

# CITY SELECTION COMMITTEE BYLAWS

**Adopted on:**

**January 5, 2018**

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**CITY SELECTION COMMITTEE**

**BYLAWS**

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**Revision History**

<b>Revision Summary</b>	<b>Author</b>	<b>Revision Date</b>
2.0 – Adopted January 30, 2015	Brian Palmer	1/30/2015
2.1 – Added Oversight Board of Successor Agency	Brian Palmer	11/17/17
2.2 – Modified Requirements for Submission of Notices of Candidacy – “Shall” changed to “Should”	Committee	1/5/2018

**Article I – Authority and Purpose**

A. Authority

The City Selection Committee of Ventura County (Committee) was created by, and operates pursuant to, California Government Code section 50270 et seq. Those bylaws set forth below required by law are signified by a citation to the applicable Government Code (GC) section.

B. Purpose

The purpose of the Committee shall be to appoint city representatives to boards, commissions and agencies as required by law. (GC § 50270.)

C. Rules and Regulations

In order to carry out the provisions and purposes for its governing legislation, the Committee shall formulate and adopt rules and regulations to govern the conduct of its meetings and the selection of city representatives. Such rules and regulations shall include, but not be limited to, the term of office of the chair and vice chair of the Committee (such term to be not less than one year nor more than four years), the time and place of the Committee’s regular meetings, a procedure for nominating and selecting city representatives, and the manner in which voting by the Committee shall be conducted. (GC § 50275.)

**Article II – Membership**

A. Membership

The membership of the Committee shall consist of the mayor of each city within Ventura County. (GC § 50270.)

B. Designated Representatives of Members

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 as the mayor’s representative (GC § 50271) and shall notify the Secretary of the Committee no later than 24 hours before the meeting of the name of the designated representative.

C. Compensation

Members of the Committee shall serve without compensation. (GC § 50279.)

**Article III – Chair and Vice Chair**

A. Chair and Vice Chair

The Committee shall select from among its members a Chair and Vice Chair. (GC § 50274.)

B. Term

The term of office of the Chair and Vice Chair shall be one (1) year, commencing on appointment and continuing until the expiration of the term or until replaced, whichever occurs later. At least 60 days prior to the expiration of the term of office of the Chair and/or Vice Chair, the Committee shall meet and select a successor to the Chair and/or Vice Chair. (GC § 50274.)

C. Duties of Chair

1. The Chair will preside over all meetings and may call special meetings as set forth in Article V, section B.
2. The Chair, working with the Secretary of the Committee, will set the agenda for meetings and manage the business of the Committee.
3. The Chair will be the signatory for all official Committee business.

D. Duties of Vice Chair

1. The Vice Chair will assume the position of Chair upon the resignation, removal or incapacity of the Chair.
2. In the absence of the Chair, the Vice Chair will serve as the Chair and will assume the Chair's authority and responsibilities.
3. In the absence of both the Chair and the Vice Chair, the Committee will, at the beginning of its meeting, designate by majority vote a Chair pro tem to serve as presiding officer of that meeting.

**Article IV – Secretary and Recording Officer**

The Clerk of the Board of Supervisors of Ventura County shall act as the permanent Secretary and Recording Officer (Secretary) of the Committee. All meetings of the Committee shall be conducted in the presence of the Secretary or his or her deputy. All votes and actions taken by the Committee shall be recorded in writing by the Secretary. The written record of any vote or action taken by the Committee shall include the name of each member voting and how the member voted. Written records and minutes of the Secretary are public records. (GC § 50276.)

The Secretary shall post summary minutes of each meeting online within 72 hours of the conclusion of the meeting. The Secretary shall sign the official summary minutes and submit them to the Chair for signature. Once signed by the Chair, the Secretary shall replace the summary minutes online with the official summary minutes.

**Article V – Meetings**

A. Regular Meetings

The Committee shall conduct regular meetings at the times specified by its rules and regulations. (GC § 50277.)

Regular meetings shall be scheduled for the first Friday of each January, unless it is a holiday, in which case the meeting shall be scheduled on the second Friday in January.

B. Special Meetings

The Chair may call a special meeting at any time, and the Chair shall call a special meeting upon the written request of 50 percent of the Committee members. When the Chair is required to call a special meeting, such a meeting shall be called and held within 60 days after receipt of such written request. Within three weeks prior to the date fixed for a special meeting, but as soon as practical, the Chair shall notify the Secretary of the date, time and place of the special meeting. (GC § 50277.)

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C. Location and Time of Meetings

Unless otherwise determined by the Chair, meetings of the Committee shall take place in the Camarillo City Council Conference Room, 601 Carmen Drive, Camarillo, California, on specified Fridays commencing at 7:30 a.m.

D. Notice to Members

At least two weeks prior to the date of a meeting of the Committee, the Secretary shall give notice of the meeting to each member of the Committee, each City Manager, and each City Clerk. Such notice shall also include information regarding potential upcoming appointments based on term expirations and/or election status. The Secretary 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. (GC § 50278.)

E. Quorum

Representatives of a majority of the number of cities within Ventura County entitled to representation on the Committee shall constitute a quorum, except as set forth in article IX, section A below. Whenever a quorum is not present at a meeting of the Committee, the meeting shall be postponed or adjourned to a subsequent time and place as determined by the Chair. (GC § 50272.)

F. Voting

A majority vote of the representatives of the number of cities within Ventura County entitled to representation on the Committee is necessary to appoint representatives to boards, commissions or agencies. (GC § 50272.)

The Chair shall call for a motion and announce the name of the Committee member who made the motion and ask for a second to the motion. The Chair shall announce the name of the Committee member who seconds the motion. The Chair shall call for the vote by asking for the ayes and then asking for the nays.

G. Open and Public

The meetings of the Committee shall be open and public in accordance with the Ralph M. Brown Act (GC § 54950 et seq.).

H. Meeting Parliamentary Procedure

The Committee meeting shall follow Rosenberg's Rules of Order to conduct the proceedings of the meeting.

**Article VI – Agenda**

The Secretary shall distribute and publish the agenda five (5) business days before the meeting, but not less than 72 hours before the meeting in accordance with the Ralph M. Brown Act, in a publicly accessible location. The Secretary shall distribute the agenda and the supporting materials, if any, via email to each Committee member, the clerk of each city in Ventura County, and the agency requesting appointment of a member five (5) business days or more before the meeting.

**Article VII – Candidates for Appointment**

GC § 50272 specifies that the Committee shall adopt procedures for nominating and selecting City representatives. The Committee shall follow the process defined herein.

City representatives may nominate themselves or be nominated by the Committee members.

Candidates for consideration for appointment to boards, commissions and agencies by the Committee should submit notice of their candidacy and resumes or candidate statements to the Secretary at least, but not limited to, 72 hours before the meeting at which the Committee will consider the appointment. The Secretary will promptly distribute the materials to the Committee members for their consideration. In addition, interested candidates are encouraged to attend the meeting.

If a Committee member receives a notice of candidacy or a resume or candidate statement from a prospective candidate, the Committee member shall promptly forward the materials to the Secretary. The Secretary will promptly distribute the materials to the Committee members for their consideration.

**Article VIII – Request for Meeting**

An agency for which the Committee is required or requested to appoint a member to its governing board shall submit a written request to the Secretary at least 45 days prior to the desired meeting date, or as soon as possible, to schedule a Committee meeting to consider such appointment. The following information must be included:

1. The name of the person currently holding the position, if any.
2. The reason the position is vacant or being vacated – e.g., resignation, end of term, not re-elected, etc.
3. The beginning and end dates of the term being filled, including whether the term is a new full term or an existing unexpired term.
4. Whether an alternate member will need to be appointed if the current alternate member is selected as a regular member.
5. The name of the agency requesting the meeting, and its representative’s contact information.

**Article IX – Appointments and Nominations**

The Committee is required, or has agreed, to make appointments to or nominations for the governing boards of the following governmental bodies:

- A. Fox Canyon Groundwater Management Agency Board of Directors (Water Code Appendix § 121-401)

The members of the Committee representing the cities whose territory at least in part overlies the territory of the agency (which are the cities of Camarillo, Moorpark, Oxnard, Port Hueneme and San Buenaventura) shall appoint to the agency one member from the members of the city councils of those cities. The member shall be appointed at a meeting of the Committee where each of those cities is represented.

- B. Local Agency Formation Commission (GC § 56325(b))

The Committee shall appoint to the commission two regular members and one alternate member, each of whom shall be a mayor or a council member from the cities of Ventura County.

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C. Ventura County Transportation Commission (Public Utilities Code § 130054.1(d))

The Committee shall appoint to the commission one citizen member, who shall not be an elected official, but who shall be a resident of Ventura County.

D. Air Pollution Control Board (Health and Safety Code § 40100.5)

The Committee shall appoint to the board the members who are mayors or city council members.

E. California State University, Channel Islands Site Authority (GC § 67474(a)(2)(B))

The Committee shall appoint to the authority one member and one alternate member, each of whom shall be a city officer.

F. Association of Water Agencies of Ventura County (AWA By Laws v.2007)

The Committee shall appoint to the association one director and one alternate director representing all cities in Ventura County with a population under 100,000.

G. California Coastal Commission (Public Resources Code § 30301.2)

Within 45 days from the date of receipt of a request for nominations by the Governor, the Committee shall nominate one or more county supervisors and one or more city council members who reside in the region from which the Governor shall appoint a replacement (the counties of San Luis Obispo, Santa Barbara and Ventura). Immediately upon selecting the nominees, the Committee shall send the names of the nominees to the Governor.

H. Ventura County Oversight Board (Health and Safety Code § 34179(h)(2)(j)(2))

One member may be appointed by the City Selection Committee.

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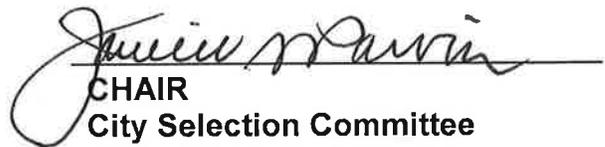
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**Article X – Bylaw Amendments**

These Bylaws may be amended by the Committee at any meeting of the Committee. Notice and distribution of such proposed amendments shall be given in the manner prescribed for Committee meetings.

January 5, 2018

Adopted on

  
CHAIR  
City Selection Committee