

San Mateo County AAC Meeting
October 16, 2023
Item 3 – Meeting Procedures

General Meeting Procedure Resources

- San Mateo County Boards and Commissions Handbook, **and**
- Virtual Training Session hosted by San Mateo County Boards and Commissions, conducted on March 3, 2022 (including review of the Brown Act):

<https://www.smcgov.org/bnc/san-mateo-county-boards-and-commissions-training-session>

- Agricultural Advisory Committee Bylaws – copy attached.
- County Planning Memo to AAC on (meeting) best practices for accurate meeting minutes, dated January 30, 2019 – copy attached.

**PROCEDURAL RULES OF THE SAN MATEO COUNTY
AGRICULTURAL ADVISORY COMMITTEE**

Rule 1B ***Authority and Purpose.***

These Procedural Rules of the Agricultural Advisory Committee (hereafter the AAC) are adopted pursuant to San Mateo County Board of Supervisors Resolution No. 65019, which set forth the Standing Rules for County Boards, Commissions, and Advisory Committees. These Rules of Procedure shall be submitted to the County Counsel for review and approval, and thereafter filed with the Clerk of the Board of Supervisors. The purpose of this Committee is to assist in the achievement of the objectives of the Planned Agricultural District Ordinance and the San Mateo County Local Coastal Program. More particularly, the Committee is to actively assist in the preservation of agriculture throughout San Mateo County by advice and recommendation to the Planning Commission and the Board of Supervisors.

Rule 2B ***Members.***

Section 2.1 **General.**

The AAC Committee is authorized by Section 6362 of the County Zoning Regulations, and responsibilities and membership are specified by resolutions of the Board of Supervisors. (hereafter, "the Board.") At the time these rules are being prepared, the most recent Board resolution is No. 066501, adopted on February 24, 2004. However, it is understood that subsequent resolutions may be adopted by the Board of Supervisors, and that in any event, the members, the member's terms, and the member's duties are as set forth in the most current Board of Supervisors resolution. In the event of an inconsistency between these rules and any Board of Supervisors resolution, any Board Resolution will take precedence over these Rules.

Section 2.2 **Number.**

The current membership as established by the Board of Supervisors includes a total of fifteen (15) members, which total includes eleven (11) voting members and four (4) non-voting members as follows:

Voting members

- a. Seven (7) farmer/growers,
- b. One (1) agricultural business representative,
- c. One (1) conservationist, and
- d. Two (2) public members.

Non-voting members

The following or their designees:

- a. The County Agricultural Commissioner,
- b. County Director, UC Cooperative Extension,
- c. The Executive Director of the San Mateo County Farm Bureau, and
- d. United States Natural Resources Conservation Service (USNRCS), District Conservationist for San Mateo County.

Section 2.3 Appointment.

All members other than those serving by virtue of their official capacity shall be appointed by the Board of Supervisors of San Mateo County and shall serve at the pleasure of the Board.

Section 2.4 Length and limitation of terms.

Members shall serve terms of office of four (4) years. At the conclusion of a term, a member may be reappointed to another term. No member appointed by the Board may serve on the Commission for more than a total of twelve (12) years of full terms. This limitation does not include partial terms at the beginning or conclusion of a member's service. "Non-voting members" are those who serve by virtue of their public office, other specifically designated office, or representation of a specific agency. Non-voting members' terms shall be for the term of their office, or for the term of their designation by the agency they represent.

Section 2.5. Dates of Terms.

Terms are for a fixed period. They shall begin on October 1, and end on September 30, four years thereafter. The fact that a member may be appointed or begin his or her service in the middle of a term does not affect the starting or ending dates of the term.

Section 2.6 Resignation.

Any member may resign effective on giving written notice to the Clerk of the Board of Supervisors and the secretary of the AAC, unless the notice specifies a later time for his or her resignation to become effective. The acceptance of a resignation shall not be necessary to make it effective.

Section 2.7 Removal.

Any member appointed by the Board may be removed from office at any time for any reason or without any reason by the Board.

Section 2.8 Vacancies.

Any vacancy on the AAC, however created, shall be filled for the unexpired term by the Board. Each vacancy shall be filled by an individual having the qualifications of his or her predecessor.

Section 2.9 Action by the Board.

Notwithstanding the foregoing, the qualifications, term and other conditions of AAC membership shall be as determined from time to time by action of the Board.

Section 2.10

No member will act on behalf of the AAC as a whole verbally, in writing or otherwise unless specifically authorized to do so by a majority vote of the AAC.

Rule 3B Officers.

The Officers shall be a Chairperson, who shall preside at all meetings of the full AAC, and a Vice-Chairperson who in the Chairperson's absence or inability to act shall preside at the meetings. If both the Chairperson and Vice-Chairperson are absent or unable to act, the

members present shall select one of the members present to act as chairperson *pro tempore*, who, while so acting, shall have all of the authority of the Chairperson. The officers shall be elected annually at the first meeting in October or at an adjournment of that meeting. The officers shall serve for one (1) year terms. The positions of Chairperson and Vice-Chairperson shall be filled by farmers.

Special duties of the Chair and Vice-chair are as follows:

- a. To prepare agendas for meetings in cooperation with such other persons from other governmental agencies as may be required;
- b. To convene meetings
 - (1) call to order
 - (2) ask for public comment
 - (3) ask for agenda approval
 - (4) approval of minutes
 - (5) close meeting
 - (6) to conduct the business of the meetings according to parliamentary procedure;
- c. To serve as a link between the Board of Supervisors and the AAC.
- d. To coordinate reports to the Board of Supervisors.

Rule 4B Meetings.

Sec. 4.1 Regular and Special Meetings.

The date, time and place of regular meetings shall be established by resolution of the AAC. The AAC shall meet regularly on the second Monday of each month. Special meetings shall be held at any time and place at the call of the Chairperson or a majority of the authorized number of members.

Sec. 4.2 Open and Public.

Meetings shall be open and public and all persons shall be permitted to attend.

Sec. 4.3 Notice.

The Committee shall set a regularly occurring date for its regular meetings. Thereafter, no notice of any regular meeting need be given. Written notice of each special meeting shall be delivered personally or by mail to each member and to each local newspaper of general circulation, radio or television station requesting notice in writing. Such notice shall be received at least 24 hours before the time of such meeting as specified in the notice. The call and notice shall specify the time and place of the special meeting and the agenda for the meeting. Written notice may be dispensed with as to any Member who at or prior to the time the meeting convenes files with the Clerk a written waiver of notice. Such waiver may be given by telegram. Such written notice also may be dispensed with as to any Member who is actually present at the meeting at the time it convenes. Notice shall be required pursuant to this section regardless of whether any action is taken at the special meeting. In cases of emergency, notice of special meetings may be dispensed with only to the extent permitted by applicable law.

Sec. 4.4 Attendance and Participation.

Members must attend the regular meetings of the AAC and of committees to which they are appointed and shall contribute their time and special abilities as may be required for the benefit of the AAC. If a Member is unable to attend a meeting, he or she shall so inform the Chair giving the reason therefore. Failure to attend a meeting without first notifying the Chair shall, except in cases of emergency or extreme hardship, be treated as an unexcused absence. Two (2) unexcused absences during a six-month period shall be grounds for a request that the Board remove the Member.

Sec. 4.5 Quorum.

A majority of the voting members of the AAC present in person shall constitute a quorum for the transaction of business at any regular or special meeting of the AAC or any committee.

Sec. 4.6 Meeting Agendas.

The AAC shall prepare an agenda for every meeting, which shall set forth a brief general description of each item of business to be transacted or discussed at the meeting and the time and location of the meeting. The Chair or Vice-chair of the AAC, in conjunction with persons from

other governmental agencies as may be required, shall prepare an agenda for the upcoming meeting. A Committee member may contact the chair or vice-chair to request that an item be placed on the agenda. In order to be placed on the printed agenda, the item must be submitted at least ten (10) days prior to the meeting. Any member of the public may request that a matter directly related to the Committee's business be placed on the agenda within the same time period. The AAC may limit the total time to be devoted to any matter at the meeting and may limit the time allowed for any one person to speak on any matter. Each agenda for a regular meeting shall provide an opportunity for members of the public to address the AAC directly on items of interest to the public that are within the subject matter jurisdiction of the AAC. At least 72 hours before a regular meeting, the agenda shall be posted in the Hall of Justice and Records, at a location designated by the Clerk of the Board of Supervisors. No action shall be taken at a regular meeting on any item not appearing on the posted agenda; provided, however, that the Members may take action on items of business not appearing on the posted agenda if: (1) the AAC determines by a majority vote that an emergency situation exists under California Government Code section 54956.5; (2) the AAC determines by a two-thirds vote of the Members, or, if less than two-thirds of the Members are present, by a unanimous vote of those Members present, that the need to take the action arose subsequent to the posting of the agenda; or (3) the item was included in the posted agenda for a meeting of the AAC occurring not more than five calendar days prior to the date action is taken on the item, and at the prior meeting the item was continued to the meeting at which action is being taken. At least 24 hours before a special meeting, the Secretary shall cause the agenda for the meeting to be posted with the call and notice of the meeting at the Hall of Justice and Records, or, as determined by duly adopted resolution of the AAC, any other location that is freely accessible to members of the public. No business not set forth in the posted agenda shall be considered by the AAC at such special meeting.

Sec. 4.7 Conduct of Business.

The items on the agenda shall be considered in order unless the Chairperson shall announce a change in the order of consideration. Unless an agenda item identifies a particular source for a report, the Chair or county liaison shall present the item, after which members may comment, and then the topic shall then be open to public comment upon recognition of the speaker by the

Chairperson. The rules in Sturgis Standard Code of Parliamentary Procedures shall rule where applicable and not in conflict with adopted guidelines of the AAC.

Sec. 4.8 Resolutions.

All official acts of the AAC shall be taken and authorized by resolution, adopted on motion, duly made, seconded and adopted by vote of the Members.

Sec. 4.9 Voting.

All resolutions to the AAC shall be adopted by the affirmative vote of a majority of the Members, constituting a quorum, present and voting except as otherwise provided by law or these bylaws.

Sec. 4.10 Disqualification from Voting.

A Member shall be disqualified from voting on any resolution relating to a transaction in which he or she has a financial interest, as required by law and the Conflict of Interest Policy of the AAC. Except as required by law and the Conflict of Interest Policy of the AAC, no Member shall be disqualified from serving as a Member or taking part in any proceedings of the AAC because of any financial interest of a Member.

Sec. 4.11 Minutes.

The Secretary (County Planning Division liaison) shall prepare the minutes of each meeting of the AAC. The minutes shall be an accurate summary of the AAC's or committee consideration of each item on the agenda and an accurate record of each action of the AAC. At a subsequent meeting, the minutes shall be submitted for approval by a majority vote of Members in attendance at the meeting covered by the minutes. When approved, the minutes shall be kept with the record of proceedings of the AAC.

Sec. 4.12 Public Records.

All documents and records of the AAC, not exempt from disclosure by applicable law, shall be public records under the California Public Records Act (California Government Code Section 6250 et seq).

Rule 5B ***Committees.***

Sec. 5.1 **Appointment.**

The AAC may by resolution, from time to time, create and appoint the members of such committees and subcommittees as it deems necessary to carry out its purposes. Subcommittees may include persons who are not members of the AAC. Each such subcommittee shall report its activities, progress and findings to the AAC as a whole at its next regularly scheduled meeting. If a majority of the AAC approves any recommendation from the subcommittee, such recommendation shall be reported to the Board of Supervisors.

Sec. 5.2 **Standing Committees.**

Sec. 5.3 **Meetings.**

Regular meetings of committees and subcommittees shall be held at such times and places as are determined by the AAC. Special meetings may be held at any time and place as may be held at any time and place as may be designated by the Chairperson, the Chair or county liaison or a majority of the members of the committee or subcommittee. A majority of the authorized number of members of the committee or subcommittee shall constitute a quorum for the transaction of business.

Sec. 5.4 **Open and Public.**

Meetings of committees and subcommittees will be open and public.

Rule 6B ***Conflict of Interest Policy.***

Sec. 6.1

Each member of the AAC shall file statements disclosing reportable investments, business positions, interest in real property and income in accordance with the Political Reform Act of 1974 (Government Code Section 81000 et seq.) and the regulations of the Fair Political Practices Commission.

Sec. 6.2

A member of the AAC shall not make, participate in making or in any way attempt to use the member's position to influence a decision in which the member knows or has reason to know the member has a financial interest.

Rule 7B Annual Work Plan.

The AAC will develop an annual work plan, and submit an annual report to the Board of Supervisors. The AAC shall hold an annual planning and review meeting. The date and time shall be selected by the Committee. At the meeting, the AAC shall review its accomplishment plan and Bylaws. The members shall develop an annual workplan for the succeeding year. The AAC shall report periodically to the Board of Supervisors. An annual report shall be submitted to the Board and the report shall be presented by the chairperson accompanied by at least one other member of the AAC.

Rule 8B Oath of Office.

Before beginning service, each member will take an oath of office, to be personally administered by the Clerk of the Board of Supervisors or a deputy of said Clerk.

Rule 9B Amendment of Procedural Rules

These Rules may be amended only by a resolution of the AAC at any meeting of the AAC. Proposed additions or amendments to the Rules shall be submitted to members of the AAC in writing to be read and discussed before adoption. Rules will, barring emergencies, be adopted or amended after consideration at two (2) meetings of the AAC. The formal adoption of policies shall be by majority vote of all AAC members and the action shall be recorded in the minutes of the AAC. Only those written statements so adopted and recorded shall be regarded as official.

Adopted November 2004

MEMORANDUM

COUNTY OF SAN MATEO PLANNING AND BUILDING DEPARTMENT

DATE: January 30, 2019
TO: Agricultural Advisory Committee
FROM: Laura Richstone, San Mateo County Agricultural Advisory Liaison
SUBJECT: Agricultural Advisory Committee Best Practices for Accurate Meeting Minutes

Due to staffing shortages, the Planning and Building Department is not presently able to physically staff Agricultural Advisory Committee (AAC) meetings. County Staff will continue to coordinate the meeting rooms, prepare the minutes, agenda, and Director's Report for the AAC meetings, and answer questions that arise during these meetings through the issuance of memos to the Committee. During this time, however, County Staff requests that AAC Members please follow the best practices outlined below so that Staff can prepare the most accurate meeting minutes possible.

Best Practices:

1. Prior to the call to order, begin recording the meeting for the public record.
2. Note the date and the time that the meeting starts.
3. Perform a Members' Roll Call.
4. Identify for the record, each agenda item.
4. Have members of the public who speak identify themselves by name for the public record.
5. Identify, by name, AAC Members who make a motion and the Member who seconds the motion.
6. For split vote and/or contentious items, identify by name Members who voted aye, nay, and those who abstained.
7. Clearly state the time the meeting adjourns.
8. Email the audio file of the meeting to the County AAC liaison within 1 week of the meeting.

Staff recommends that AAC Members keep a copy of this memo present for reference during future AAC meetings.