

**RULES AND REGULATIONS OF THE
SAN MATEO COUNTY
CITY SELECTION COMMITTEE**

The City Selection Committee is required to appoint city representatives to boards, commissions, and agencies as required by law. (California Government Code §50270).

California Government Code §50275 says that:

“...a city selection committee shall formulate and adopt rules and regulations to govern the conduct of their meetings and the selection of city representatives...”

In addition to its legal responsibilities, the San Mateo County Council of Cities (which is the successor to the San Mateo County Council of Mayors) has requested that the City Selection Committee conduct the elections for the various appointments it is required to make, and the City Selection Committee has agreed to do so to the extent that said elections are consistent with the City Selection Committee’s legal mandate. The Council of Cities is a separate and independent organization from the City Selection Committee, and is the successor organization to the San Mateo County Council of Mayors.

Government Code §50274(b) says that the “...officers of the County of San Mateo’s City Selection Committee may be the same as San Mateo County’s Council of Cities.” At its meeting of September 23, 1994, the San Mateo County City Selection Committee adopted the bylaws of the San Mateo County Council of Cities, except when they conflicted with state law. It was and is agreed and understood that to the extent they are consistent with state law, the by laws of the Council of Cities shall serve as the rules and regulations of the City Selection Committee, and that any changes, deletion, or amendments made by the Council of Cities to their bylaws shall also apply to the City Selection Committee unless or until they are changed by separate action by the City Selection Committee.

In addition to the by-laws of the Council of Cities, the City Selection Committee is required to adopt Rules and Regulations, which are as follows. In the event of a conflict between the By-Laws of the Council of Cities and the Rules and Regulations of the City Selection Committee, the City Selection Committee shall be bound by these rules and regulations.

1. Membership of City Selection Committee. The membership of this city selection committee shall consist of the mayor or each city within the county. (Government Code §50270).

2. Unavailability of Mayor to Attend Meeting of City Selection Committee. When the mayor is unable to attend a meeting of a city selection committee, the mayor shall designate another member of the city's legislative body to attend and vote at the meeting in the mayor's place and as the mayor's representative. (Government Code § 50271).

3. Quorum. Representatives of a majority of the number of cities within the county shall constitute a quorum of the committee; provided, however, that a majority vote of the representatives of the number of cities within the county entitled to representation on the committee is necessary to appoint representatives to boards, commissions, or agencies. Whenever a quorum is not present at a meeting of any city selection committee, the meeting shall be postponed or adjourned to a subsequent time and place, as determined by the chairman. (Government Code § 50272).

4. Meetings. The city selection committee shall meet on the dates and at the locations as are designated for meetings by the Council of Cities. However, if there is a legal requirement for the City Selection Committee to make an appointment to a board, commission, or agency required by law, and said appointment cannot be made consistent with the schedule for the meetings of the Council of Cities, the City Selection Committee may call a special meeting and notice said meeting according to the provisions of state law. (Government Code §50273).

5. Officers. The officers of the County of San Mateo's City Selection Committee are the officers of the San Mateo County's Council of Cities. Any person elected to serve as chairman, vice chairman, or officer may serve his or her entire term of office on San Mateo County's City Selection Committee, provided that the person continues to serve on a city council. If a city selection committee officer is not a mayor, that person may preside, but not vote on any matters before San Mateo County's City Selection Committee unless authorized pursuant to Section 50271. (Government Code § 50274[b]).

6. Conducting business. (Government Code § 50275).

A. When making appointments that are legally required to be made by the City Selection Committee, the procedure for the nominating and selecting city representatives is as follows:

i. By the end of February of each year, the Clerk of the Board of Supervisors, acting in the Clerk's capacity as the permanent secretary and recording officer of the City Selection committee, shall prepare and distribute a list of all appointees of the City Selection Committee and the expiration date of their terms.

ii. Candidates may submit to the Secretary a letter of interest for positions that are expected to become vacant during that year. If a candidate does submit a letter of interest, it should specify the candidate's experience and qualifications for the appointment. The Secretary shall forward to each City Clerk a copy of all letters of interest that are received, with the expectation that the City Clerk shall forward the letters to the City's representative on the City Selection Committee.

iii. At the meeting for which the appointment is scheduled, the Secretary will read the name of the board, commission or committee to which an appointment is required, and all nominations shall be made from the floor. There is no requirement of seconding nominations.

iv. At the conclusion of the nominations a vote shall be taken. If there is only one nominated candidate, the committee upon a motion and by unanimous consent may suspend the written vote and conduct the vote by a show of hands.

v. If there are two or more nominated candidates, a written vote must be held. The Secretary shall distribute the ballots as the roll is read, giving a ballot only to a Mayor or an authorized representative.

vi. For election, a candidate must receive a majority of the votes of the representatives the member cities.

vii. In the event no candidate receives a majority the votes are recast. Additional candidates may be nominated. The original candidates remain on the ballot, unless they voluntarily withdraw.

viii. If after a second ballot no candidate receives a majority, the Chair, subject to the approval of the members present, may suspend the voting until a future date, announced at the meeting.

ix. Ballots must be signed with the name of the voter and the city he or she represents. Ballots not signed are void and are treated as if the voter has abstained.

B. When the City Selection Committee acts on behalf of the Council of Cities, it is so noted on the agenda and subject to the following By-laws of the Council of Cities, to the extent that said by-laws are consistent with these Rules and Regulations. When the City Selection Committee conducts elections for the various appointments the Council of Cities is required to make, voting on shall be conducted consistent with the voting procedures established by the Council of Cities.

7. Clerk of the City Selection Committee. The Clerk of the Board of Supervisors shall act as the permanent secretary and recording officer of the city selection committee organized within such county. All meetings of a city selection committee shall be conducted in the presence of the clerk or the clerk's deputy. All votes and action taken by a city selection committee shall be recorded in writing by the secretary of the committee. The written record of any vote or action taken by the selection committee shall include the name of each member voting and how he voted. Written records and minutes of a selection committee's secretary are public records. (Government Code §50276).

8. Special Meetings. The chair of the City Selection committee may call a special meeting of the committee at any time, and the chairman shall call a special meeting of the selection committee upon the written request of 50 percent of the members of the city selection committee. When a chair is required to call a special meeting of a city selection committee, such a meeting shall be called and held within 60 days after receipt of such written request. Within three weeks prior to the date fixed for a special meeting of the committee, the chair of the committee shall notify the committee secretary of the date, time, and place of the special meeting. (Government Code §50277).

9. Meeting Notices. At least two weeks prior to the date of any meeting of the City Selection committee, the secretary of the committee shall give notice of the meeting to each member of the committee. The secretary shall also give reasonable notice to each member of the City Selection committee of the time, date, and place to which a meeting of the committee is continued. (Government Code § 50278).

10. No compensation. Members of the City Selection committee shall serve without compensation.