| COUNCIL POLICY | | | |
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The Council shall encourage participation and assure appointments of qualified individuals representing the community to City boards, commissions and committees. Appointments are made by one of two methods: by the Council as a whole, or by individual Council members. These two methods were set forth by amendments to the City Charter, adopted in 2002, which include the following provisions:

A. "The City shall undertake all reasonable efforts to encourage participation by all citizens. Further, the Council shall undertake all reasonable methods to ensure that its appointments to boards, commissions and committees reflect Santa Rosa's diversity, including geographic and ethnic diversity."

B. "Individual council members shall appoint one member of boards and commissions, except as provided below. Terms shall coincide with the term of the appointing council member. A new council member may replace appointments in the event one is selected to serve out the unexpired term of a council member."

C. "The provisions of this subsection shall not apply to the District Commission, Redevelopment Agency, and Personnel, Building Regulation Appeals, and Housing Authority boards."

In addition, certain federal, state or local statutes may provide for a specific appointment process or qualifications for members due to the special nature of the board, commission, or committee (e.g. Oversight Board to the Successor Agency). If there is a conflict between the federal, state or local statute and this policy, the federal, state or local statute shall control.

PURPOSE:

To establish a policy to ensure Santa Rosa's continued high caliber of appointments to boards, commissions and committees , assist in notifying all segments of the community of vacancies, and to set forth procedures for appointments to boards, commissions and committees that will assure orderly transitions upon the conclusion of terms of appointment.

POLICY:

Sections A through F apply to appointments made by individual Council members as well as to those made by the full Council.

A. Recruitment Process

1. On or before December 31 of each year, the City Clerk shall prepare and post a Local Appointments List of all Council-appointed board, commission and committee terms that expire during the next calendar year in compliance with the Maddy Act (Government Code § 54972).

2. A biennial outreach workshop shall be scheduled by the City Clerk's Office in even-numbered years prior to the seating of the new Council to encourage citizens to learn more about service on City boards, commissions and committees. The Mayor and chairperson of each board, commission and committee should attend. The outreach workshop shall be advertised once in the newspaper and on the City's website. The City Clerk's Office shall annually advertise in a newspaper and on the City's website for applicants wishing to be considered for appointment to boards, commissions and committees so that Council members have a pool of applicants from which to choose.

3. Although there may be multiple applicants, individual Council members are not required to choose from the pool of applicants.

4. All persons seeking appointment to a City board, commission or committee shall complete and submit an application form to the City Clerk's Office as set forth in Section F.

5. Appointments made by individual Council members are official only after the Council member has submitted a completed application and appointment form to the City Clerk's Office, the office has determined that the individual is eligible to serve (as set forth in Section B), and the office has provided proper notification to the appointed board, commission, or committee member and the chair of the board commission, or committee. Council members may announce an appointment at a City Council meeting; however, such announcement is not required for the appointment to become effective. The City Clerk shall notify the full Council of any appointments made by individual Council members.

6. If an unscheduled Board or Commission vacancy occurs during the term of the appointing Council member and the Council member so requests, the following steps should be taken to publicize vacancies on boards, commissions and committees:

a. Public announcement of the vacancy at a Council meeting.

b. A newspaper advertisement announcing the vacancy.

c. A recruitment period of at least two (2) weeks, unless there is an urgency created by the vacancy.

d. A vacancy notice posted at City Hall, the Central Library, and on the City's website and distributed to groups that have requested notification and appropriate professional and community organizations.

B. Requirement for Appointment

1. All persons appointed to City boards, commissions, and committees shall be residents of the City of Santa Rosa at the time of their appointment and shall remain residents of the City throughout their term of appointment. Should any person so appointed move from the City of Santa Rosa during their term of office, such office shall be forfeited. The Council member shall, upon such forfeiture, make a new appointment to fill the unexpired term.

2. All persons appointed to City boards, commissions, and committees shall be registered voters of the City of Santa Rosa at the time of their appointment and shall remain registered voters of the City throughout their term of appointment.

3. All persons appointed to City boards, commissions, and committees shall complete and submit an application form to the City Clerk's Office as set forth in Section F.

4. Except as provided by state or local statute, the appointee shall not be a current City employee or currently appointed to another City board or commission.

C. Council Notification

By September 1 of each year the City Clerk will notify the Council of expiring terms for members of those City boards, commissions and committees appointed by the full Council.

D. Sources

1. Sources of names for appointment to City boards, commissions and committees may include but not be limited to:

   a. Council knowledge of qualified citizens;

   b. Solicitation of names from the community at large; and

   c. Expressions of interest from individuals.

2. The Council desires to encourage representation of a variety of points of view and to this end will seek a diversity of membership.

E. Incumbents

1. At the end of the first term, an incumbent board, commission or committee member may, at the discretion of the Council or appointing Council member, be reappointed for an additional term without the need to apply or interview for re-appointment. In lieu of an application, the board, commission, or committee member shall submit to the City Clerk's Office a letter of interest in re-appointment prior to the expiration of the member's first term.

2. Any incumbent interested in re-appointment who has served two or more terms must apply for re-appointment as set forth in Section F.

F. Application

Except as set forth in Section E.1, all persons considered for appointment or re-appointment shall complete an application form. This application form must be received by the City Clerk's Office at least five (5) days prior to the appointment taking effect.

G. Appointment Procedure for Board and Commission Members Appointed by Individual Council Members

This portion of the policy sets forth provisions for appointments made by individual Council members for seats on the Bicycle and Pedestrian Advisory Board, Board of Community Services, Board of Public Utilities, Charter Review Committee, Community Advisory Board, Cultural Heritage Board, Design Review Board, Measure O Oversight Committee, and the Planning Commission.

1. Pursuant to the City Charter, terms of board, commission and committee members expire concurrently with the appointing Council member's term. Except as excluded in the Charter or as specified by state statute, all boards, commissions and committees shall be comprised of one appointee selected by each individual Council member. Board, commission, and committee members appointed by individual Council members shall serve at the pleasure of the appointing Council member and may be replaced at any time.

2. In order to facilitate an orderly transition following a City Council election, and maintain the intent of the Charter, the following procedures shall be implemented:

    a. All Council members should announce appointments and reappointments no later than the second meeting in January. Appointments shall take effect on February 1st.

    b. All newly-appointed and re-appointed board and commission members shall take and subscribe to the Constitutional oath of office prior to or during the member's first board or commission meeting.

    c. An orientation and training program will be made available to all new Board and Commission members in February of each odd-numbered year. All board, commission, and committee members are strongly encouraged to attend Building an Inclusive Workplace training.

    d. Incumbents shall continue to serve until a replacement is appointed.

    e. For appointments to the Community Advisory Board, each Council member shall be assigned one of the seven areas and shall appoint one member to the Board for that assigned area. The other seven appointments shall be community at-large appointments with each Council member appointing one at-large member.

    f. Newly-seated Council members will draw lots for a geographic area; i.e., if a departing Council member was assigned the Northeast area, that area would be drawn by a newly-seated Council member. The lot distribution shall be as follows:

| 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. A Council Member may voluntarily exchange with another council member the geographic seat (Seat 1) that they are assigned. If an exchange is agreed to, the council members shall notify the City Clerk who will notify the entire City Council.

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.

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 Council member who appointed the person may appoint a temporary person to fill that position or the Council may appoint a temporary person to fill the position if appointed by the Council.

K. Conflicts of Interest/Ethics

1. Board, commission, and committee members shall comply with all state and local laws with respect to ethics and conflicts of interests to the extent that such laws apply to their position, including state and local requirements to timely file Statements of Economic Disclosure if the member is designated as a filer by state law or the City's Conflict of Interest Code.

2. All board, commission, and committee members shall be required to attend mandatory ethics training provided by the City or available online or through other approved training providers as required by law.

3. All board, commission, and committee members shall comply with Council Policy 000-03, Presentations to Boards, Commissions, and Council Made by Members of Any Body of City of Santa Rosa, and Council Policy 000-51, Code of Conduct for Councilmembers and Board and Commission Members.

4. In addition to other enforcement actions as provided by state and local law, failure to comply with the requirements of this section may be grounds for removal from the member's position on board, commission or committee.

Modified by Resolution No. 28784 Dated: May 31, 2016
Modified by Resolution No. 28202 Dated: November 6, 2012
Modified by Resolution No. 27748 Dated: October 5, 2010
Modified by Resolution No. 26252 Dated: May 3, 2005
Modified by Resolution No. 26123 Dated: November 23, 2004
Modified by Resolution No. 22864 Dated: October 1, 1996
Modified by Resolution No. 22703 Dated: June 4, 1996
Modified by Resolution No. 20396 Dated: June 18, 1991

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