

Santa Clara County Open Space Authority

Citizen's Advisory Committee Handbook

of Guidelines & Responsibilities

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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 of Directors (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 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 to a subcommittee and participate in it.**

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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 Minutes of all CAC meetings shall be distributed to OSA Board members, and agendas and Minutes of Board meetings shall be distributed, with announcements of Board committee meetings, to CAC members.
2. Time will be reserved at 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 with the OSA Board Chair 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

- A. There shall be seventeen members on the Committee. They include: seven District Representatives (the boundaries are the voting districts of each of the Directors elected to serve on the Board of Directors), and ten (one from each) interest group representatives:
 - (1) Agricultural
 - (2) Development Community
 - (3) Environmental/Open Space
 - (4) Parks
 - (5) Business
 - (6) Labor
 - (7) Trails
 - (8) Civic Organizations
 - (9) Education
 - (10) Health and Public Safety
- B. Two Board members, appointed by the Board of Directions, shall serve as liaisons to the CAC.

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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 Santa Clara County and represent and coordinate with the relevant interest group that is operating within the jurisdictional boundaries of the Santa Clara County 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 ten 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. Staff communicates all new vacancies on the CAC to the Board, Staff and the CAC. To encourage recruitment, Staff prepares, distributes and makes public, announcements for recruitment of open positions on the CAC 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. The application period for a vacancy shall be open for a minimum of 45 days.

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 and Budget Committee of the OSA shall review all applications for Interest Group Representatives, may interview the applicants and shall recommend nominations for consideration and appointment by the Board.
- C. Appointments to the CAC shall be officially approved and introduced at a Board of Directors meeting.

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, Parks, and Public Health and Safety shall be appointed in odd years.
- B. A member of the CAC shall be subject to removal at any time by a vote of five members of the Board of Directors.
- C. 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

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excused by the CAC Chair, the CAC Chair shall notify the OSA Board Chair so that the Board may take appropriate action, including termination of the member's appointment.

- D. CAC members whose terms have expired may continue to serve until the Board appoints a replacement.

6. Election of CAC

The election of CAC officers shall be scheduled for January of each year, 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

Public Resources Code Section 35171 created the CAC to provide certain assistance to the Authority in reviewing and assessing the needs for acquisition, preservation, or maintenance of open space lands. However, the Board hereby authorizes the CAC to provide additional advisory functions. The CAC provides input on policy and projects, and may initiate and study issues if authorized by the Board. The CAC 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, the CAC in coordination with Staff, may 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. The CAC solicits input from affected stakeholders, including those within a CAC member's interest group if the member is an interest group representative.
- C. In coordination with the Board and Staff, CAC members make public presentations and attend community events and public events on behalf of the Authority.
- D. Annually, the CAC reviews the Authority's acquisition program in relation to the Board's adopted policies and plans, provides comments to the Board on the program's progress in meeting the Authority's goals and policies, and provides recommendations on how to continue to achieve the goals and policies of the Authority's acquisition program.
- E. After Staff review and recommendation, the CAC shall review all applications for 20% Funding submitted by Participating Jurisdictions and make a recommendation to the Board on the applications.
- F. The draft annual budget shall be forwarded from the Board's Administration and Budget Committee to the CAC for review and comment.
- G. The General Manager may seek review and comment from the CAC of items that will be considered by the Board's Use and Management Committee.

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- H. By February of each year the CAC will prepare a list of recommended work proposals for the upcoming fiscal year, and the Board and CAC will hold a joint meeting for discussion to set the framework for these proposals for work. The CAC Chair will then 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, and finalized. The Board may modify the work program at any time and may ask the CAC to undertake other specific assignments, appoint Special Committees, or comment on particular issues.
- I. CAC recommendations submitted to the Board shall include the number of votes for and against the recommendation.
- J. The CAC may form subcommittees from within its membership, as it deems necessary to carry out its assigned responsibilities.
- K. CAC member communications to Staff shall be directed through the General Manager.

V. Meeting Procedures

1. Meetings

The CAC will normally meet monthly on the fourth Monday of the month, except in December. Other special meetings may be scheduled as necessary. Meetings shall be conducted according to an adopted meeting procedure.

2. 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 CAC 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.

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3. 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.
- B. The presiding officer should determine that there is a quorum before beginning the meeting.

4. Order of Business, Agendas and Minutes

- A. The standard agenda shall normally include the following order of business:
 - 1. Call to order and roll call.
 - 2. Public presentations. Public comment relating to items not on the agenda, limited to 3 minutes, if any.
 - 3. Approval of Minutes. Corrections are requested. If there are none, the Minutes stand approved as presented.
 - 4. Unfinished business (items left over from the previous meeting)
 - 5. New business
 - 6. Informational Reports
 - a. Board Liaison Report
 - b. OSA Staff Report, including correspondence, if any
 - c. CAC Member Reports and Announcements
 - d. CAC Sub-Committee Report, if any.
 - 7. Adjournment
- B. The agenda will be prepared by Staff in consultation with the Chair and/or the Vice Chair. Agendas and Minutes will be prepared by Staff and mailed to CAC members.). The Minutes 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.

5. 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.

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.

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.

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Roberts Rules of Order shall generally govern motions and procedure. 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".

6. Adjournment

If the time set for adjournment has arrived or there is no further business, the presiding officer declares the meeting adjourned without waiting for a formal motion.

VI. Resources

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

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