

CITY OF SEBASTOPOL CITY COUNCIL

AGENDA ITEM REPORT FOR MEETING OF: November 19, 2024

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To: Honorable Mayor and City Councilmembers
From: Ad Hoc Committee for City Council Protocols and Procedures
Subject: Approval of:

- City Council Policy Number 8 – City Council Liaison Role
- City Council Policy Number 9 – City Council and City Staff Annual Board and Committee Assignments
- City Council Policy Number 10 – City Council Ad Hoc Committees

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RECOMMENDATIONS:

That the City Council discuss and consider approval of City Council Protocols and Procedures: Policies 8, 9 and 10.

EXECUTIVE SUMMARY:

The purpose of protocols is to set forth policies and provisions, including rules of decorum beyond those required by state law. Completion of a City Council Procures and Protocols Handbook will establish protocols to provide an effective environment for the City Council to provide leadership to ensure that the business of the City is conducted in an orderly and efficient manner to facilitate sound City Council and public deliberation and decision making. Completion of this Handbook is intended to accomplish two goals: First, the handbook will be an informational guide for anyone doing business or appearing before the City Council. Second, the handbook will be a compilation of Procedures and Protocols that have been formally adopted by Council Resolution rather than separate resolutions and policies.

BACKGROUND AND DISCUSSION:

The Ad Hoc Committee has been preparing on an ongoing basis protocols and procedures as directed at the September 17, 2024 City Council Meeting.

Since that meeting, the City Council has received and approved the following policies:

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|----------------------------------|---|
| 1. City Council Policy Number 1 | Selection of Mayor |
| 2. City Council Policy Number 2 | Selection of Vice Mayor |
| 3. City Council Policy Number 3 | Roles of Mayor and Vice Mayor |
| 4. City Council Policy Number 4 | Seating Selection |
| 5. City Council Policy Number 5 | Trainings |
| 6. *City Council Policy Number 6 | Agenda Review Committee Guidelines for City Council Agenda Preparation and Placement of Items on an Agenda; and |
| 7. *City Council Policy Number 7 | Rules of Conduct of Its Meetings, Proceedings and City Business |

*Items are on Consent Calendar tonight for approval. At the Nov 5th City Council meeting, Policy Number 6 and Policy Number 7 were discussed and Council provided direction to staff to return the items for approval on the consent calendar.

The Ad Hoc Committee is also presenting policies 8, 9 and 10 listed below for approval. A brief discussion of each item is provided for information.

Policy Number 8: City Council Liaison Roles and Responsibilities

Each year, the City Council discusses City Council and City Staff Committee Assignments as well as Council liaisons. As it has been unclear in the past as to the role of a City Council liaison, the Ad Hoc Committee has reviewed a proposed policy clarifying the roles of a Council liaison. The policy is attached for Council approval.

Policy Number 9: City Council and City Staff Annual Committee Assignments

Currently the City of Sebastopol City Council policy for City Council and City staff Committee assignments is as follows:

Upon Notification of Certification of the Election or by December 15th of each year, the Mayor will send to all Councilmembers and Councilmember Elects, a copy of the Current City Council and City Staff Committee Assignments as well as an application that a Councilmember would fill out and return to the Mayor for consideration. A separate application would be required for each Committee that a Councilmember is interested in. A copy of the application is attached.

The Mayor would then review the applications submitted, speak with the Councilmember to obtain any additional information on their interest to serve on the committee, and provide a recommendation at the first meeting in January of each year of Council Committee Assignments. The Council would then be asked to approve/ratify the recommendations of the Mayor.

The Ad Hoc Committee is recommending the following process to comply with the Brown Act:

Annually, at the second City Council Meeting in December, or at the next meeting following certification of a Municipal Election, the Council shall consider City Council and City Staff Committee assignments.

City staff will provide the City Council at a publicly noticed meeting a list of Committees and the City Council shall review each committee in open session and if a Councilmember is interested shall request appointment to the committee. Councilmembers may make short statements advocating their reasons at this meeting. Councilmembers may also fill out and submit the City Council Summary Form for Committee Requests as well as an Application for each Committee the Councilmember is interested in. The City Clerk will attach any completed Summary Forms and Applications received to the Agenda Report for Discussion at the City Council meeting. Copies of the Summary Form and Application Form are attached as exhibits. Councilmembers are encouraged to complete Summary Forms and Applications, but they are not required. As noted above, Councilmembers may make short statements advocating their reasons at the Council meeting where Committee assignments are discussed.

After review and discussion of all committees in the publicly noticed Council Meeting, the Mayor will take all requests into consideration and return to a future City Council meeting but as soon as possible after receipt of committee requests with recommendations for committee assignments. The Mayor shall provide explanations for appointments, as requested by councilmembers at that meeting. At that meeting, the City Council shall ratify the appointments, or modify as the City Council deems appropriate. The goal of committee appointments is to equitably distribute appointments among all councilmembers, while also taking into consideration the prior experience or expertise of specific councilmembers for specific appointments.

CITY STAFF COMMITTEES:

Annually, at the second City Council Meeting in December, or at the next meeting following certification of a Municipal Election, the City Manager shall make recommendations for City staff to serve on, or advise, Committees. The City Council can ratify the recommendations for City staff assignments, or request the City Manager consider alternative staff assignments. The City Manager makes the final decision regarding staff assignments. The City Manager will notify the City Council of any changes in staff assignments for Committees.

Policy Number 10 Formation of Ad Hoc Committees

The City of Sebastopol utilizes ad hoc committees that serve a limited or single purpose that is not perpetual; does not have continuing subject matter jurisdiction over a particular issue or area; is comprised solely of less than a quorum of the City Council ; has a defined purpose and timeframe to accomplish that purpose; dissolves once the specific task is complete or the time has expired; and does not have a meeting schedule fixed by formal action of a legislative body; and is advisory.

This policy formalizes the creation of an ad hoc committee as well as the requirements of the committee. The policy is attached for Council approval.

STAFF ANALYSIS:

Certain state laws and other established regulations exist which govern the various responsibilities of the City Council.

These protocols are not intended to supersede any existing statutes or regulations, but policies included will increase their value as a tool for new Council Members as well as new Mayors or Vice Mayors as there will be clear and concise processes. Even once approved, protocols may be amended by a majority vote of the Council Members. In the event of any conflict between protocols and applicable state or federal law, the applicable federal law, state law or our own City Municipal Code shall control.

Staff has researched other cities and found that most cities either have the Mayor make the appointments or the Council as a whole makes the appointments. A copy of the table is attached for reference.

Staff recommend the Council approve Policies 8, 9 and 10 as presented. If there are requests for changes, it is recommended the item be removed from the consent calendar per Council protocols.

COMMUNITY OUTREACH:

This item has been noticed in accordance with the Ralph M. Brown Act and was available for public viewing and review at least 72 hours prior to scheduled meeting date. The City has also used social media to promote and advertise the City Council Meeting Agenda Items.

FISCAL IMPACT:

There is no fiscal impact associated with Council review.

RESTATED RECOMMENDATION:

That the City Council Approve the following policies:

- City Council Policy Number 8 – City Council Liaison Role
- City Council Policy Number 9 – City Council and City Staff Annual Board and Committee Assignments
- City Council Policy Number 10 – City Council Ad Hoc Committees

CITY COUNCIL OPTIONS:

If the Council does not approve the recommendation above, the Council has the option to:

- Remove this item from the consent calendar for discussion and direction to staff

ATTACHMENTS:

Attachment Number 1: City Council Policy Number 8 – City Council Liaison Role

Attachment Number 2: City Council Policy Number 9 – City Council and City Staff Annual Board and Committee Assignments

Attachment Number 3: City Council Policy Number 10 – City Council Ad Hoc Committees

Attachment Number 4: Table of Comparisons with Other Cities

APPROVALS:

Department Head Approval: Approval Date: 11-12-2024

CEQA Determination (Planning): Approval Date: 11-12-2024

This action is exempt from the California Environmental Quality Act (CEQA) because it is not a project which has a potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment, pursuant to CEQA Guidelines.

Administrative Services (Financial) Approval Date: 11-12-2024

Costs authorized in City Approved Budget: ☒ Yes ☐ No ☐ N/A

Account Code (f applicable)

City Attorney Approval Approval Date: 11-12-2024

City Manager Approval: Approval Date: 11-12-2024

CITY COUNCIL POLICY NUMBER 8
City Council Liaison

A city council liaison's role is to facilitate communication between organizations, community members, groups, non profits and the council, and to keep the council informed about a group or activity.

The City Council is the legislative-policy-making branch of City government. The City Council consists of five members. Each member is selected from a non-partisan, at-large election and serves a four-year term, however, there are no term limits in the City of Sebastopol. Annually, the City Council appoints a Mayor from its membership to serve a one-year term.

It is important to note that the Council acts as a body. No member has any extraordinary powers beyond those of other members. While the Mayor and Vice-Mayor have some additional ceremonial and administrative responsibilities, all members are equal with regard to voting and in other significant areas.

The intent of this policy is to ensure a fair and equitable policy for all Councilmembers regarding the roles of a City Council Liaison.

PURPOSE:

The purpose of this policy is to create a list of roles and responsibilities for City Council Liaison.

DEFINITION:

With Council approval, a Councilmember may serve for a calendar year as the Council's Liaison (i.e. representative), to an organization or group. A City Council Liaison is appointed at an open City Council meeting to serve as a Council liaison to an organization or group. A City Council can also appoint an alternate City Council Liaison member to act in the capacity of Council Liaison if the primary liaison is not available.

RESPONSIBILITIES:

A Liaison is responsible for facilitating communication, collaboration and coordination with the designated organization or group, and with regular reporting and accountability to the Council.

Individual members of the Council may be assigned as liaisons whose duties involve keeping current with a group or activity by either attending meetings or conferring with members, and keeping Council informed.

Care must be taken to avoid an appearance of conflict of interest possibilities.

Responsibilities Include:

- Facilitate communication
 - The liaison's primary role is to facilitate communication between the organization or group and the Council.
- Act as a spokesperson

- The liaison can act as a spokesperson for the council by action/direction of the City Council.
- Monitor the organization or group
 - The liaison can monitor the organization or group to identify issues that could affect its functioning.
- Attend meetings
 - The liaison can attend meetings or confer with members of the group or activity to keep current.
- A Councilmember liaison is acting as a representative of the full Council and, as such, has no authority to provide any direction or guidance to the group other than direction or guidance that clearly represents direction or guidance of the full Council.
- A Councilmember liaison shall not make any promises to the group that require Council approval, and should clearly communicate to the group when Council approval will be required.
- Shall report out during City Council Meetings Monthly describing Council Liaison activities.
- Agenda Items:
 - Liaison shall be identified as the author of the item.
 - Agenda items brought by Councilmember Liaisons shall be subject to the rules and procedures applicable to all Agenda Items in accordance with City Council Policy Number 6.

STAFF ROLE WITH COUNCIL LIAISON (or alternate)

1. As a general rule, shall provide Council liaison with timely written or oral updates of developments or issues specifically affecting the group, organization, etc.
2. Shall inform Council liaison in advance of upcoming meetings or communications with the group, organization, etc.
3. Shall invite Council liaison to participate in said meetings or communications.
4. Shall provide Council liaison with at minimum a verbal report of any meetings or communications that did not include the Council liaison
5. Assists with agenda item preparation in accordance with City Council Policy Number 6.

CITY COUNCIL POLICY NUMBER 9

CITY COUNCIL AND CITY STAFF ANNUAL BOARD AND COMMITTEE ASSIGNMENTS

PURPOSE:

Each year, the City Council makes appointments to the various committees listed on the attached roster. There are four different types of committee that include: 1) City membership in a separate agency where the representative is a member of the governing board; 2) the City representative is a member of an advisory committee that makes recommendations to another public agency; 3) a Council member or Staff member is appointed as a liaison to a special committee; 4) standing committees of the City; and 5) other miscellaneous committees.

Each year, the City Council and City staff review the current assignments and make recommendations to assignments or to request removal of committees if no longer needed.

INTENT:

The intent of this policy is to ensure a fair and equitable policy for all Councilmembers regarding Committee Assignments.

PROCESS:

CITY COUNCIL COMMITTEE ASSIGNMENTS:

Annually, at the second City Council Meeting in December, or at the next meeting following certification of a Municipal Election, the Council shall consider City Council and City Staff Committee assignments.

City staff will provide the City Council at a publicly noticed meeting a list of Committees and the City Council shall review each committee in open session and if a Councilmember is interested shall request appointment to the committee. Councilmembers may make short statements advocating their reasons at this meeting. Councilmembers may also fill out and submit the City Council Summary Form for Committee Requests as well as an Application for each Committee the Councilmember is interested in. The City Clerk will attach any completed Summary Forms and Applications received to the Agenda Report for Discussion at the City Council meeting. Copies of the Summary Form and Application Form are attached as exhibits. Councilmembers are encouraged to complete Summary Forms and Applications, but they are not required. As noted above, Councilmembers may make short statements advocating their reasons at the Council meeting where Committee assignments are discussed.

After review and discussion of all committees in the publicly noticed Council Meeting, the Mayor will take all requests into consideration and return to a future City Council meeting but as soon as possible after receipt of committee requests with recommendations for committee assignments. The Mayor shall provide explanations for appointments, as requested by councilmembers at that meeting. At that meeting, the City Council shall ratify the appointments, or modify as the City Council deems appropriate. The goal of committee appointments is to equitably distribute appointments among all councilmembers, while also taking into consideration the prior experience or expertise of specific councilmembers for specific appointments.

CITY STAFF COMMITTEES:

Annually, at the second City Council Meeting in December, or at the next meeting following certification of a Municipal Election, the City Manager shall make recommendations for City staff to serve on, or advise, Committees. The City Council can ratify the recommendations for City staff assignments, or request the City Manager consider alternative staff assignments. The City Manager makes the final decision regarding staff assignments. The City Manager will notify the City Council of any changes in staff assignments for Committees.

**CITY COUNCIL APPLICATION FOR
CITY COUNCIL COMMITTEE ASSIGNMENTS**

2025 Committee Preference

APPLICATION FORM

City Council

Mayor Diana Rich

Vice Mayor Stephen Zollman

Councilmember Neysa Hinton

Councilmember Sandra Maurer

Councilmember Jill McLewis



City of Sebastopol

Agenda Item Number: 5

City Manager

Don Schwartz

dschwartz@Cityofsebastopol.gov

Assistant City Manager/City Clerk, MMC

Mary Gourley

mgourley@Cityofsebastopol.gov

**Completed Forms will be Available to the Public When Committee Assignments are
Discussed at a Publicly Noticed City Council Meeting**

**CITY COUNCIL APPLICATION FOR
CITY COUNCIL COMMITTEE ASSIGNMENTS
2025 Committee Preference**

City Councilmember Name: _____ Date: _____

Please consider me to serve as a member of the following Committee:

Committee Name: _____

Request to be Primary Liaison/Representative: _____

Request to be Alternate: _____

Reason for Interest for this Committee:

Form is to be returned by email to City Clerk by : December 10, 2024

SUMMARY SHEET

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Sebastopol City Council - Overview of Request for Appointments for Calendar Year 2025													
2	Councilmember Name: _____													
3	Date: _____		*PLEASE SUBMIT IN ADDITION TO THE INDIVIDUAL FORM REQUIRED FOR EACH REQUESTED APPOINTMENT											
5			Your Request Here		Current Appointee		Type of Appointment							
6		Name of Committee, Board, or Organization	Request: Primary	Request: Alternate	Current Primary	Current Alternate	Separate Formal Agency	County Advisory Agency	Other Govt Agency	Council Liaison	Council Committee (Standing or Ad Hoc)			
7	A.1.	Marin Sonoma Mosquito & Vector Control District			Rich	None	X					This is a two year commitment/could also be four years		
8	A.3A.	Sonoma County Transportation Authority			Hinton	Zollman	X							
9	A.3B.	Regional Climate Protection Agency			Hinton	Zollman	X							
10	A.4.	Sonoma Clean Power			Zollman	Maurer	X							
11	A.5.	Zero Waste Sonoma			Maurer	Zollman	X							
13	B.1.	AB 939 Local Task Force			Zollman									
14	B.5.	GSA			Hinton	McLewis		X						
15	B.7.	Russian River Watershed			Maurer	McLewis		X						
17	C.1.	ABAG	Mayor	Vice Mayor or as designated	Mayor	Vice Mayor			X					
18	C.2.	League of CA Cities	Mayor	Vice Mayor	Mayor	Vice Mayor			X					
19	C.3.	Cal Cities Legislative Committee			McLewis	Zollman			X					
20	C.4.	Mayors & Councilmembers Assoc	Mayor	Vice Mayor or as designated	Mayor	Vice Mayor, Maurer, McLewis, Zollman			X					
22	D.1.	Gravenstein Health Action Coalition			Zollman	Rich				X				
23	D.2.	Laguna Stakeholders			Maurer	None				X				
24	D.3.	LANTERN			Zollman	None				X				
25	D.4.	Library Advisory Board			Zollman	Rich				X				
26	D.5.	Chamber of Commerce			McLewis	Zollman				X				
27	D.6.	SebArts			Maurer	Zollman				X				
28	D.7.	SCCC			McLewis	Maurer				X				
29	D.8.	SDA								X				
30	D.9.	Senior Center			Zollman	Hinton				X				
31	D.10.	Seb World Friends			McLewis	Hinton				X				
32	D.11.	MYN/SNCU			Rich	McLewis				X				
33	D.12.	Homeless Services Organizations			Rich	Zollman				X				
34	D.13.	Library Ad Hoc for Future of Library			Zollman	NA				X				
35	D.14.	West County Museum			Zollman					X				
36	D.14.	Service Organizations Collaborative			Rich	NA				X		It is requested that the City Council formally approve a liaison		
37	D.14.	Non Profit Collaborative			Zollman	NA				X		It is requested that the City Council formally approve a liaison		
39	E.1.	Agenda Review Committee	Mayor & Vice Mayor	NA	Mayor & Vice Mayor	NA					X			
40	E.2.	Budget Committee			Maurer & Zollman	NA					X			
41	E.6.	Homeless Coalition Board/City representative for West County			Una Glass						X			
42	E.7.	Ad Hoc Fire Services			Hinton & McLewis						X			
43	E.8.	Ad Hoc Committee for Purpose of Evaluation of Proposals and Conducting Interviews with Proposers for Services Related to the City of Sebastopol's Solid Waste Collection Agreement			Maurer & McLewis						X			
44	E.9.	Ad Hoc Library			Zollman					X				
45	E.10.	Climate Action Committee			Rich & Maurer						X			
46	E.11.	Ad Hoc Committee for Sebastopol Cultural Community Center (SCCC) Building Assessment (As approved in the CIP for \$85,000)			Zollman and McLewis						X			
47	E.12.	City Council Policy for Council Protocols			Rich and Zollman						X			
48														

ADOPTED BY THE CITY COUNCIL AT THEIR CITY COUNCIL MEETING OF NOVEMBER 19, 2024

**CITY COUNCIL POLICY NUMBER 10
CITY COUNCIL AD HOC COMMITTEES**

PURPOSE:

Ad hoc committees are commonly used in City government. For example, the Council might choose to appoint two Councilmembers to evaluate and report on a particular issue or subject relevant to the Council.

The use of Ad Hoc committees is permitted under the Brown Act so long as they:

- Serve a limited or single purpose that is not perpetual; does not have continuing subject matter jurisdiction over a particular issue or area;
- Are comprised solely of less than a quorum of the City Council (for a five member Council as in Sebastopol, that means two Councilmembers.);
- Have a defined purpose and timeframe to accomplish that purpose;
- Dissolve once the specific task is complete or the time has expired; and
- Does not have a meeting schedule fixed by formal action of a legislative body; and
- Are advisory.

An Ad Hoc committee is not subject to requirements of the Brown Act, including the requirement to hold public meetings.

INTENT:

The intent of this policy is to ensure a fair and equitable policy for all Councilmembers regarding Committee Assignments.

CREATION:

The City Council at any time during the year submit an agenda item to the Agenda Review Committee (per City Council Policy Number 6) requesting creation of an ad hoc committee.

At the publicly noticed meeting where the agenda item request is heard for a creation of an ad hoc committee, the agenda item shall contain at a minimum:

- Name of Ad Hoc Committee
- Reason for Ad Hoc Committee
 - Subject / Defined Scope / Duties/ Responsibilities of the Committee
- Recommended Formation of the Committee
- Recommended Staff to advise the Committee
- Amount of Staff time Estimated for Committee
- Frequency of Reports to the Council, and whether those reports will be expected verbally or in writing (it is the intent of the Council to receive regular reports from all Ad Hoc Committees)
- Other Deliverables

Name of City	Sub Committees and Ad Hoc Committees / Council Liaisons
Arcata	<p>Councilmembers are often requested to serve on outside boards, councils, commissions, or committees. This type of representation serves to facilitate communication and provide interaction with other governmental bodies. The City Council appoints members to some of these groups on an as-needed or as requested basis.</p> <p>The City Council is specifically empowered to create all boards, commissions, committees and task forces, Staff support and assistance may be provided to the City's boards, commissions, committees and task forces</p>
Berkeley	<p>Ad Hoc Subcommittees</p> <p>From time to time the Council or the Mayor may appoint several of its members but fewer than the existing quorum of the present body to serve as an ad hoc subcommittee. Only Councilmembers may be members of the ad hoc subcommittee; however, the subcommittee shall seek input and advice from residents, related commissions, and other groups, as appropriate to the charge or responsibilities of such subcommittee. Ad hoc subcommittees must be reviewed annually by the Council to determine if the subcommittee is to continue.</p> <p>Upon creation of an ad hoc subcommittee, the Council shall allow it to operate with the following parameters:</p> <ol style="list-style-type: none"> 1. A specific charge or outline of responsibilities shall be established by the Council. 2. A target date must be established for a report back to the Council. 3. Maximum life of the subcommittee shall be one year, with annual review and possible extension by the Council. <p>Subcommittees shall conduct their meetings in locations that are open to the public and meet accessibility requirements under the Americans with Disabilities Act. Meetings may be held at privately owned facilities provided that the location is open to all that wish to attend and that there is no requirement for purchase to attend. Agendas for subcommittee meetings must be posted in the same manner as the agendas for regular Council meetings except that subcommittee agendas may be posted with 24-hour notice. The public will be permitted to comment on agenda items but public comments may be limited to one minute if deemed necessary by the Committee Chair. Agendas and minutes of the meetings must be maintained and made available upon request.</p> <p>Ad hoc subcommittees will be staffed by City Council legislative staff. As part of the ad hoc subcommittee process, City staff will undertake a high-level, preliminary analysis of potential legal issues, costs, timelines, and staffing demands associated with the item(s) under consideration. Staff analysis at ad hoc subcommittees is limited to the points above as the recommendation, program, or project has not yet been approved to proceed by the full Council.</p> <p>Subcommittees must be comprised of at least two members. If only two members are appointed, then both must be present in order for the subcommittee meeting to be held. In other words, the quorum for a two-member subcommittee is always two. Ad hoc subcommittees may convene a closed session meeting pursuant to the conditions and regulations imposed by the Brown Act.</p>
Cloverdale	<p>The City Council operates under a Council Subcommittee and Management by Objectives system. The purpose of the subcommittees is to provide for more detailed discussion of policy issues than what can typically occur at a Council meeting. Subcommittees are made up of two Council members and are supported by staff. The subcommittees may form ad hoc working groups to accomplish specific activities, such as the planning of an event. The ordinance establishing the Subcommittee system is codified in CMC 2.06 and the current resolution implementing it is Resolution No. 01-2010. In addition, the Council from time to time adopts Resolutions revising Subcommittee member appointments, as well as typical meeting days, times and locations. Council Subcommittees comply with the Brown Act. Occasionally the City Council may establish a short-term ad hoc committee or working group. These committees may be made up of a subset of City Council members and may or may not include members of the public. The ad hoc committees are issue specific, are created by consensus or informal motion, and automatically disband once the issue has been addressed to Council's satisfaction.</p> <p>Participation on Regional and State Committees and Commissions</p> <p>The City Council has determined that participation on regional and state committees and commissions are in the best interest of Cloverdale, in order to represent the community's priorities as regional and state decisions are being made.</p>

	<p>Some committees and commissions require Cloverdale's representation. In those cases, the City Council officially appoints its representative from among the City Council or, if appropriate, from City staff. Such appointments typically occur in January and are one-year terms or until new representatives are appointed.</p> <p>In some cases, individual Council members have a specific interest or expertise. They may wish to serve on standing committees of various regional or state bodies, such as the League of California Cities, in order to represent Cloverdale in those topic areas. Such standing committees help to shape broader policy discussions. For such committees, the Council member will seek approval from the City Council to submit his or her name for consideration by the regional or state body that has convened the committee if that membership would have a financial impact on the City. If selected to serve on such a committee, the Council member will work with the City Manager to determine the budgetary impact before incurring expenses and will seek Council direction before representing an official City position to the Committee.</p> <p>The fundamental responsibility of state/ regional representation is that of liaison. Council members should report to the City Council on the activities and future policy decisions being considered by the regional/ state body with enough frequency and level of detail to allow the City Council to provide feedback. In addition, Council members should participate in the regional/ state meetings and events frequently enough to effectively represent Cloverdale's interests.</p>
Cotati	<p>Councilmember committees and subcommittees will be appointed by the Mayor. Mayoral appointments shall be ratified by a majority of the City Council. Committee members will be promptly notified of their selection and the scope of the committee assignment. The Mayor will designate the term of the committee and identify whether it is a standing appointment (on-going) or a short-term (ad hoc) assignment.</p> <p>The City Council confirms, by a majority vote, Councilmember assignments to outside agencies, committees, taskforces and liaison roles.</p> <p>Councilmembers assigned to committees will observe the City Council Rules regarding staff assignment of duties. Only the City Manager will assign staff to committees for the purposes of administrative services, to attend committee meetings, and to assist with committee presentations to the City Council.</p>
Healdsburg	Staff provides support to Councilmembers serving on regional agencies, boards or commissions or on any League of California Cities affiliated committee or body.
Petaluma	Council member Appointments and Recommendations: The Mayor, with the approval of a majority of the Council members present, shall make appointments or recommendations of Council member representatives and alternate representatives to local (City) and county, regional, and other outside commissions.
Rohnert Park	<p>LIAISON ASSIGNMENTS</p> <p>The Mayor assigns liaisons to various outside agencies, committees, commissions, boards, and taskforces.</p> <ol style="list-style-type: none"> 1. Unless acting in an official liaison capacity, individual Councilmembers should refrain from attending meetings organized or chaired by City staff which are not open to the public. 2. Liaisons are obligated to keep Council well informed on activities pertaining to Rohnert Park via the Council Committee and Other Reports at Council meetings. It is encouraged that these presentations will be no longer than three minutes each. 3. City staff may serve as a liaison with the concurrence of the City Manager. <p>OUTSIDE AGENCY APPOINTMENTS</p> <p>The Mayor nominates and the City Council confirms by majority vote of the membership appointments to outside agencies, committees, commissions, boards, and taskforces.</p> <ol style="list-style-type: none"> 1. An appointee's role is to represent the City on matters affecting the City of Rohnert Park. Appointees have no authority to appropriate City funds except as otherwise approved by the City Council. 2. Appointees are obligated to keep Council well informed via Council meetings or City staff. 3. Appointees are expected to attend meetings on a regular and consistent basis. 4. Each appointee serves at the pleasure of the City Council. Any City Councilmember may bring forward a proposal to remove an appointee. Three affirmative votes of the City Council are required to remove an appointee.

	<p>5. City staff may be appointed with the concurrence of the City Manager.</p> <p>COUNCIL COMMITTEES</p> <p>B. Appointment</p> <p>Council committees will be appointed by the Mayor. Committee members will be promptly notified of their selection and the scope of the committee assignment. The Mayor will designate the term of the committee and identify whether it is a standing appointment (on-going) or a short-term (ad hoc) assignment.</p>
Santa Rosa	<p>Council committee and liaison assignments are reviewed and made annually by the Mayor. The Mayor may, subject to the approval of the Council, appoint such committees of Councilmembers, City staff, and private citizens, or a combination thereof, as he/ she deems necessary and expedient to assist and advise the Council in its work</p> <p>In January of each year, the Mayor will submit his/ her recommendations for Chairs of the boards, commissions, and advisory committees for ratification by the Council. The Chairs will take their seats at their first meeting on or after February 1st.</p> <p>Committee areas belong to the whole Council. Committees may overlap on issues and address them from different perspectives.</p> <p>Committee members are responsible to keep the rest of the Council informed via the Mayor's and Councilmembers' reports at regular meetings of the Council. It is particularly important to update all members on the activities of the individual committees on which Councilmembers serve. If individual Councilmembers want more in-depth information or to give input, they are responsible for obtaining the information.</p> <p>Staff provides support to Councilmembers serving on regional agencies, boards or commissions or on any League affiliated committee or body.</p>
Windsor	<p>COUNCIL PARTICIPATION ON SUBCOMMITTEES, BOARDS, COMMISSIONS AND JPAs.</p> <p>Subcommittee areas, Boards, Commissions and Joint Powers Authorities (JPAs) belong to the whole Council; they are not seen as territorial.</p> <p>Subcommittees are responsible to keep the rest of the Council informed, and other members are responsible for letting subcommittee know if they want more information or to give input.</p> <p>Before subcommittees start moving in new direction, they will get direction from the rest of Council.</p> <p>Councilmembers will take seriously the responsibility of reporting to Council on subcommittees and other regional, state, and national board/ agency/ group activities they are involved in.</p> <p>Reports will be made in a noticed meeting under Council Reports when appropriate.</p>