

COUNCIL POLICIES REGARDING APPOINTMENTS TO COMMISSIONS AND COMMITTEES

Purpose:

Public involvement is crucial to the City's decision-making process, and appointed advisory bodies are an important and valued part of City government. There are particular areas of decision-making which benefit from the advice and counsel of qualified residents. Advisory bodies assist the City Council in making the most informed decisions. The Sonoma Municipal Code provides for the establishment of advisory bodies including commissions and committees to advise the City Council and provide ongoing citizen input into policies and issues affecting the Sonoma Community.

The purpose of this Policy is to outline those Council policies pertaining to the City's Commissions and Committees and set forth a structure that encourages meaningful involvement by the community in decision-making.

I. Definition - Types of Commissions and Committees

A. Group A – Regional/Valley Committees and Commissions

Regional/Valley Committees and Commissions refer to those commissions, boards, and committees which are governmental entities separate and apart from the City of Sonoma, and/or boards whose jurisdiction extends beyond the City of Sonoma. The City Council is authorized to make an appointment or appointments to these boards, commissions and/or committees. These commissions, boards and committees shall be referred to as the "Group A Commissions" and identified in Exhibit A.

B. Group B – City Commissions and Committees

City commissions and committees are those bodies formed by the City Council which are assigned duties and responsibilities particular to the City of Sonoma and whose jurisdiction is limited to the matters and affairs of the City of Sonoma. These commissions and committees shall be referred to as the "Group B Commissions" and identified in Exhibit B.

II. Applications for City Committees and Commissions or Regional/Valley Committees and Commissions

A. Application Process

1. Anyone interested in being considered for service on a Group A or Group B Commission shall submit an application for appointment or for reappointment indicating an interest in serving. The application can be filled out online or filled out in hard copy format and submitted to the City Clerk's office within the time prescribed by the City Clerk.
2. Whenever a vacancy occurs on a Group A or Group B Commission, the City Clerk shall post a notice of vacancy notifying the public of the vacancy to be filled in compliance with the Maddy Act. Notwithstanding the noticing provisions of the Maddy Act, the City Manager may prescribe a different period of time than specified in the Maddy Act within which applications for said vacancy must be submitted to the City Clerk. The Maddy Act (Cal. Gov. Code 54974) outlines certain processes that must be followed in the instance of a vacancy on a commission.

3. Other than as otherwise specified in these policies, applicants may be selected to a Group B Commission without being informally or formally interviewed.

II. Appointment Process for Group A Commissions.

A. Utilize the Mayoral Appointment Process

1. Vacancies on Group A Commissions shall be filled by nomination of the Mayor and ratification by the City Council. Upon learning that a vacancy has occurred or will occur on one or more of the Group A Commissions, the City Clerk shall solicit applications. When the application period is complete, the City Clerk will then compile a list of all qualified applicants and email that list as well as their applications to the Mayor. As soon as is reasonably practicable, the Mayor shall select another councilmember ("co-councilmember") to serve as a Council committee to interview the qualified applicants whose names appear on the list. These interviews may occur without compliance with the Ralph M. Brown Act and shall be based on questions that the Mayor and the co-councilmember, collaborating with Staff, deem appropriate. Every reasonable effort should be made to pose the same or substantially similar questions to each interviewed candidate. After consultation with his/her co-councilmember, the Mayor will determine the person he/she wishes to appoint to the vacant position. The Mayor shall notify the City Clerk and City Manager of the name of the final candidate for release in final agenda packet.
2. With respect to the Council meeting at which the Mayor's nomination shall be considered by the Council, the staff report shall include a list of all the interviewed candidates and links to the applications submitted by each. The name of the Mayor's nominee shall be identified in the staff report
3. At the Council meeting at which the Mayor's nominee shall be considered for ratification by the Council, the Mayor shall announce his/her nominee and articulate the reasons for the nomination. In the event the Mayor's nominee is not ratified by the Council, the Mayor shall be entitled to nominate a different person from the list of candidates included with the staff report. If the Mayor's second nominee fails to be ratified, the Mayor shall be entitled to nominate a third person from the list of candidates, and so on until the Mayor's nominee is ratified, the list is exhausted or the Mayor declines to continue making nominations, whichever comes first.

III. Appointment Process for Group B Commissions.

A. Individual Council Member Appointments

1. Each Council Member shall be entitled to appoint one member of each of the Group B Commissions. No formal interview process by the Council is required. It shall be left to the sole discretion of each Council Member as to the nature and scope of any interview or investigation into the qualifications and/or background of the candidates. However, only persons whose names appear on said list and who have timely submitted applications may be considered for appointment. Upon the vacancy or likely vacancy of a position on a Group B Commission, and generally at least 15 days, but no less than 7 days, the Council meeting at which a candidate is to be selected to fill the vacancy, the City Clerk shall email a list of all of the qualified applicants for that position, along with their applications, to each Council Member.
2. The order in which individual Council Members shall be entitled to select persons to fill vacant positions on Group B Commissions will be determined by a random draw.

The random draw shall determine the order (“rotation order”) in which each Council Member is entitled to pick his/her candidate for each of the Group B Commissions. In short, there will be a separate appointment order for each of the Group B Commissions, which shall remain in place until changed by vote of the members of the Council. In the event that a single Council Member resigns, fails to be re-elected, or whose position is otherwise vacated, his/her successor Council Member shall take the place in the rotation order enjoyed by his/her predecessor Council Member. In the event that more than one Council Member position becomes vacant for any reason at the same time, the successors to those positions shall step into the rotation order based upon a flip of the coin, drawing of straws, or some other random procedure that is governed by luck.

3. The City Clerk shall keep a record of the appointments and the Council Member’s (and his/her successor’s)¹ rotation order.
4. Whenever a member of a Group B Commission who is appointed by an individual Council Member vacates his/her office for any reason, the Council Member who made the appointment shall be entitled to make the appointment to fill that vacancy.

B. At-Large Members Selected by Majority Vote of Council

1. Excluding alternates, each member of a Group B Commission who is not selected by the individual Council Member appointment process described in section III A above, (“At-Large” positions or members), shall be selected by a majority vote of the City Council. These At-Large positions shall be filled at a noticed public meeting of the City Council. The staff report submitted for these appointment(s) shall include the list of all candidates as well copies or links to each of their applications.

IV. Alternates.

A. Alternates on Group B Commissions

1. The City Council, by majority vote, shall appoint one alternate member to each Group B Commission. The alternate member shall be in addition to the other, regular number of members (“regular members”). These alternate positions shall be filled at a noticed public meeting of the City Council. The staff report submitted for these appointment(s) shall include the list of all candidates as well copies or links to each of their applications.
2. Like regular members, the alternate shall attend the regular meetings and special meetings of the Commission to which he/she is appointed. The alternate shall review staff reports and documents and otherwise prepare in preparation for the meetings. The alternate will be identified for the record and will publicly announce any items on the agenda that he/she is disqualified from participating in because of a conflict of interest. If, as a result of absences, one or more regular members cannot participate at a regular or special meeting, the alternate shall move to any vacant seat and shall participate as a regular member until the completion of the agenda item for which the regular member was absent. If the alternate participates due to a conflict of interest of a regular member, the alternate shall participate as a regular member only until the affected item is completed. In the event an absent member arrives after the commencement of an agenda item, the alternate shall participate as a regular member until the completion of that item, at which time the alternate shall move back to the

¹ Hereinafter, whenever reference is made to a councilmember, it shall also refer to that councilmember’s successors – as determined in accordance with these policies.

alternate's seat and shall stop participating as a regular member. In the event an item on which the alternate member has participated as a regular member is continued to a subsequent meeting, the alternate shall continue to participate as a regular member on the item at any and all subsequent meetings.

3. The qualifications, appointment, term of office, attendance, removal and other requirements applicable to the alternate shall be the same as those for At-Large members of the Group B Commission, except that the alternate position may be filled only by a resident voter of the City. The alternate shall also be subject to the requirements of and shall abide by the Ralph M. Brown Act, the Political Reform Act of 1974 and other law applicable to the regular members of the Group B Commission.
4. The alternate to a Group B Commission, if willing to accept the position, shall automatically fill a vacancy of an At-Large position on the commission when the vacancy is created by the resignation, removal or expiration of the term of office of the At-Large commissioner, whether or not that At-Large commissioner is a resident voter of the City. The alternate shall serve out the remaining term of office of the At-Large commissioner whose position the alternate fills. Said ascension to the vacant position shall be temporary and once the person appointed by the Council or a councilmember to fill that position is sworn in, the alternate shall step down and resume his/her office as an alternate. If an alternate who is otherwise qualified to fill such a vacancy declines to do so, then that temporarily vacant position shall be filled pursuant to the procedures applicable to the position.
5. The alternate to a Group B Commission, if willing to accept the position, shall automatically fill a vacancy on the commission when said vacancy is created by the resignation, removal or expiration of the term of office of a commissioner appointed by a single councilmember, whether or not that commissioner is a qualified elector of the City. Ascension to the vacant position shall be temporary and once the person appointed by the councilmember is sworn in, the alternate shall step down and resume his/her office as an alternate. If an alternate who is otherwise qualified to fill such a temporary vacancy declines to do so, then that temporarily vacant position shall be filled pursuant to the procedures applicable to the position.
6. An alternate who declines to fill a vacancy shall continue serving as an alternate to the Group B Commission on which he/she sits under the same terms and conditions upon which he/she began his/her service.

V. Terms of Office for Commissioners Selected by Council

A. No Term Limit for Commissioners

1. There shall be no limit on the number of years or time a person selected by the Council may serve as a commissioner or alternate on a Group B Commission.
2. Unless the Group A Commission has preset term limits, there shall be no limit on the number of years or time a person nominated by the Mayor and ratified by the Council may serve as a commissioner or alternate on a Group A Commission.
3. For persons appointed to serve as commissioners on Group A or Group B Commissions through the mayoral process or by majority vote of the members of the Council their terms of office shall begin on February 1 of the year nearest to the date on which they were sworn into office. For example, a person who is appointed to a Group A Commission and who is sworn in on May 1, 2018, shall begin serving upon

being sworn, but be deemed to have commenced office on February 1, 2018. A person who is appointed to a Group A Commission and is sworn in on November 1, 2017, shall begin to serve on that commission immediately upon being sworn in, but his/her term of office shall, as stated above, be deemed to commence on February 1, 2018.

4. The terms of office of persons appointed to serve as commissioners on Group A or Group B Commissions through the mayoral process or by majority vote of the members of the Council shall be four years, or as set by the commission/committee in the case of a Group A appointment.

VI. Terms of Office of Persons Appointed by Individual Councilmembers

A. Individual Council Member Appointment - Term of Office Tied to Council Member's Term of Office

1. Any person appointed to a Group B Commission by an individual Council Member shall have a term of office commencing upon being sworn in, and ending when the term of the appointing Council Member ends.

VII. Commission Serves Until Replacement Has Been Sworn In

A. Commissioners Serve Until Replaced

Notwithstanding the fact that a commissioner's term of office may have otherwise expired pursuant to the policies adopted herein, that commissioner shall still be entitled to attend the meetings of the commission on which he/she serves, participate as a regular member of that commission, vote on all items brought before the commission, and otherwise discharge the duties and perform the obligations of regular members until the person selected to replace the commissioner has been sworn in and assumes the full duties of a regular member of the commission.

VIII. Non-Resident Appointees

As to those commission positions which may be filled by appointees who are not qualified electors of the City, they must be filled by appointees who reside in the Sonoma Valley. For purposes of this policy, "Sonoma Valley" means the area within the Sonoma Valley Unified School District (Exhibit C).

EXHIBIT A

GROUP A COMMISSIONS – REGIONAL/VALLEY

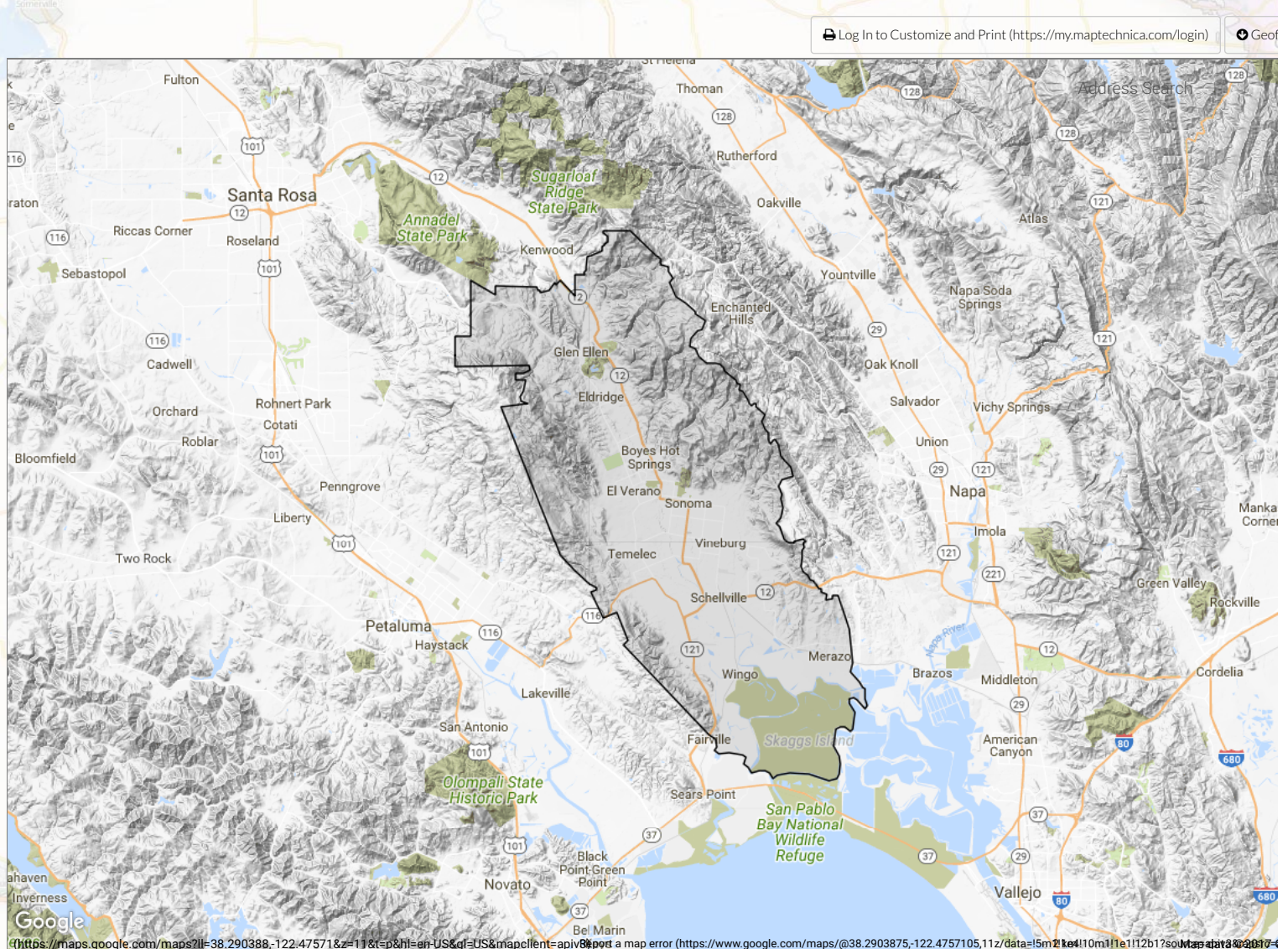
1. Sonoma Valley Business Advisory Commission - 3 Commissioners/1 Alternate and Non-voting Members: 1 Emeritus member who must be a former Commissioner or alternate, and 1 Ex-Officio and 1 Ex-Officio Alternate who must be a Councilmember, Planning Commissioner or Planning Staff member.
2. Oversight Board of the Successor Agency of the Former Redevelopment Agency of the City of Sonoma – 1 Member/1 Alternate and 1 Employee Representative/1 Alternate
3. Sonoma Community Housing Corporation Board
4. Sonoma County Library Commission – 1 Commissioner
5. Marin/Sonoma Mosquito and Vector Control District Board – 1 Member
6. County-Wide Bicycle and Pedestrian Advisory Commission – 1 Member
7. Sonoma County Sustainable Groundwater Management Advisory Committee – 1 Member

EXHIBIT B

GROUP B COMMISSIONS – CITY

1. Planning Commission – 7 Commissioners/1 Alternate
2. Community Services and Environment Commission – 7 Commissioners/1 Alternate
3. Cultural and Fine Arts Commission – 7 Commissioners/1 Alternate
4. Design Review and Historic Preservation Commission – 5 Commissioners/1 Alternate
5. Traffic Safety Committee – 5 Members/1 Alternate

Permalink: <https://www.maptechnica.com/school-district-map/CA/Sonoma+Valley+Unified+School+District/unsd/0637200> (<https://www.maptechnica.com/school-district-map/CA/Sonoma+Valley+Unified+School+District/unsd/0637200>)



Map Style: Pastel Tones

X-Ray: ☒ Off ☐ Cities ☐ Cong. Dists. ☐ Counties ☐ ZIP3s ☐ ZIP5s

Unified School District Fill: ☐ On ☒ Off

Current Zoom: 11