# TABLE OF CONTENTS

I. Introduction
   - Mandatory Review Requirement 5
   - About the City 6
   - City Values 7

II. City Council
   - General Overview 8
   - Strategic Initiatives 8
   - City Organizational Chart 10
   - Annual Report 11

III. Appointed Boards, Commissions, and Committees
   - Information on Appointed Boards, Commissions, and Committees 12
   - Resignations 12
   - Chart of Appointed Boards, Commissions, and Committees 13
   - Local Appointments List (Maddy Act) 21
   - Use of Sub-Committees and Ad Hoc Committees 23

IV. Your Role as a Board, Commission, or Committee Member (BCC)
   - Role of All Members 21
   - Role and Responsibilities of the Chair 22
   - Role of the Staff Liaison(s) 23
   - Annual Work Plan and Performance Measures 23
   - Procedures for Conduct of BCC Meetings 24
   - Agenda and Order of Business 24
   - Parliamentary Procedure and Motion to Reconsider 25
   - Meeting Management 25
   - Late Arrival to Meetings 26
   - Absences 26
   - Decorum At Meetings 26
   - Minutes 27
V. City Policies and Procedures

- Swearing In and Oath of Office 27
- Your Form 700 Obligation and Conflict of Interest 28
- Ethics Trainings 28
- City Council Policy on the Use of Computer Hardware 29

VI. Ralph M. Brown Act

- General Overview 28
- Applicability 29

VII. Conclusion 30
I. INTRODUCTION

MANDATORY REVIEW REQUIREMENT

The Boards, Commissions, and Committees (BCC) Handbook is a reference guide that applies to advisory and regulatory bodies. It is intended to provide an overview of basic laws and procedures during a member's term and to clarify the role and responsibilities of the Board, Commission, and Committee members in relation to the City Council, City staff and the public.

I ____________________________, confirm that:

- I was provided with a copy of the BCC Handbook upon my appointment to a Redwood City Board, Commission, and Committee.
- I have read the entire Handbook, including any updates as of the signing of this document, reviewing each section including:
  - Requirements to be a member of a Board, Commission, and Committee
  - Ethics Training (AB1234)
  - Legal (Brown Act, Conflict of Interest, Political Reform Act)
  - Meeting Decorum
  - Role and Responsibilities
  - City-issued email accounts, used for Board, Commission or Committee related business.
- I agree to follow the guidelines and regulations provided in this Handbook, as required by the California Government Codes (including the Brown Act), Fair Political Practices Commission (FPPC) regulations, and the Municipal Code, as well as any other required policies/statutes.
- I understand that the BCC Handbook is intended as a tool to provide guidance on process and procedures as well as to draw my attention to the primary rules of serving on a BCC under the guidance of the City Council.
- No legal advice is intended through this Handbook.
- It is my responsibility to re-visit this Handbook through my term to review protocol and regulations, and for guidance.
- I am invited to consult with the Staff Liaison, City Clerk, and City Attorney any time I have questions or concerns relating to these guidelines and my service.

_________________________________________  _____________________
Signature        Date

I serve on the following BCC _____________________________.

This page is due to the City Clerk’s Department within 60-days of appointment.
Ethics training completed on (date)_____________________________

Thank you for your attention to this important information and your responsibility as a BCC Member.
ABOUT THE CITY

Redwood City is a vibrant community of just over 86,380 people, a center of high-tech industry, sometimes known as "software city," and the mid-point of the beautiful San Francisco Peninsula. Redwood City was incorporated in 1867, enjoys a great climate, and a profound sense of community. Redwood City is devoted to preserving its rich history, maintaining today's quality of life, and carefully planning a sustainable future. As a community, Redwood City celebrates its successes, faces its challenges and plans its future.

Through its neighborhoods and charming historic downtown, shopping areas and attractions, and its rolling hillsides, Redwood City is a community that offers a great variety of housing, employment, recreation, entertainment, education, and City services. There are many cultural opportunities to explore such as art galleries, diverse events, and the San Mateo County History Museum.

The City is also home to the Port of Redwood City – the only deep water port in the South San Francisco Bay – which serves as an important economic driver for the entire region. With a mile of shoreline frontage, including levees, parks, and boat launch facilities; Redwood City is also a “destination place” offering access to wildlife viewing, sports, and outdoor recreation.

Redwood City is a Charter City. As such, the legal authority for the City’s actions derive from the City Charter, and not from the general laws of the State of California. The City Charter, with a few exceptions, is consistent with those general laws. The Charter has been amended 16-times since its adoption on April 9, 1929. The San Mateo County seat is located in Redwood City adding an additional partnering opportunity for these two governmental entities (city and county).
CITY VALUES

Building a great community together through collaboration between City government, businesses, other partners, and residents is one of the City’s core purposes. The City supports its diverse constituents, honors its heritage, and celebrates a strong sense of community. BCC members help realize this core purpose through civic engagement. They hold a special relationship to the City. This relationship carries with it the responsibility to respectfully interact with, and address, the Council, public, and staff at BCC meetings and in all other venues.

In order to achieve the core purpose of building a great community together, the City encourages its staff and BCC members to consider four values to guide their everyday work. These values are *Excellence, Integrity, Service, and Creativity*. As a service organization, the City urges all residents, staff, BCC members, and City Council members to embrace these values to help create a strong and vibrant community.
II. ABOUT THE CITY COUNCIL

GENERAL OVERVIEW

The City of Redwood City operates under a Council-Manager type of government. The City Council consists of seven members and it is the governing body elected directly by the electorate of Redwood City. Every two years, the City Council Members vote and select a Mayor. The Mayoral term is two-years in length. As the legislative branch of our local government, the City Council makes final decisions on all City matters, sets City-wide priorities and policies, and directs the City Manager to implement these priorities and policies. The City Council adopts ordinances and resolutions as necessary for efficient governmental operations, approves the budget, and acts as a board of appeals. It appoints the City Manager, City Attorney, and City Clerk, as well as the members of the City’s advisory Boards, Commissions, and Committees (BCCs).

BCCs are primarily responsible for advising and making recommendations to the City Council. The City Council then uses the advice and recommendations offered by BCCs to make decisions. The Planning Commission, Parks and Recreation Commission, and Board of Building Review have a regulatory nature as well. After the City Council has made a decision, the BCCs are expected to acknowledge the position of the City Council and implement the City Council’s decision.

STRATEGIC INITIATIVES

The City Council establishes Strategic Initiatives and Goals which represent the Strategic Plan for the City. The Strategic Plan provides direction for City action to best meet the needs of those who live and work here. The following are the current Strategic Initiatives:

1. Government Operations. The City shall uphold the highest standards of professionalism and skill in its operation. The City encourages creativity and innovation, and will provide forward-thinking programs for the long-term benefit of the community. Efforts to further this initiative include the use of specialized consultants, the evaluation of utility rates, and the development of climate protection measures.

2. Community Building and Communications. The City will engage community members as partners with the City in its decision making processes. This will further assist with building a strong community in Redwood City. The PACT (Partnership Academy for Community Teamwork) program series, the variety of e-newsletters, content on the website, and the Neighborhood Liaison program exemplify the philosophy of directly engaging community members around critical issues and represent current efforts to implement this initiative.
3. **Economic Development.** There is a strong interest in supporting and sustaining a business environment that contributes to economic prosperity improving the financial well-being of the City, and the quality of life for our community. Historic preservation measures, redevelopment of downtown and other areas, and business retention and promotion are all examples of the City’s efforts to promote economic development.

4. **Public Safety.** Public safety departments shall strive to provide for the protection and well-being of the community, the maintenance of a high quality of life and keeping residents, children, neighborhoods and families safe.

5. **Transportation.** Maintain and improve the City’s transportation infrastructure of roadways, sidewalks, bicycle, and pedestrian facilities. The City will support programs for enhancing efficient, accessible means of transportation for community members.

6. **Community For All Ages.** Bringing our community’s youth issues into the forefront through programs and policies that support youth development, education, after school care, family support, and enrichment; and creating partnerships with our youth, recognizing youth as an asset that enhances the quality of life for all members of our community.

7. **Housing.**
   Foster a range of housing options affordable to all income levels through policies, programs, partnerships, and projects that support the creation and preservation of affordable housing for Redwood City’s residents.
ANNUAL REPORT
The City Council publishes an Annual Report that provides a general overview of the City’s accomplishments by department for the previous fiscal year. The Annual Report also previews the challenges and opportunities for the upcoming year. This document is intended to be an annual source of information and a companion to the City’s Strategic Plan.
III. ABOUT APPOINTED BOARDS, COMMISSIONS, AND COMMITTEES

The City of Redwood City has eleven Boards, Commissions, and Committees. The Planning Commission appoints members of two Committees: Architectural Advisory Committee and Historic Resources Advisory Committee. Three bodies are established by City Charter: Library Board, Planning Commission, and Board of Port Commissioners. Each BCC is charged with advising the City Council on policy matters and completing any assignments as directed by the City Council. Some bodies like the Planning Commission, Parks Recreation and Community Services Commission, and the Board of Building Review have a regulatory role. Members serve without compensation and cannot hold any other public office in the City while serving as members of a BCC.

During recruitment periods for BCCs, applicants are encouraged to visit the City website and apply for openings on various BCCs. General requirements are that applicants must possess an active interest in civic involvement, be 18 years of age or older, be a registered voter in San Mateo County, and be a resident of incorporated Redwood City (some board or commission positions may have additional requirements or preferred areas of expertise). A physical address must be included on the application and proof of the address provided must be issued if requested. Once applications are received, each eligible applicant will be notified of an interview session with members of the City Council. The City Council will appoint members to serve on a BCC during a public City Council meeting.

If you need to leave your seat on a BCC before your term is expired, submit your resignation in writing to your Staff Liaison, with a copy to the City Clerk. Each letter of resignation must be addressed to the City Council.

Generally, BCCs hold meetings once a month but each body has its own schedule. Each BCCs meets monthly according to its established schedule.

Please note that the City Council adopted Ordinance 542 regarding membership of BCCs:

Sec. 2.13. – VOTING POWERS OF CITY OFFICERS AND EMPLOYEES:

Neither the City Manager, City Attorney, City Engineer nor any other City officer of employee, except members of the City Council as an ex officio member and technical advisor of any commission or committee, unless otherwise provided by the Charter, shall have the right to vote in the deliberations of any such commission or committee. (Ordinance No. 542 § 1)
APPOINTED BOARDS, COMMISSIONS, AND COMMITTEES CHART

City Council

- Civic Cultural Commission (seven members)
- Housing and Human Concerns Committee (seven members)
- Library Board (Charter) (seven members)
- Parks, Recreation, and Community Services Commission (seven members)
- Planning Commission (Charter) (seven members)
- Port Commission (Charter) (five members)
- Board of Building Review (five members)
- Complete Streets Advisory Committee (seven members)
- Architectural Advisory Committee (five members)
- Historic Resources Advisory Committee (five members)
- Senior Affairs Commission (seven members)
- San Mateo County Mosquito Abatement and Vector Control District (one trustee)
ARCHITECTURAL ADVISORY COMMITTEE
(CONSISTS OF FIVE MEMBERS, APPOINTED BY PLANNING COMMISSION, FOUR-YEAR TERM)

The Architectural Advisory Committee was established by Resolution No. 11497 to provide for the enhancement of the natural beauty of the environment, and to provide for the orderly and harmonious appearance of structures and grounds in furtherance of the purpose of Article 45 of the Redwood City Zoning Ordinance No. 1130. Members of the Committee are appointed by the Planning Commission for terms of four years. Resolution No. 15143 requires that all five members be licensed architects or landscape architects residing or working in the City of Redwood City or its sphere of influence (as described by and in the General Plan). Members currently serving, who did not meet this requirement, were grandfathered in until their terms expired. Such requirements will apply to all members for all future recruitments.

The Committee is tasked with: Advising on projects designated by the Community Development Director which generally shall be large or sensitive projects where architectural elements are significant and additional community input is desired.

BOARD OF BUILDING REVIEW (CONSISTS OF FIVE MEMBERS, FOUR-YEAR TERM)

The Board of Building Review, established by Ordinance 1381, consists of five members, appointed by the City Council for terms of four years. This is a quasi-judicial body due to some appeal responsibilities. The basic duties and responsibilities of the Board are as follows:

- Review and update the City’s building regulatory codes, including suggested local amendments and provide recommendations to the City Council pertinent to the adoption of such codes (Section 2.124, City Code);
- Determine the suitability of alternate materials and types of construction with respect to the requirements of Chapter 9 of the City Code (Section 2.125); and
- Hear appeals of persons denied a building permit, inspection approval, or certificate of occupancy for the reason that the material or type of construction intended for use is not deemed to be in compliance with Chapter 9 of the City Code.

The Board meets on the call of the Chair usually at the request of Building and Inspection Division.

CIVIC CULTURAL COMMISSION (CONSISTS OF SEVEN MEMBERS, FOUR-YEAR TERM)
The Civic Cultural Commission, established by Ordinance 1494, consists of seven members, appointed by the City Council for four-year terms. Members demonstrate a deep interest in, and the appreciation of artistic and cultural matters within the City. It is responsible for supporting and enhancing cultural life in Redwood City.

Duties include making recommendations to the City Council or the City Manager regarding:
- The establishment of programs encouraging the development and maintenance of the performing and visual arts in the City;
- The establishment of programs memorializing or giving recognition to matters of cultural significance in the City;
- The acquisition by the City of any work of art or item of cultural significance, and the proposed placement thereof;
- The aesthetics of the design and site development of any building, monument, or other structure to be constructed or acquired by the City; and
- Any matter affecting the beauty and culture of the City.

In addition, the Civic Cultural Commission monitors and recommends changes, when necessary, to the Cultural Element of the General Plan.

COMPLETE STREETS ADVISORY COMMITTEE (PILOT PROGRAM, CONSISTS OF SEVEN MEMBERS, TWO-YEAR TERM.)

The Complete Streets Advisory Committee was formed by Resolution 15389 and extended by Resolution 15563 adding two years to the pilot program to serve until May, 2019. Members are qualified either by experience or by demonstrated interest in the practices, policies, and applications of Complete Streets. Council will appoint members who individually or collectively represent the values, needs, and concerns of all users of the City’s roadways and transportation network system including people who walk, ride bicycles and other mobility devices, use transit, and drive of all ages and abilities. The Committee duties include:
• Providing general input and assistance to staff regarding Complete Streets projects, programs, and surveys;
• Generating ideas and recommending solutions as appropriate, and prioritizing all recommendations from the perspective of the community, considering all ages and abilities; and
• Serving as a resource to improve safety for people walking and riding bicycles throughout Redwood City and providing the perspective of active transportation users for staff.

HISTORIC RESOURCES ADVISORY COMMITTEE (CONSISTS OF FIVE MEMBERS, APPOINTED BY PLANNING COMMISSION, THREE-YEAR TERM)

The Historic Resources Advisory Committee was established by Ordinance No. 1815 in 1980. Members of the Committee are appointed by the Planning Commission for three-year terms. Its purpose is to advocate the preservation and appropriate rehabilitation of historically significant properties and structures as set forth in the Historic Resources Element of the General Plan. The key duty of the Committee is to make recommendations to the Planning Commission which relate to the City’s Historic Preservation Ordinance.

The goals of the Committee include the following:
• Advise on matters of historical significance and administer and support historic resource education and programs;
• All members have experience and training in State and Federal historic standing requirements;
• Safeguard the City’s heritage by providing for the protection of landmarks representing significant elements of its history;
• Encourage public knowledge and appreciation of the City’s role in local and regional history;
• Foster civic and neighborhood pride and a sense of identity based on the recognition and use of historic and cultural resources;
• Promote enjoyment and use of historic and cultural resources appropriate for the education and recreation of the residents; and
• Strengthen the economy of the City by protecting and enhancing the City’s historical features for resident, visitors, and tourists.
HOUSING AND HUMAN CONCERNS COMMITTEE (CONSISTS OF SEVEN MEMBERS, FOUR-YEAR TERM)

The Housing and Human Concerns Committee was established by the City Council in 1977. The Committee’s goal is to advocate for the improvement of the quality of life of the residents of the City, and to assure that human considerations, as set forth in the General Plan, are given adequate consideration in the decision-making process.

Areas of responsibility include:

- Monitoring changing social needs within the community and making recommendations for improved, changed and/or new services;
- Promoting community awareness of social problems existing within the City;
- Coordinating human service activities within the City;
- Promoting adequate housing selection by location, type, price, and tenure, and a free choice of housings for all persons;
- Monitoring and recommending changes, when necessary in the Housing and Human Services Elements of the General Plan; and
- Developing and recommending Community Development Block Grant programs and Home Funds.

This BCC also manages the Human Services Financial Assistance Funds and the Consolidated Plan to assure resident input in the determination of the use of those funds.

LIBRARY BOARD (CONSISTS OF SEVEN MEMBERS, ESTABLISHED BY CHARTER, FOUR-YEAR TERM)

The Library Board was established by Section 18 of the City Charter. The Board consists of seven members, appointed by the City Council for terms of four years each. All members shall be residents and electors of the city at the time of their appointments and continuously during their incumbencies.

Duties and responsibilities of the Board include:

- Ensure that literacy remains a core value and a long-term guiding principle;
- Help create, approve and review the strategic plan;
- Act as a community liaison and Library advocate by actively soliciting community input and providing feedback to the public concerning Library policies and services, as well as issues being considered by the City;
- Seek collaborative opportunities to cultivate partnerships, raise funds and recruit volunteers;
- Enthusiastically represent the Library at the community and regional levels; and
• Review and comment on the Library Director’s proposed budget prior to submission to the City Manager and the City Council.

PARKS, RECREATION, AND COMMUNITY SERVICES COMMISSION (CONSISTS OF SEVEN MEMBERS, FOUR-YEAR TERM)

The Parks, Recreation, and Community Services Commission was established in 1945. This is a quasi-judicial body due to some appeal responsibilities.

Duties and responsibilities of the Commission, as designated by the City Council, include:

• Advise the City Council in policy matters pertaining to the acquisition and development of parks, and the formulation of a recreation program to meet the needs of residents;
• Periodically review and make recommendations on the Recreation and Parks Element of the General Plan;
• Actively promote recreation and park activities within the City; and
• Make recommendations to the City Council on the City Manager’s annual proposed budget for parks and recreation from a policy standpoint, pertaining only to programs, levels of service, and capital improvements.

PLANNING COMMISSION (SEVEN MEMBERS, ESTABLISHED BY CHARTER, FOUR-YEAR TERM)

The Planning Commission was established by Section 17 of the City Charter. The Commission consists of seven members, appointed by the City Council for terms of four years each. The Planning Commission is a regulatory body and a quasi-judicial body. The Commission makes land use decisions for the City based on its review of the City’s General Plan and other focused plans, such as the Zoning Ordinance, Downtown Precise Plan and Specific Plans. These decisions include review and approval of development projects, including supporting environmental documents. The Commission also hears
appeals of land use decisions. Additionally, the Commission makes recommendations to the City Council on issues related to the General Plan, Downtown Precise Plan, changes to the Zoning Ordinance, and subdivisions of land.

The Planning Commission reviews and acts upon the following:

- General Plan and General Plan amendments;
- Neighborhood and specific area plans;
- Environmental impact reports and negative declarations;
- Tentative subdivision maps;
- Planned Development permit applications for developments of one acre or more;
- Appeals from actions taken by the Community Development Department or the Sub-division Committee regarding applications for minor subdivisions.
- Subdivision Ordinance exceptions;
- Zoning and Subdivision Ordinance amendments;
- Conditional Use Permits, when the project is accompanied by an environmental document;
- Special studies and reports; and
- Community Development Block Grants and Home Funds’ Review.

PORT COMMISSION (CONSISTS OF FIVE MEMBERS, ESTABLISHED BY CHARTER, FOUR-YEAR TERM)

The Board of Port Commissioners, established by Section 47a of the City Charter, consists of five members, appointed by the City Council for terms of four years each. Members must be residents and electors of the city at the time of their appointments and continuously during their incumbencies. Additionally, members must have been a resident and elector of the City for at least 3 years prior to their appointment.

Port Commissioners are assigned exclusive control and management of the Port, including the right to adopt and enforce such ordinances, orders, regulations, and practices for proper administration as necessary for the management and government of the Port and its facilities. The Port Commission is a regulatory body and a quasi-judicial body.

Duties and responsibilities of the Commission include:

- Supervision and control of the Port area, waterfront properties and adjacent lands, and the Redwood City Marina;
- Provision for the needs of commerce, shipping, and navigation at the Port;
- Development, construction, re-construction, alteration, repairs, maintenance, equipping, and operating all waterfront properties;
- Regulation and control of all public service and public utilities operated in connection with the Port;
- Fixing all rates, dockage, rental, tolls, wharfage, and related charges for the use the public facilities and services of the Port, and the collection thereof; and
• Prepare an annual budget, levy tax funds with approval of the City Council, and authorize bond indebtedness for Port purposes.

SENIOR AFFAIRS COMMISSION (CONSISTS OF SEVEN MEMBERS, FOUR-YEAR TERM)

The Senior Affairs Commission was established by Ordinance 1880 in 1983. The general objective of the Commission is to encourage, foster, facilitate, establish, and maintain programs for the enhancement of all matters relating to the social, economic, and personal well-being of the City’s senior population.

Duties and responsibilities include the following:

• Recommend to the City Council or the City Manager the establishment of programs, stimulating, and encouraging the development and maintenance of senior programs and services in the City, and to review periodically such programs as are so established;

• Review and make recommendations to the City Council and the City Manager regarding the funding of senior programs and services that operate within the City for the benefit of the City’s senior population; and

• Upon request, advise the City Council and other City BCCs regarding any matter affecting the City’s senior citizen population.

SAN MATEO COUNTY MOSQUITO ABATEMENT AND VECTOR CONTROL DISTRICT (ONE BOARD MEMBER, TWO-YEAR TERM OR FOUR YEAR TERM)

In 1915, the California legislature passed the Mosquito Abatement Act, which gave local governments the power to obtain revenues and form special districts to control mosquitoes and protect citizens from mosquito-borne diseases. The Three Cities Mosquito Abatement District, which encompassed San Mateo, Burlingame, and Hillsborough, was formed that year. It was one of the first three districts formed under the Act. The following year, the Pulgas Mosquito Abatement District was formed in southern San Mateo County. These two districts merged in 1953 to form the San Mateo County Mosquito Abatement District, which covered most of the eastern side of the county, from Skyline Blvd to San Francisco Bay, south of the city of San Bruno.

• The Board of Trustees is made up of residents appointed by their respective City Councils. They serve for a term of two or four years and are highly dedicated to this community service.
• The San Mateo County Mosquito Abatement and Vector Control District mission statement reads; “To safeguard the health and comfort of the citizens of San Mateo County through a planned program to monitor and reduce mosquitoes and other vectors.”

LOCAL APPOINTMENT LIST (MADDY ACT)

The City Clerk’s Office prepares a local appointment list, also known as the Maddy Act, which lists the members and terms for each BCC seat. This list is posted online and is regularly updated when there are changes or recruitments. It is important to keep the City Clerk’s Office apprised of any changes in time or day of meeting as well as any resignations or changes to the membership of BCCs.

IV. YOUR ROLE AS A BOARD, COMMISSION, OR COMMITTEE MEMBER

ROLE OF ALL MEMBERS

All members are responsible for certain duties and commitments to the City, City Council, and the BCC on which they serve. Each member must know, understand, accept, and accomplish his or her delegated responsibilities in order to be effective. The following is a list of BCC member duties and responsibilities:

• Take the Oath of Office.
• Complete and sign the Form 700 and turn it in to the City Clerk’s Office.
• Understand the role and responsibilities of the appointed BCC.
• Take the Ethics training (AB 1234)
• Attend the orientation scheduled by your Staff Liaison and/or the City Clerk.
• Become familiar with the governing rules and regulations.
• Decide with your Staff Liaison on how and when you will receive agenda packets.
• Attend all regular and special meetings. In the event that you cannot attend a meeting, provide timely notification to the Chair and the Staff Liaison.
• Arrive at meetings on time.
• Be prepared for every meeting.
• Review all staff reports, maps, studies, proposals, correspondence, minutes, etc. prior to the meeting.
• Have all reference materials on hand for the meeting.
• Members should familiarize themselves with conflict of interest regulations and discuss potential conflicts of interest with the City Attorney's office prior to meetings where matters will be discussed for which the member may have a conflict of interest. If a member has a conflict of interest, that member must recuse him/herself from participating in the decision making process which includes all discussions and actions on the matter.
• Consult the City Attorney if you have any questions of a legal nature related to your service as a BCC member.
• Avoid leaving before the meeting adjourns without prior notice.
• Establish a good working relationship with fellow members, City Council, and staff liaison. Exhibit mutual respect to fellow members to ensure a positive working environment.
• Become familiar with parliamentary procedures to ensure that meetings proceed in a timely fashion.
• Consider the overall public good when making a decision.
• Always talk to the Chair and Staff Liaison about placing items on future agendas.
• If a member receives correspondence from the public addressed to the appointed body, including email, the correspondence should be forwarded on to the Staff Liaison so copies can be distributed to all members and the correspondence can become an official City record.

ROLE AND RESPONSIBILITIES OF THE CHAIR

The Chair is selected by the BCC in January. The Chair exists to run smooth meetings and encourage the input of ideas, promote inclusiveness, and facilitate the overall decision-making process. The following is a list of duties and responsibilities of the Chair (see Exhibit B for full list of duties):

• The Chair is the spokesperson for the Commission and responds on behalf of the Board, Committee or Commission.
• The Chair shall ensure that the BCC completes the annual work plan and reports the results annually to the City Council. The work plan shall include metrics of community involvement and participation in meetings and activities.
• Sets a positive tone and manages public input to ensure civility and decorum.
• Presides at all meetings, submit all motions to vote and in general, do all things ordinarily required of a Chair such as call or cancel a meeting, coordinates the setting of the agenda with the Staff Liaison, receives public testimony, ensures compliance with the Brown Act, etc.
• Acts as the media’s point of contact for information regarding BCC activities. Seeks advice and involvement of the City’s Public Communications Manager as needed, through the Staff Liaison.
• Chair shall preserve order and decorum at all meetings of the BCC.

In the absence of the Chair, the Vice Chair shall act as presiding officer and shall and have the same responsibilities.
ROLE OF THE STAFF LIAISON(S)

The Staff Liaison serves as the link between City staff, City Council, and BCC members. The City Manager assigns a staff liaison to each BCC to provide support, coordination, and guidance. The Staff Liaison makes sure that required committee meetings occur and, in conjunction with the committee Chair, prepares the monthly meeting agendas. He/she is also responsible for the coordination, distribution, and posting of all committee agendas pursuant to the Ralph M. Brown Act. Committee members should feel free to contact the Staff Liaison for inquiries and/or support purposes. **It should be understood, however, that committee members are responsible for all committee work. Staff Liaisons will provide direction, guidance, as well as clerical and/or organizational or administrative support to committees on an as needed basis.** The Staff Liaison is a non-voting member of the committee. The Staff Liaison facilitates the transmission of BCC interests, concerns, and recommendations to the City Manager and/or City Council.

The staff liaison must be aware and advise the Commission of any potential Brown Act violations; the liaison must be present and attentive for the duration of the meeting (see Exhibit C for full list of duties).

USE OF SUBCOMMITTEES AND AD HOC COMMITTEES

The City Council has recommended that BCCs consider dividing into subcommittees and/or use ad hoc committees to address certain issues. These groups would work independently and would have no legislative power. The subcommittee and/or the ad hoc committee would be composed of less than a quorum of the body and set their own schedule. Generally speaking, subcommittees are a standing committee with continuing subject matter jurisdiction over a topic and an ad hoc committee convenes for a single topic and its charge is over when its work on a single item is finished. The Chair usually makes the subcommittee assignments and directs the work flow. BCCs may have both standing subcommittees and ad hoc committees. Subcommittee meetings must be noticed according to the Brown Act if the subcommittee, irrespective of composition, has continuing subject matter jurisdiction or a meeting schedule fixed by charter, ordinance, resolution or formal action of a legislative body (Cal. Govt. Code 54952).

Please note that when the members of two or more legislative bodies are appointed to serve together on an entirely separate subcommittee the resulting body may be subject to the Brown Act. When in doubt please contact your Staff Liaison, Department Head or the City Clerk who will then contact the City Attorney.

ANNUAL WORK PLAN AND PERFORMANCE MEASURES

Each BCC should establish an annual work plan and report results annually to the City Council. When applicable, the City Council would like to see metrics of community involvement and participation in meetings and activities included in the work plan.
It is important for all BCC members to do a periodic self-check of their performance in order to ensure they are fulfilling their duties and responsibilities.

The following factors may also be useful in pondering your success as a BCC member:

- Workload - think about your attendance record and participation level.
- Efficiency - consider the percentage of issues resolved as well as deadlines met.
- Effectiveness - look at the number of objectives achieved and the percentage of recommendations accepted by the City Council.

PROCEDURES FOR CONDUCT OF BCC MEETINGS

Consider the level of formality of the meeting when speaking. If the meeting is formal, then address the Chair as “Mister” or “Madam” Chair. The Chair refers to him/herself in the third person. For example, “the Chair rules” or “the Chair disagrees.” Meetings may be more informal and you may adjust your salutations accordingly.

The Chair must recognize other BCC members in the order in which they raise their hands to speak. BCC members should always speak through the Chair. When a member of the public desires to address the BCC, they should fill out a speaker’s card, proceed to the podium when called, wait to be recognized, and then state his or her name and address for the record. The person should limit his or her remarks to the issue under discussion. All remarks should be addressed to the Chair, and not to any individual BCC member, staff member, or other person.

AGENDA AND ORDER OF BUSINESS

The agenda should contain a brief general description of each item to be considered. Except where provided by law, no action will be taken or discussed on any item not appearing on the agenda.

The sequence of items in an agenda is generally as follows:

- Call to Order
- Roll Call
- Approval of Minutes
- Public Comment
- Presentations
- Action Items
- Discussion Items
- Reports of BCC Members and Standing Committees
- Announcements or Matters of BCC Interest
- Adjournment

All agendas should include language stating that agenda materials may be provided in alternate formats pursuant to the Americans with Disabilities Act (ADA).
PARLIAMENTARY PROCEDURE AND MOTION TO RECONSIDER

Parliamentary procedure is the safeguard that protects the individual and the group in their exercise of their constitutional rights to organize and assemble to achieve a common goal. The following principles are the foundation of parliamentary procedure:

- Fairness, respect and courtesy should be afforded to everyone.
- Do only one thing at a time: one subject at a time and one speaker at a time.
- Business must be conducted. The BCC exists to facilitate action, not obstruct it.
- All BCC members are equal and have equal voting rights.
- The majority decides, but the rights and interest of a minority must be protected.
- Silence gives consent, so if you oppose please speak up.
- Once settled, a question may not be reintroduced.

A tenet of parliamentary procedure is finality. After vigorous discussion, debate, and a vote, there must be some closure to the issue. And so, after a vote is taken, the matter is deemed closed, subject only to reopening if a proper motion to reconsider is made.

A motion to reconsider requires a majority vote to pass, but there are two special rules that apply only to the motion to reconsider:

- Matter of timing. A motion to reconsider must be made at the meeting where the item was first voted upon or at the very next meeting of the BCC. A motion to reconsider made at a later time is untimely. (The BCC, however, can always vote to suspend the rules and, by a two-thirds majority, allow a motion to reconsider to be made at another time).

- A motion to reconsider may be made only by certain members of the BCC. Accordingly, a motion to reconsider may be made only by a member who voted in the majority on the adopted motion. If such a member wants the BCC to consider the matter further, he or she may make the motion to reconsider. Any other member of the commission, however, even a member who voted against the adopted motion, may second the motion. If a member who voted in the minority seeks to make the motion to reconsider, it must be ruled out of order. The purpose of this rule is finality. If a member of the minority could make a motion to reconsider, then the item could be brought back to the body again and again, which would defeat the purpose of finality.

MEETING MANAGEMENT

The City of Redwood City is committed to conducting efficient, effective, and accessible government operations. The following material outlines techniques that can be used to ensure that BCC meetings are efficiently run and give all residents an equal opportunity to address the issues.
PROCEEDINGS

- Turn off all cell phones, PDAs or iPads. Do not text during meetings unless there is a family emergency.
- Please be aware that any messages posted on Social Media may become a public record and releasable if requested.
- Start the meetings on time. Keep the agenda in mind in order to give each item the appropriate time.
- Announce at the start of a meeting if the order of agenda items is to be rearranged for convenience, for response to those attending for only certain items, or for better pacing of the agenda.
- Let the Chair run the meeting.
- Be fair, impartial, and respectful of the public, staff, and each other.
- Give your full attention when others speak.
- You may abstain due to a potential conflict of interest (in this case it is customary to specify what is the nature of the potential conflict and to exit the meeting while the vote takes place). Then the member can re-enter the room.
- Learn to trust your own judgment on decisions.
- Remember that people may be attending a meeting for the first time, and may be unfamiliar with your procedures. In your discussion, either avoid or explain technical terms or verbal shorthand.
- Listen to audience concerns.
- Do not engage in side conversations or otherwise be distracted during public testimony. The opportunity for public testimony is central to the strength of democracy, and is therefore encouraged. Active listening, however, does not mean engaging the public in debate. Your response is appropriately saved for after the public testimony is closed.
- Close the public testimony before you begin serious deliberation on an issue.
- Sometimes questions can most effectively focus discussion and direct decision-making. For Example: *What is the history behind this item? What are the benefits and drawbacks? What other alternatives did you consider?*

LATE ARRIVAL TO MEETINGS

If a member anticipates being late to a meeting, please notify the Staff Liaison or the designee regarding the approximate time of arrival. Staff will alert the Chair who may then decide to rearrange the order of items on the agenda.

ABSENCES

Please refer to your respective BBC establishing policies regarding absences. It is an expectation as part of your BCC service to attend all meetings. If you are going to be absent from a meeting, inform your Staff Liaison prior to the posting of your committee’s agenda.

DECORUM AT MEETINGS

Discourage outwards signs of agreement or disagreement from the audience such as applause or statements from the floor. Such demonstrations can intimidate those with an opposing view and unintentionally discourage open
public discussion of all the issues and points of view. Limit your own comments to the issues before the BCC. Avoid the appearance of straying from the subject or "grandstanding."

MINUTES

An appointed Secretary or the Staff Liaison will prepare the minutes. Generally, these are Action minutes, with the exception of the Planning Commission. The minutes serve as the permanent official record of the advisory body. The minutes should reflect the members in attendance, members who were absent, a description of each agenda item and the action taken by the advisory body. Titles of motions and resolutions are recorded verbatim. In order to become an official record of activities, minutes must be approved by the BCC. Minutes are normally approved at the following meeting. Amendments or corrections may be made to the minutes in public meetings, with the approval of the BCC.

ADDRESSING THE MEDIA AND THE PUBLIC

It is important to recognize that as a BCC member your actions and comments are often interpreted to be that of the entire BCC, the staff, or the City. Statements to the media or the public should be through the Chair in collaboration with the City’s Public Information Manager.

When addressing the media, observe the following guidelines:

- You must clarify who you represent as the speaker. Are you speaking in your capacity as a BCC Chair or as a private resident? Keep in mind that a member's comments to the press or other public comments are sometimes misinterpreted even though the BCC Chair states that they are speaking for themselves.
- Do not make promises to the public that are binding on the BCC, staff, or the City Council.
- Consider all statements in light of how they will look in the media.
- All comments to the media or the public must be factual. Avoid speculation.

In addition, if you are speaking at a City Council meeting, please provide the public the clarity of who you represent: 1) a member of the general public or 2) the voice of a BCC.

V. CITY POLICIES AND PROCEDURES

SWEARING IN AND OATH OF OFFICE

Before taking office, each BCC member must be sworn in by the City Clerk, by taking the Oath of Office to swear, or affirm, that he or she will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that he or she will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that he or she takes this obligation freely, without mental reservation or purpose of evasion; and that he or she will well and faithfully discharge the duties upon which he or she is about to enter.
FORM 700 OBLIGATION AND CONFLICT OF INTEREST (GOVERNMENT CODE SECTION 87103 FINANCIAL INTEREST)

When is it due?

Annual filing date is April 1. Most filers must file within 30 days of assuming or leaving office, or within 30-days of a newly adopted or amended conflict-of-interest code. If you have any questions about your Form 700 duty to file, please contact the City Clerk.

As specified in state law, it is illegal for a BCC member to have an interest in any contract, sale, purchase, finding or transaction in which the member is involved in an official capacity. Action taken where a conflict of interest exists may disqualify the commission member and invalidate that BCC action. Any interest, whether personal, private, general or sentimental that would tempt a commissioner to act in any manner other than the best public interest should be examined and official action accordingly restricted. An interest that is common to all similarly situated persons is not disqualifying to an action.

ETHICS TRAINING

Certain limitations have been placed upon the powers of the City Council and its appointed Boards, Commissions, and Committees by both statutory and case law. In certain instances, application of these restraints may be crucial in the government process. In instances of doubt, the City Attorney's opinion should be sought. Appointed BCC members must take ethics training and are solely responsible for compliance and submitting their certificates of completion to the City Clerk. This is not required of applicants.

State law requires specified local officials to receive two hours of ethics training. The requirement applies to local officials who either receive compensation for their service to the City or are reimbursed for their expenses. The training must cover both ethics laws and ethics principles. Currently, it has been determined that this is a requirement of all BCC members primarily because some BCC members get reimbursed for expenses associated with performing their job on a Board, Committee, or Commission.

The government code mandates that ethics training be provided –

1. If a local agency provides any type of compensation, salary or stipend to a member of a legislative body, or
2. If it provides reimbursement for actual and necessary expenses incurred by a member of a legislative body in the performance of official duties (Cal. Govt. Code 5324, 53235.2)

A legislative body means the governing body (City Council) and also “a commission, committee, board, or other body of a local agency, whether permanent or temporary, decision making or advisory, created by charter, ordinance, resolution, or formal action of a legislative body.” (Cal. Govt. Code 54952).

For newly elected and appointed officials, the requirement is to receive this training within one year of assuming office. (For everyone else, the requirement is to receive this training within two years of receiving one’s first training).

There are a number of options for complying with this requirement:
• Self-study materials are available at http://www.ca-ilg.org/ab1234compliance
• The materials require that you read two articles on public service ethics laws and principles, take a self-assessment test, and then submit it to the Institute for Local Government with a processing fee for each test. The Institute will review your test(s), provide you the correct answers to the questions and a proof of participation certificate.
• The Fair Political Practices Commission (FPPC) offers free online training at http://localethics.fppc.ca.gov/login.aspx. This option requires you to log onto the FPPC’s website, review various screens of materials, take periodic tests to assure retention of the information and then print out a certificate.

City Council Policy on the Use of Computer Hardware during City Council, Boards, Commissions and Committees Meetings (see Exhibit A).

VI RALPH M. BROWN ACT

GENERAL OVERVIEW

The Ralph M. Brown Act, Government Code section 54950 et seq., sets forth certain legal requirements regarding BCCs based on the public’s right to know how decisions are made. Public agencies, boards, commissions, and committees exist to aid in the conduct of the people’s business. No City BCC shall hold any meeting at which action is taken other than at a duly called and regularly held meeting, notice of which is provided by either resolution or ordinance or by adjournment of a prior meeting. As such, actions of these bodies should be transparent. Transparency promotes trustworthiness in the public body, and fosters respect by serving the public’s right to be heard and considered in the decision-making process.

A "meeting" takes place whenever a quorum is present and official business is considered. An agenda for each meeting must be posted at least 72-hours in advance. BCC members are permitted to socialize in a non-meeting setting but must refrain from discussing any BCC business. Care should be taken to make sure that if a quorum of a BCC is gathered at a public or private meeting place, no public business is discussed and that the gathering will not be interpreted as a meeting.

Any conversation that occurs among a majority of the members of a BCC on business that will come before it or is likely to come before it is improper under the Brown Act no matter the means by which the conversation takes place --- in person communications, phone calls, writings, and electronic correspondence. When using email, be cognizant of the fact that it is a violation of the Brown Act if a majority of a BCC engages in communication about City business that is or is likely to come before that BCC. Email correspondence is covered by the Brown Act and BCC members should be extremely careful to never “reply all” to a communication directed to a BCC so that an
improper discussion does not take place. In addition, emails and phone call records relating to City business may be searchable and releasable pursuant to Public Records Act requests. For this reason, you should only use your City issued email address for all BCC related matters, and check it often to keep up to date with matters related to your BCC.

APPLICABILITY

To whom does it apply?

- Applies to legislative bodies. Legislative body means a governing board of a local agency, or committees (or commissions) created by formal action of the governing board.
- Does not apply to individual decision makers like department heads, and does not apply to committees not formed by an act of the legislative body.

What is considered a meeting?

- A meeting is a congregation of a majority of the members of the legislative body at the same time and place to hear, discuss, or deliberate on any matters within its jurisdiction. This means that a majority may not consult outside an agency-convened meeting.
- A meeting is not individual contact between members and another person, the presence of the majority of the members of a body at a conference open to the public, the presence of the majority of the members of a body at social or ceremonial occasions, or the presence of the majority of the members of a body at a public meeting on a topic of local community concern.

For further information

The League of California Cities prepared a publication titled Open and Public IV which is an informative guide. View it for free at: http://www.cacities.org/openandpublic

AGENDA REQUIREMENTS

- The Brown Act sets forth certain notice requirements for meetings of a legislative body.
- The agenda for a regular meeting must be posted 72 hours in advance of the meeting.
- The agenda for a special meeting must be posted 24 hours in advance of the meeting.
- The agenda must contain a brief description of every item to be discussed. There are limited exceptions where business not on the agenda may be take place.
- The agenda MUST include time for public comment.
- The public has the right to be notified of items on the agenda, to attend meetings of a legislative body, to record the meeting, to speak before or during consideration of an agenda item, and to see the materials of the legislative body.
- Agenda materials, released less than 72 hours prior to the meeting, must be made available to the public at a specified location as well as at the BCC meeting.
- Alternate agenda formats may be provided in appropriate alternative formats to comply with the Americans with Disabilities Act by sending a written request to the staff liaison, including the
requestor's name, address, phone number and brief description of the requested materials and preferred alternative format or auxiliary aid or service at least seven calendar days before the meeting.

CONSEQUENCES FOR VIOLATIONS

- A lawsuit may be brought by the District Attorney or any interested persons. Civil lawsuits may also be brought. Criminal sanctions for intentional violations include up to six months in jail and or $1,000 fine.
- Some actions, if the violation is not cured, may be declared void.
- Attorney's fees may also be awarded for successful lawsuits alleging Brown Act violations.
- If you have questions on this matter please direct them to the City Attorney’s office.

VI. CONCLUSION

The City Council thanks you for applying for and accepting a position on one of the City’s Boards, Commissions, or Committees, and for devoting your time to help build a great community in Redwood City through your civic involvement. Please use this Handbook as a guide as you carry out your duties as a member of a BCC, and please contact the City Clerk or your staff liaison if you need any further information, advice, or assistance.
EXHIBIT A

CITY COUNCIL POLICY EFFECTIVE: 7/12/10

SUBJECT: THE USE OF COMPUTER HARDWARE DURING CITY COUNCIL, BOARDS, COMMISSIONS, AND COMMITTEES MEETINGS

PURPOSE: This policy provides the City Council, as well as the City Boards, Commissions, and Committees, utilization of computer hardware and software to receive and store agenda materials for the City Council Meetings.

POLICY:

A. General

1. During City Council meetings noticed and open to the public pursuant to the Brown Act, the use of computer hardware, including cell phones, iPads, notebooks, Netbooks, desktop computers, and other devices, by Council members to access the internet/intranet or receive/send email or text messages is not permitted.

2. This prohibition shall also apply to City Board, Commission, and Committee members during their respective meetings.

B. Exceptions

1. This prohibition shall not apply to City Council subcommittees.

2. It shall not apply to email or text messages from or to family that do not address City/Redevelopment Agency business.

Approved by Resolution No. 15035 on July 12, 2010 by the City Council/Redevelopment Agency Board.
EXHIBIT B

ROLE AND RESPONSIBILITIES OF THE CHAIR

a. The Chair is the spokesperson for the Commission and responds on behalf of the Board, Committee or Commission.
b. The Chair shall ensure that the BCC completes the annual work plan and reports the results annually to the City Council. The work plan shall include metrics of community involvement and participation in meetings and activities.
c. Sets a positive tone and manages public input to ensure civility and decorum.
d. Presides at meetings and is the spokesperson for the BCC.
e. Shall call or cancel a meeting, whichever the case may be.
f. Coordinates the setting of the agenda with the Staff Liaison.
g. Ensures the timely start and end of meetings.
h. Ensures that consideration of items on the agenda moves along without delay.
i. Makes sure that public testimony is received, but not allowed to disrupt the meeting. This includes setting an acceptable time limit; if necessary.
j. Clarifies all ideas as they are discussed, and repeats motions made in a manner in which all members understand the motion they will be asked to vote on.
k. Ensures that actions are properly moved, seconded, and voted upon.
l. Always states the exact wording of the motion when dealing with a motion or amendment. A motion should be made in a clear, concise sentence. This will facilitate discussion of the motion and make voting easier.
m. Always indicate clearly how the vote is taken. For example, call for the negative vote, saying, “Those opposed, say No.”
n. Ensures that items not listed on the agenda are prohibited from being discussed or acted upon pursuant to the Brown Act, or unless specific circumstances apply.
o. Identifies points of agreement among the BCC members in order to build a consensus.
p. Acts as the media’s point of contact for information regarding BCC activities. Seeks advice and involvement of the City’s Public Communications Manager as needed, through the Staff Liaison.
q. Chair shall preserve order and decorum at all meetings of the BCC, announces the BCC’s decisions, and decides questions of order. The Chair is responsible for ensuring the effectiveness of the group process. The Chairperson balances moving the discussion forward by involving all members and allowing for adequate public participation.
EXHIBIT C

ROLE AND RESPONSIBILITIES OF THE STAFF LIAISON

a. At the request of the Chair, and with the support of a majority of the BCC members, the Staff Liaison researches and investigates issues, prepares alternatives and recommendations for BCC and City Council review, and implements City Council policy decisions.
b. Coordinates the schedule of meetings and makes arrangements for meeting locations.
c. Coordinates the setting and preparation of the agenda with the Chair in accordance with the City’s established standards for agendas.
d. Attends scheduled meetings and prepares minutes for approval according to the City’s established standards for minutes.
e. Prepares and posts meeting agendas and notices for regular, special, cancelled, or continued meetings pursuant to the Brown Act.
f. Facilitates the transmission of BCC interests, concerns, and recommendations to the City Manager and/or City Council.
g. Maintains communication with the Chair regarding City Manager and/or City Council direction or requests.
h. Coordinates the annual selection of a Chair and Vice Chair in accordance with the City Council adopted policies and procedures.
i. Keeps the City Clerk apprised of any resignations or other issues affecting the BCC.

Role of the Staff Liaison during the BCC Meeting

j. The staff liaison will ensure there is a quorum prior to the Chair calling a Commission meeting to order.
k. The staff liaison will adjourn a Commission meeting in the event there is lack of a quorum 15 minutes after the start time of a meeting.
l. Staff will not allow the public to address the Commission during the 15 minutes while waiting for additional members to arrive to form a quorum. Staff may make announcements during this time; no agenda items shall be discussed among the members present.
m. The staff liaison will advise the Commission to recess or adjourn the meeting if a quorum is not present at any point during the meeting.
n. The staff liaison must be aware and advise the Commission of any potential Brown Act violations; the liaison must be present and attentive for the duration of the meeting.