



CITY COUNCIL - APPOINTED BOARDS AND COMMISSIONS



NEW BOARD, COMMITTEE, AND COMMISSION MEMBER

Quick Reference Guide

TABLE OF CONTENTS

Overview 1

Learn more about the Boards, Committees, and Commissions duties, role, and how they enable residents to participate in the City government process by shaping and influencing public policy and lending a more diverse viewpoint for the City Council's consideration.

Member Responsibilities 3

A quick overview of the members' responsibilities to the City Council, the community, staff, and each other.

Procedures 4

A quick guide to the role of Staff Liaison and Secretary, Meeting Agendas, Rules of Order, and member communications.

Hearing Agenda Items 5

A step by step guide to the typical process of hearing agenda items, from the item introduction, to voting on a motion.

FAQs 6

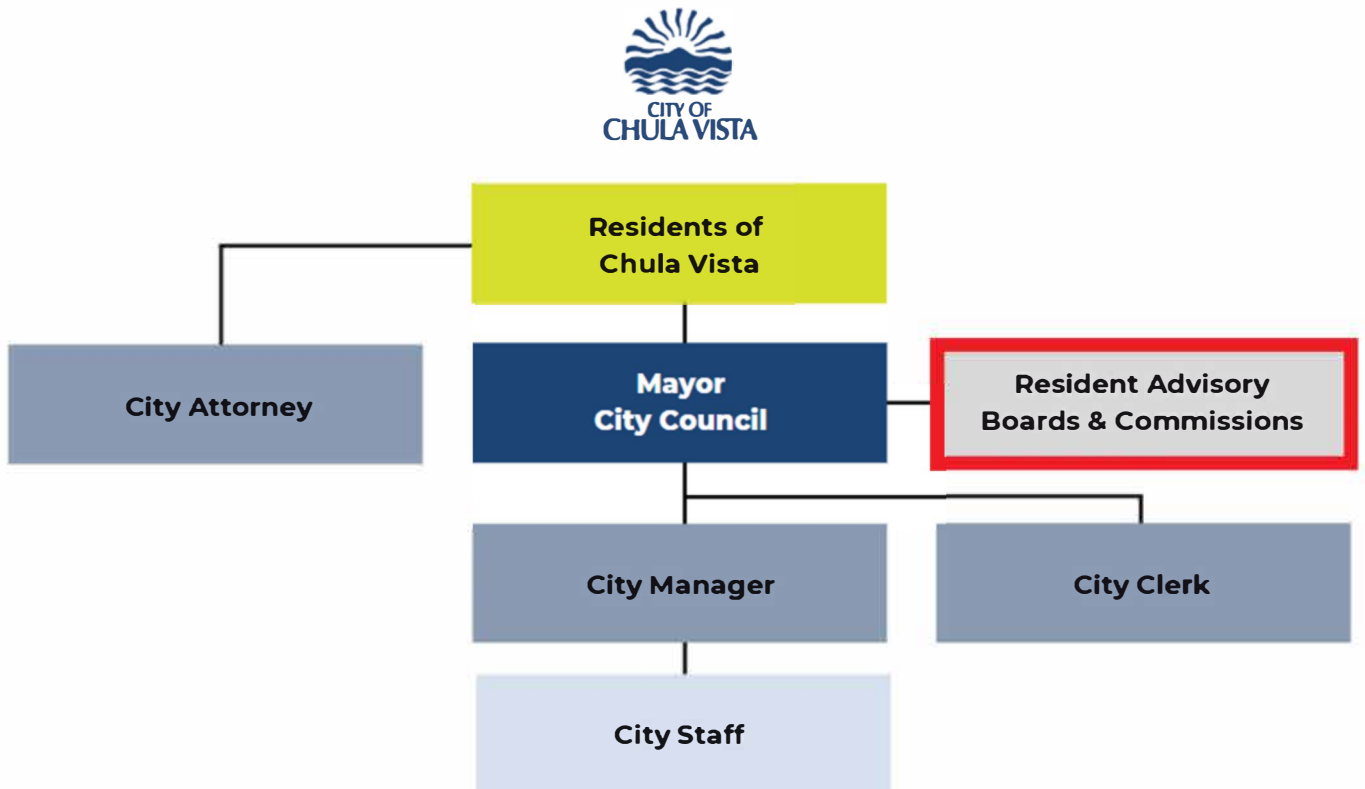
Answers to frequently asked questions regarding Boards, Committees, and Commissions.

Resources 8

These resources are intended to provide the City of Chula Vista Board, Commission, and Committee members quick access to information and tools to enhance their participation and service; it is not intended to be solely relied upon for regulations and laws governing legislative bodies.

OVERVIEW

City Structure



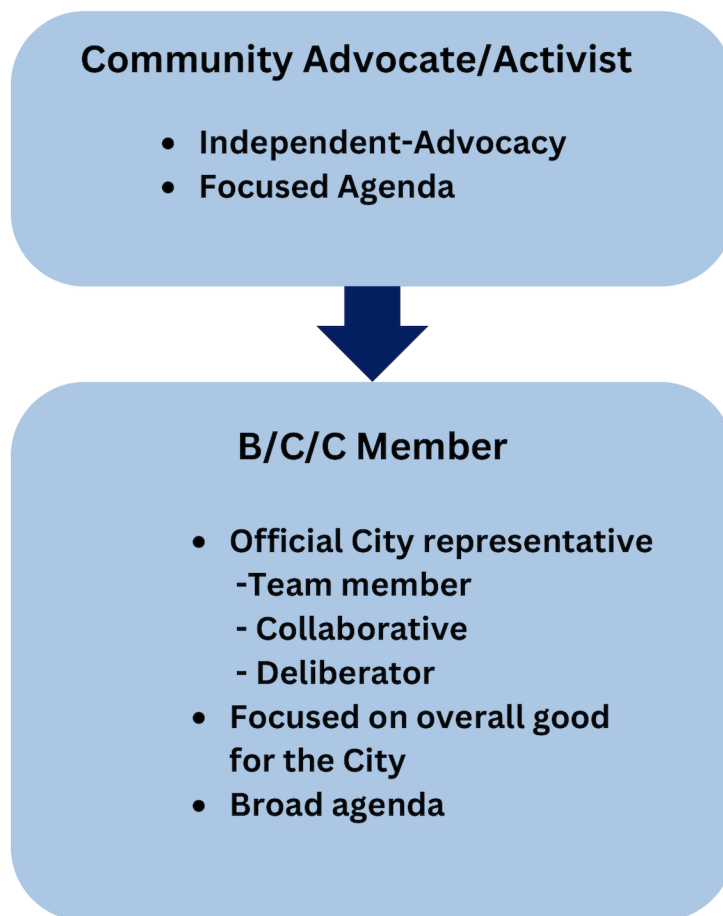
The City of Chula Vista uses a Council-Manager form of government.

The Voters of Chula Vista elect the Mayor, City Council and City Attorney. Mayor and Council appoint the City Clerk and City Manager, who is the administrative head of the City.

The Council also creates and appoints members to Boards, Committees, and Commissions.

OVERVIEW

Transition to B/C/C Member



Boards, Committees, and Commissions study a specific area of concern.

They serve as a forum to encourage communication and participation early in the process, bring a broad prospective on focused topics and present advisory recommendations to the City Council.

MEMBER RESPONSIBILITIES

Responsibilities to the City Council

- **Act** consistently with Council Direction
- **Be Familiar** with Council priorities
- **Clearly State** if you are speaking for the B/C/C or yourself as an individual
- **Ask** staff or who nominated you for feedback and insight
- **Stay Focus** on the official role of your B/C/C
- **Support** and promote Council Priorities

Responsibilities to City Staff

- **Chair Coordinates** with the B/C/C staff/secretary
- **Use Staff as a Resource** – ask questions in advance when possible
- **Teamwork** be realistic about staff capacity
 - Avoid giving staff direction
 - Treat staff with respect and courtesy and expect the same in return

Responsibilities to the Community

- **Listen** to and understand diverse interests within the community
- **Bring Forward** ideas...but within the scope of the B/C/C's role and work plan
- **Show Respect** to all who come before the B/C/C
- **Understand** that you are seen as a City representative, not a resident or advocate
- **Help** recruit for B/C/C vacancies – you're a great advocate!

Responsibilities to Each Other

- **Be Prepared** and informed for meetings
- **Advise** the secretary/staff well in advance if you will be absent
- **Allow** others to speak without interrupting
- **Seek to Understand** other points of view
- **Respect** decisions of the majority

PROCEDURES

Role of Staff Liaison & Secretary

STAFF LIAISON:

- **Manages the agenda with the Chair**
 - Confirms subject matter jurisdiction of the B/C/C
 - Sequences flow
 - Reviews requests for items
- **Makes professional recommendations**
- **Manages work plan**

SECRETARY:

- **Provides input and technical advice**
- **Monitors for potential Brown Act or other concerns**
- **Manages B/C/C roster**

Meeting Agenda

- **Roadmap** for what will be discussed
- **Only items in an agenda** may be discussed/acted upon
- **Items** may be added by the Chair, City Staff, or by a vote of the majority
- **Must provide** for public participation, Aka "Public Comments"

Rules of Order

- **Chair leads** the meeting and maintains order
- **Majority** rules
- **Minority** has right to be heard but must respect decision of majority
- **Opposition** must be verbalized
- **Member has the floor**, be respectful and do not interrupt

Member Communications

Avoid Serial Meetings!

- **Hub & Spoke** When a person acts as the hub of a wheel (Member A) and communicates individually with the various spokes (Members B and C) regarding a matter under the jurisdiction of the B/C/C a serial meeting may have occurred.
- **Daisy Chain** A chain of communications (via phone, email, in person, etc.) involving contact from Member A to Member B, who then communicates with Member C would constitute a serial meeting in the case of a five-person body.

TYPICAL PROCESS FOR HEARING AGENDA ITEMS




 When a second motion is not given, the initially proposed motion cannot move forward, and a new /revised motion can be proposed

FAQS

➤ **How do I get an item added to the agenda?**

The Chair, staff, or a majority of the B/C/C can add an item to the agenda. You can ask the Chair to consider including the item on the next agenda, or members can request consensus under the Member Comments section of the agenda to add an item to a future agenda

➤ **How do I make a motion?**

Depending on the situation, the following are examples of how to make a motion, after hearing public comments and being recognized by the Chair:

- “I move approval of Item 5,”
- “I move to add an item to next month’s agenda to discuss XYZ,”
- “I move to [insert action”

➤ **If there is a topic the B/C/C is passionate about and wants to discuss, but it’s not part of the duties, can the B/C/C still discuss and make recommendations on the topic?**

No. B/C/Cs are charged with a specific scope and duties by the City Council. If the subject matter is not within the scope of the B/C/C duties, the B/C/C doesn’t have jurisdiction over the matter.

➤ **How should the B/C/C address speakers who may be disruptive, critical of the B/C/C’s or staff’s work?**

Brown Act provisions protect the public’s right to attend, observe, and participate in meetings. B/C/Cs cannot prohibit public criticism of policies, procedures, programs or services of the City or the acts or omissions of the B/C/C itself.

FAQS

➤ **When are agendas posted?**

Agendas for regularly scheduled meetings are posted at least 72 hours prior to the meeting.

Special meeting agendas are posted at least 23 hours in advance.

➤ **Who sends the agenda to the B/C/C members?**

The B/C/C Secretary will notify the members when the agenda has been posted and will provide a PDF copy of the agenda and/or a link to the HTML agenda.

➤ **Where can I find agendas for past B/C/C meetings?**

To view agendas for past meetings visit our the B/C/C meetings we page [Board Meetings | City of Chula Vista \(chulavistaca.gov\)](https://www.chulavistaca.gov/BoardMeetings)

➤ **What should I do if I cannot attend my B/C/C meeting?**

Contact your B/C/C Secretary or Liaison to let them know as soon as possible. You may submit a Request for Excused Absence at the next B/C/C meeting.

➤ **Can I vote to excuse my own absence?**

Yes, members can vote to excuse their own absence.

➤ **Have a question of your own?**

Q:

A:

RESOURCES

Your Staff Liaison and Secretary

B/C/C Meetings web page :

B/C/C email:

Staff Liaison:

Secretary:

City Clerk

Email: CityClerk@chulavistaca.gov

City of Chula Vista Municipal Code

www.chulavista.municipal.codes

B/C/C Chapter:

League of California Cities Publications:

www.calcities.org/home/resources

- “Open & Public VI: A Guide to the Ralph M. Brown Act”
- “The People's Business: A Guide to the California Public Records Act”

Institute for Local Government:

www.ca-ilg.org/meeting-resource-center-tools-effective-meetings

- “Meeting Resource Center: Tools for Effective Meetings”

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