

Citizen's Advisory Committee

Handbook of Guidelines & Responsibilities

Approved by Board on 8/9/01
Adopted by CAC 8/27/01

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I. Introduction

1. Mission of the Santa Clara County Open Space Authority

To preserve, protect and manage, for the use and enjoyment of all people, a well-balanced system of urban and non-urban areas of outstanding scenic, recreational and agricultural importance. (As adopted by the Board in the Open Space Authority 5 Year Plan)

2. Background on the formation of the CAC

The Authority's enabling legislation states:

"The Authority shall review and assess the needs for acquisition, preservation or maintenance of open-space lands. As part of this review and assessment, the Authority shall solicit proposals from the cities in the county within the boundaries of the Authority and from a Citizens Advisory Committee (CAC), the membership of which shall be determined by the Authority based upon criteria, which provides a broad representation of interest within the Authority's jurisdiction. The membership of the CAC shall reflect the cultural and ethnic diversity of the population within the Authority's jurisdiction. The Authority shall adopt a procedure for evaluating these proposals in consultation with the cities and the CAC in the Authority's jurisdiction."

II. Responsibility of Members

As a CAC Member you will be Expected To:

1. **Attend all regular meetings.** If you cannot attend a meeting, call the CAC Chair or staff prior to the meeting for an excused absence. Two consecutive unexcused absences indicate an inability to serve and could result in removal from the CAC. For further information refer to Section IV, Guidelines for CAC Membership, item 5, Term of Appointment.
2. **Participate in meeting discussions.** Read your packet before each meeting and come prepared to discuss every topic requiring an action, even those not related to your subcommittee. If you have clarification questions, call staff or CAC officers before the meeting. You may express a need for more time for any item at the meeting.
3. **In formulating recommendations on agenda items, keep an open mind** and be willing to base your position on information and discussion at the meeting, as well as experience and other knowledge. If a member is affiliated with an outside organization the member should be willing to

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formulate his or her own position on issues after CAC deliberations and not automatically represent the viewpoint of the outside organization.

4. **Be alert to issues, problems, and needs** that are expressed by the general public, neighbors, and special interest groups as related to open space.
5. **Choose or be assigned a subcommittee and participate in it.**
6. Attend at least one Board meeting and Board Committee meeting a year if possible.
7. **Familiarize yourself thoroughly with the CAC Guidelines.**

III. Communication between OSA Board and CAC

1. Agendas and meeting summaries of all CAC meetings shall be distributed to OSA Board members, and agendas and meeting summaries of Board meetings shall be distributed, with announcements of Board committee meetings, to CAC members.
2. Time will be reserved at the start of each committee meeting for a Board Liaison to report on upcoming Board issues or action items.
3. A representative of the CAC will attend the OSA Board meetings.
4. The Chair and/or the Vice Chair shall meet monthly with the OSA Director or staff as necessary to assure coordination between CAC activities and the Board's program.
5. All CAC recommendations to the Board shall be in the form of written communications, which will include background information justifying the recommendation. A designated member of the CAC may attend the meeting of the Board committee or full Board when the recommendation is being considered, to provide additional background, as appropriate. The CAC Chair will be notified when the recommendation will be considered to enable a CAC member to attend.

IV. Guidelines for CAC Membership

1. Membership of the Committee

There shall be eighteen members on the Committee. They include:

- A. Seven District Representatives (the boundaries are the voting districts of each of the Directors elected to serve on the Board of Directors)
- B. Nine (one from each) interest group representatives:
 - (1) Agricultural
 - (2) Development Community

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- (3) Environmental/Open Space
- (4) Parks
- (5) Business
- (6) Labor
- (7) Trails
- (8) Civic Organizations
- (9) Education

- C. Two Board representatives (based on request for volunteers and appointed by the Chairperson and ratified by the Board). These Board representatives shall be non-voting members of the CAC.
- D. The CAC will normally meet monthly, except December, on the fourth Monday of the month. Other meetings may be scheduled as necessary. Meetings shall be conducted according to an adopted meeting procedure.

2. Qualifications for Membership

- A. The persons to be selected shall have an interest in developing, implementing and furthering an open space program for Santa Clara County.
- B. The candidate(s) shall reside in the jurisdiction of the Open Space Authority.
- C. The candidate(s) for District representative shall be a resident of the district within which the appointment is to be made.
- D. The candidate(s) who apply to fill a position representative of one of the nine general areas of interest shall be able to demonstrate general knowledge of and involvement in the activities of that interest area.

3. Public Notification of Vacancy

- A. Appointment opportunities shall be announced through various publications, posted at libraries, and distributed by mailings as may be directed by the Board upon recommendation of the General Manager, including, but not limited to newspaper, publication notices in the libraries, direct mail (or targeted mailings to specific groups) or any of a variety of other actions which may assist in encouraging a wide range of interests and representatives of the cultures of the population served by the Authority to participate.
- B. Those who have previously applied for an appointment to CAC within an appropriate period of time (to be approved by the Board for each opening) will be contacted to determine whether they wish to reapply for any new vacancy, which they are qualified to fill.

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- C. Applications will be mailed to all those who previously indicated interest in participation or have evidenced interest in appointment to the Open Space Authority. The application period will be open for 45 days.
- D. Due date will be set for applications based on the schedule of meetings and schedule of the publication of notice.

4. Process of Selection and Appointment

- A. The Director of the district having the vacancy shall recommend a District Representative who shall be subject to confirmation by the Board.
- B. The Administration Committee of the OSA shall review all applications for General Interest Area Representatives, may interview the applicants and shall recommend nominations for consideration and appointment by the Board.
- C. Appointments to the CAC shall be officially introduced at a Board of Directors meeting or function, which is otherwise acceptable to the Board for that purpose.

5. Term of Appointment

- A. Terms shall be for two years. Representatives of Districts One through Five, Business, Development Community and Trails shall be appointed in even years. Representatives of Districts Six and Seven, Agriculture, Civic Organizations, Environmental/Open Space, Labor, Education and Parks shall be appointed in odd years.
- B. Subsequent appointments or reappointments to follow these rules, with minor adaptations to recognize the fact that not all positions are likely to be filled again at the same time.
- C. A member of the CAC shall be subject to removal at any time by a vote of five members of the Board of Directors.
- D. If a member of the Committee does not attend two consecutive meetings, unless excused by the Chair of the CAC, the CAC Chair shall make reasonable efforts to contact that member and inform them of these sections of the CAC Guidelines. If the member does not attend the third consecutive meeting without being excused by the CAC Chair, the CAC Chair shall notify the OSA Board Chair so that the Board can take appropriate action, including termination of the member's appointment.
- E. CAC members whose terms have expired may continue to serve until the Board appoints the replacement.

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6. Election of CAC

- A. The election of officers of the CAC shall be scheduled concurrent with the election of officers of the Board of Directors. This is in January each year, as provided by the enabling legislation, or as soon thereafter as it is practical to do so. The CAC election of officers shall be conducted according to an adopted election procedure.

7. Purpose of the CAC

- A. The CAC is established by the Board of Directors to provide public input to the Authority regarding policy matters. The CAC reports its recommendations to the Board. To these purposes the CAC provides a channel of communication to the Board, aids in fostering a positive public image of the Authority and helps to educate the public about the Authority's goals and accomplishments.

8. Duties and Responsibilities of the CAC

- A. As directed by the Board of Directors, the CAC, supported by Staff, shall study issues, advise on subjects and make recommendations or reports of findings to the Board. The Staff, on behalf of the Board, may bring matters to the CAC, and the CAC may also initiate projects with the approval of the Board.
- B. Annually the CAC may propose lands to be acquired and will provide the Board a review and assessment of the status and needs for acquisition, preservation or maintenance of open space lands within the Authority in accordance with the established procedures of the Authority. As part of the CAC's annual review of the 5 Year Plan, the CAC shall review the participating cities' recommendations for the 20% funding. CAC comments and recommendations shall be submitted to the Board for its consideration during the annual 5 Year Plan review process. In addition, applications for 20% funding for projects that are not on the approved list of the 5 Year Plan shall be referred to the CAC.
- C. The CAC and the Board of Directors will annually hold a joint meeting to formally review a draft budget for the next fiscal year.
- D. By February of each year the CAC will prepare a list of recommended work proposals for the upcoming fiscal year, Board and CAC will hold a joint meeting for discussion to set the framework for these proposals for work. At the beginning of each fiscal year the CAC Chair will consult with the Board Chair and the General Manager to finalize the recommended CAC work proposals for the year. These work proposals shall be considered by the Board at their next meeting, and finalized. The Board may modify the work

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program at any time and may ask the CAC to undertake other specific assignments, appoint Special Committees, or comment on particular issues.

- E. CAC recommendations will be submitted to the Board at the Board's next meeting. The CAC Chair, or designated representative will submit all recommendations to the Board. If the recommendation is not a consensus, it will include the number of votes for and against the recommendation. The Board shall respond to the CAC recommendation within 90 days of receipt.
- F. The CAC may form subcommittees from within its membership, as it deems necessary to carry out its assigned responsibilities.

V. Meeting Procedures

1. Responsibility of the Officers

A. Chairperson

- Supervises the conduct of the CAC's business and activities in coordination with the General Manager.
- Serves as ex officio on all committees
- Presides at meetings

B. Vice Chairperson

Acts in place of the Chairperson when necessary and presides at meetings when the chairperson temporarily vacates the chair. In the absence of the Chairperson, the Vice-Chair should not change rules, cannot fill vacancies required to be filled by the Chairperson and does not serve as an ex officio member of committees.

C. The presiding officer (Chairperson or Vice Chairperson) should:

- Be ready to call the meeting to order at the set time.
- Follow the agenda and clarify what is happening and what is being voted on at all times.
- Facilitate the Committee's discussion and progress to a decision by:
 - Dealing firmly with whispering, commotion and frivolous or delaying debate and motions.
 - Seeing that debate is confined to the merits of the question and that personal comments are avoided. See that no one speaks a second time on a subject until all who wish to speak have had a chance to do so. Encourage all members to participate in the discussion.

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- Talking no more than necessary. The presiding officer should not enter the debate without giving up the chair to a substitute until the motion under debate has been voted on.
- Remaining calm and dealing fairly with all sides regardless of personal opinion.
- To preserve impartiality, the presiding officer votes last.

2. Quorum and Action

- A. A quorum of members present to conduct business shall be a majority of the currently appointed members. Actions taken by the CAC shall require a simple majority of those members present and eligible to vote.
- B. The presiding officer should determine that there is a quorum before beginning the meeting.
- C. In the absence of a quorum those present may function as a subcommittee of the CAC but shall not adopt any recommendations.

3. Order of Business, Agendas and Meeting Summaries

- A. The standard agenda shall normally include the following order of business:
 - 1. Call to order
 - 2. Introduction of new members and guests
 - 3. Public presentations relating to items not on the agenda, limited to 3 minutes, if any.
 - 4. Approval of the Meeting Summaries. Corrections are requested. If there are none, the summary stands approved as read.
 - 5. Reports by Board Liaison
 - 6. Reports by subcommittees
 - 7. Reports by Staff, including correspondence, if any.
 - 8. Unfinished business (items left over from the previous meeting)
 - 9. New business
 - 10. Program (speaker, presentation)
 - 11. Announcements/Thanks for refreshments/Request for next month's refreshments
 - 12. Adjournment

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- B. The agenda will be prepared by the Staff in consultation with the Chair and/or the Vice Chair. Agendas and meeting summaries will be prepared by Staff and mailed to CAC members by the third Monday of each month to allow members to prepare for the meeting. (1 week in advance of the regularly scheduled meeting). The Meeting Summary shall include, in addition to other information about the meeting, a record of every motion, the maker and person seconding the motion, whether the motion passed or failed, and the votes for and against.

4. Motions

The rules of parliamentary procedure are meant to help, not hinder. Applied with common sense, they should not frustrate the meeting or entangle it in red tape. The presiding officer should retain control at all times, give clear explanations, and keep things as simple as possible. Good advice from the Chair as to the wording of motions and the best way to proceed will avoid needless complications. When in doubt, the rule should be: respect the wishes of the majority, protect the minority and do what seems fair and equitable.

Business is conducted by acting on motions. A subject is introduced by a main motion (I move that..). Once a motion has been seconded and restated by the presiding officer, nothing else should be taken up until the motion is disposed of. Motions should be submitted in writing and read by the presiding officer. Once a motion has been stated, the mover may not withdraw it without the consent of the meeting. Motions must be seconded unless they come from a subcommittee. The most common order of conducting business using motions is as follows:

- 1) A member submits the motion in written form
- 2) The presiding officer reads the motion
- 3) The presiding officer opens discussion on the motion
- 4) The presiding officer closes discussion of the motion
- 5) The motion is re-read and voted on.

While a main motion is being considered, other parliamentary motions, which affect either the main motion or the general conduct of the meeting, may be made.

The following are examples of parliamentary motions:

Amend -- Debatable; requires majority vote. Used when the intention is to change, add or omit words from the main motion.

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Amend the amendment – Used to change, add or omit words in the first amendment. This motion cannot itself be amended. The actions to amend are taken as follows:

The first vote is on the amendment to the amendment. The second vote is on the first amendment either as charged or as originally proposed, depending on the first vote. The third vote is on the main motion either as introduced or as amended.

Refer – Debatable; requires majority vote.
If a motion becomes too complicated through amendments or if more information is needed, a motion may be made to refer it to a committee for study or redrafting. This committee must report back or act as instructed.

Postpone – Debatable; requires majority vote.
Consideration of a motion can be delayed until a more suitable time, until other decisions have been made or until more information is available by a motion to postpone to a stated future time.

Lay on the table – Not debatable; requires majority vote.

"I move that we table this motion."

This postpones consideration in such a way that the motion can be taken up again in the near future if a majority decides to take it from the table.

Point of order and appeal – A member who feels the rules are not being followed may call attention to the breach by saying, "point of order." The chair responds, "state your point of order". Upon hearing the persons concern, the chair may say, "your point is well taken", or "your point is not well taken".

Questions and inquiries – Whenever necessary, advice may be asked as to correct procedures (parliamentary inquiry), facts may be requested (point of information), or a minor wording change may be sought for better wording. The presiding officer responds to the question or refers it to the proper person.

Adjourn – Usually not debatable; requires majority vote.
If the time set for adjournment has arrived or there is not further business, the presiding officer declares the meeting adjourned without waiting for a formal motion. A member may move to adjourn at any time except when a speaker has the floor or a vote is

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in process. If the motion carries, the meeting is immediately adjourned.

5. Voting

The vote needed to pass a motion or elect an official is based on the votes actually cast. Thus, a majority is more than half of those voting; abstentions and blank ballots are disregarded.

VI. Resources

At the minimum the following items shall be provided to each new member at their first meeting.

1. CAC Handbook
2. OSA Five-Year Plan
3. Minutes of previous 3 CAC meetings
4. Nameplate consistent with other CAC members
5. Copy of latest OSA Annual Report
6. Volunteer Handbook