CITY COUNCIL - APPOINTED BOARDS AND COMMISSIONS

CITY OF CHULA VISTA



BOARD, COMMITTEE, AND COMMISSION MEMBER

Quick Reference Guide

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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.

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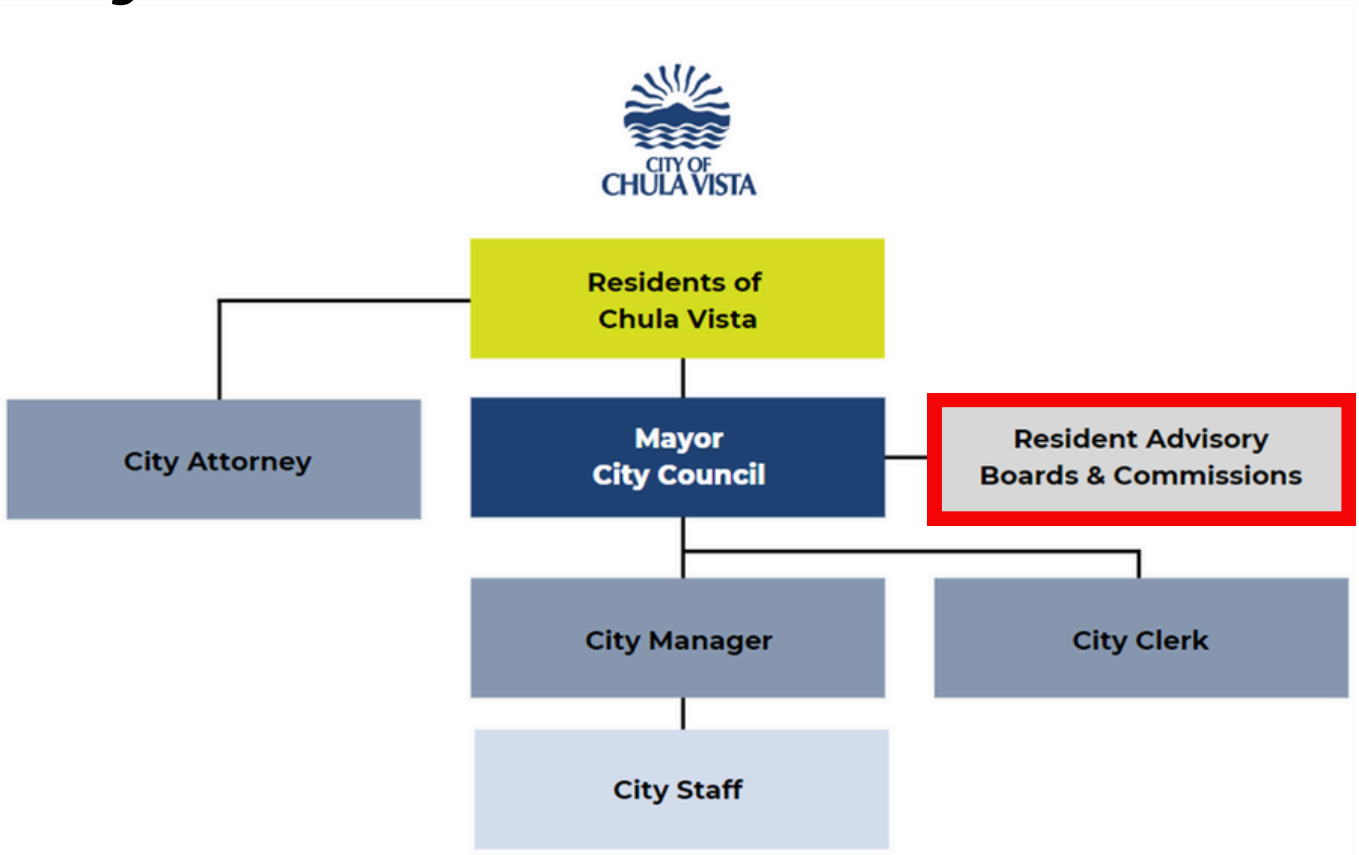
Answers to frequently asked questions regarding Boards, Committees, and Commissions.

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

OVERVIEW

Transition to B/C/C Member

Community Advocate/Activist

- **Independent-Advocacy**
- **Focused Agenda**

B/C/C Member

- **Official City representative**
  -Team member
  - Collaborative
  - Deliberator
- **Focused on overall good for the City**
- **Broad agenda**

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 perspective 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

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

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.

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**

DO'S & DON'TS

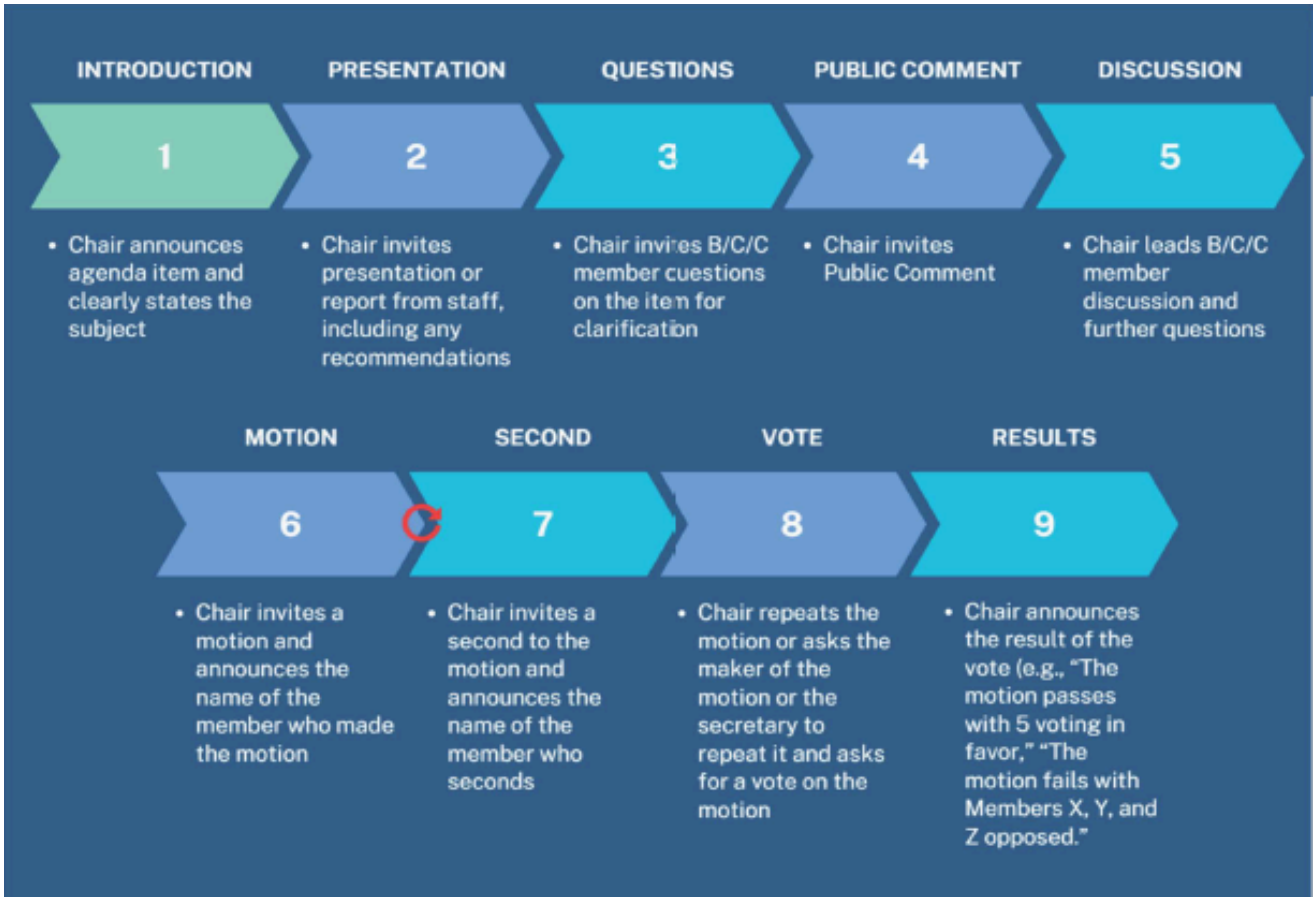
DO:

- ***Ask questions*** *and communicate your opinion during open meetings*
- ***Forward information*** *you would like to share with other members to your secretary or liaison to distribute to the full B/C/C*
- ***Encourage*** *members of the public to attend meetings, submit eComments, or email the B/C/C email address*

DO NOT:

- ***Meet up*** *or communicate outside of a meeting with a majority of the B/C/C by any means (email, social media, phone, text, discussion at a social event, etc.)*
- ***Email all*** *B/C/C members directly; instead ask staff to relay a message for you*
- ***Discuss*** *matters related to the B/C/C when a majority of members are at a social or ceremonial event*

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 add 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 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. There are limited provisions for the Chair to address disorderly behavior. Seek assistance from the City Attorney or staff.

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 24 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 online version of the agenda.

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

To view agendas and minutes for past meetings, visit
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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