Staff Report

TO: Board of Harbor Commissioners

FROM: Steve McGrath, General Manager

DATE: January 6, 2016

SUBJECT: Standing Committee Policy and Application

Recommendation/Motion:

Motion: Adopt Policy on Standing Committees (as may be amended)

Policy Implications:

Staff has reviewed the existing Committee by-laws and offers the attached suggested amendments. This Commission may also consider:

Applying the appropriate components of the attached draft Policy to all committees, both Standing and Ad-hoc
Requiring outreach to the public, rather than by invitation from a Commissioner, to seek candidates for Committee membership. Such an outreach program could happen each fall, thus having a pool of candidates for selection by this Commission at the beginning of the year.

Fiscal Implications/Budget Status

None at this time

Alternatives Considered:

None at this time

Background/Discussion:

This Commission has previously adopted a set of bylaws to govern the selection of committee members and the management of meetings for all Standing Committees. Staff offers the attached revisions to the document for discussion.

The majority of the amendments are non-substantive and are offered for clarification purposes only.

Slightly more substantive changes are offered to comply with the intent but offer greater flexibility to the Committee. For example, staff suggests that the time of the Committee meeting be established as on a regular basis, to allow for predictability. This does not preclude the evening meeting, but may offer easier planning of busy schedules.

This Commission may also consider establishing a regular 'Committee Day' whereby all Committees meet, when necessary, on the same day/evening. This may simplify advance planning and scheduling. For example, if all Committee meetings are scheduled for the fourth Thursday, Commissioners could coordinate travel needs into one day. Meeting times could be varied to accommodate Commissioner overlap on committees, and whether certain committees would actually need to meet.

With the election of a President for the coming year at this meeting, and Commissioner committee assignments at the meeting of January 20, 2016, adoption of the proposed Policy on Standing Committees, as may be amended by Commission discussion, will facilitate the recruitment and/or retention of public committee members.

2015 Standing Committees are established as follows:

- Finance Committee
- Beach Replenishment Committee
- Water Quality and Public Safety Committee
- Communications and Marketing Committee
- Oyster Point Marina Liaison Committee

Summary/Recommendation:

Staff recommends this Commission adopt the revised draft Policy, attached, as may be amended. Staff additionally recommends that this Commission approve the amended Committee membership application form.

Attachments:

Committee Member Application Form, 2016
3.0: Policy on Standing Committees Marked Copy

San Mateo County Harbor District

Committee Member Application Form, 2016

Name: _____

~~City and state of residence~~Address:

_____

City: _____ State: _____ Zip: _____

Phone number ~~(optional)~~ _____

E-Mail ~~(optional)~~ _____

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

Committee: _____

Name of Commissioner ~~making~~ 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 ~~by the Commissioners on the Committee~~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

~~Debbie Nixon~~

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~~400 Oyster Point Blvd. Suite 300~~
~~So. San Francisco, Ca 94080~~
~~dnixon@smharbor.com~~
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3.0: Policy on Standing Committees ~~By-Laws~~

San Mateo County Harbor District

~~These by-laws~~This Policy applies ~~apply~~ 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

~~2)~~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~~er~~ Board President will decide.
   ~~a)~~b) A member of the public can serve as chair if agreed to by both committee Board members.

~~3)~~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 ~~be~~:
      i) Complete a District application form
      ii) Be registered voters within San Mateo County;
      iii) Be confirmed by a ~~board vote~~vote of the Board of Harbor Commissioners~~. A member of the public can serve as chair if agreed to by both committee board members.~~

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

~~4)~~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.

~~5)~~7) ~~**Procedures**~~**Meeting management**

   a) Each Committee will decide its own meeting dates and times. ~~The meeting time must be public-friendly, i.e., no earlier than 6:30 pm.~~ 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.
   e) Meeting sessions will be limited to approximately two hours.

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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) ~~Board members on a Committee will determine if the General Manager and/or management staff members will attend a committee meeting. In the event of a disagreement, the Board President will decide staff attendance.~~ 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~~ 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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