Item 12

Standing Committee Policy; Review

Additional Information

San Mateo County Harbor District

Committee Member Application Form, 2016

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

_____

Phone number _____

E-Mail _____

I am interested in being considered for appointment to the following Harbor District

Committee: _____

Name of Commissioner recommending the appointment: _____

How did you learn of this committee? _____

Please explain your interest in this committee: _____

_____

My areas of expertise are: _____

_____

Professional Experience: _____

_____

Other Experiences/Activities: _____

_____

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Do you (or other family members) have any contracts, permits or agreements with the San Mateo County Harbor District?

Yes _____ No ____

If yes, please explain. _____

_____

Are you (or other family members) a member of an(y) organization(s) that does business at either facility of the San Mateo County Harbor District? Yes_____ No_____

If yes, please explain. _____

_____

By serving on this committee would you have any conflicts of interest? Yes____ No___

If yes, please explain_____

_____

Thank you for your willingness to serve on this committee. Your input provides value and expertise to the mission of the San Mateo County Harbor District.

This appointment is valid for the current calendar year and can be extended or terminated consistent with the Committee Policy, as approved by the Board of Commissioners.

Signature: _____

Date: _____

Please deliver, mail or email a copy of this completed form to

Melanie Hadden
504 Avenue Alhambra, 2nd Floor
P.O. Box 1449
El Granada, CA 94018
mhadden@smharbor.com

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3.0: Policy on Standing Committees

San Mateo County Harbor District

This Policy applies to all standing committees

1) **Purpose**
   a) Committees will be created to facilitate in-depth examination of issues. Committees do not set policy – they only make recommendations to the Board.

2) **Selection of Board members on committees:**
   a) At the first meeting after the election of officers and the appointment of the President for the calendar year, the President will appoint two Commissioners to each of the standing and ad-hoc committees

3) **Selection of Chair**
   a) Board of Commissioners members on the Committee will select a chair. If Commissioners assigned to a committee are unable to agree upon who will chair the committee, the Harbor Commission Board President will decide.
   b) A member of the public can serve as chair if agreed to by both committee Board members.

4) **Selection of Committee Members**
   a) Each commissioner serving on a committee can select up to two public members to serve on the committee.
   b) All members of the public appointed to a committee must :
      i) Complete a District application form
      ii) Be registered voters within San Mateo County;
      iii) Be confirmed by a vote of the Board of Harbor Commissioners

5) **Term of Committee members:**
   a) Each committee member shall serve for a term of one year.
   b) Commissioner and public Committee members may be reappointed to subsequent terms.

6) **Decorum**
   a) If a commissioner assigned to a committee consistently works against the mission and goals of the committee the Board President will appoint a replacement commissioner to the committee.

7) **Meeting management**

   a) Each Committee will decide its own meeting dates and times. To the greatest extent possible, meeting times will be consistent.
   b) At least one Commissioner must be present at each meeting.
   c) Each Committee will meet at least once every four months. The exact number of meetings will be determined by the needs of the Committee.
   d) The Committee will set each agenda for the committee. In the event of disagreement, the Committee Chair sets the agenda.

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e) Meeting sessions will be limited to approximately two hours.
f) Committee discussions should always attempt to reach consensus. Recommendations sent to the Commissioner will be approved by a vote of the Committee. In the event of a tie vote, no recommendation will be forwarded to the Board.
g) A quorum will consist of a simple majority of committee members.
h) A staff member will generally attend each committee meeting to provide administrative support, and background as necessary.
i) A written meeting report to the Board will be produced after each committee meeting.
j) Agendas, Committee packets, presentations, and meeting reports will be published on the Harbor District website.
k) In accordance with the Brown Act, meetings of standing Committees will be publicly noticed and the agendas will be published at least 72 hours in advance of the meeting. Agendas will be published on the Harbor District website at least 72 hours in advance of the meeting.
l) Every committee member is expected to attend meetings and to participate in committee activities.
m) Each member is expected to study the issues or problems that come before the committee in order to contribute to the resolution process.

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