or member's family or for such other reasons as the Council determines are appropriate. During the approved leave of absence the