

RULES AND REGULATIONS OF THE SANTA CLARA COUNTY CITY SELECTION COMMITTEE

Adopted January 30, 2025

1. Purpose. The purpose of the City Selection Committee shall be to appoint city representatives to boards, commissions, and agencies as required by law. The City Selection Committee is a permanent committee of the Cities Association of Santa Clara County Joint Powers Agency (“Cities Association”). The Cities Association administers the City Selection Committee. As required by California Government Code §50275, the City Selection Committee hereby formulates and adopts these rules and regulations to govern the conduct of their meetings and the selection of city representatives.
2. Membership of City Selection Committee. The membership of this City Selection Committee shall consist of the mayor of each city within the county. (Government Code §50270). Every city in the county shall be a member of the City Selection Committee, whether or not it is a member of the Cities Association.
3. 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).
4. 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 Chairperson. (Government Code § 50272).

5. Meetings. The City Selection Committee shall meet on the dates and at the locations as are designated for meetings by the Cities Association and shall also meet upon the call of its Chairperson. 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 Cities Association, the City Selection Committee may call a special meeting and notice said meeting according to the provisions of state law.

6. Officers. Members of the City Selection Committee shall select a permanent Chairperson and Vice-Chairperson, and such other officers as it deems necessary. The City Selection Committee shall meet and select the Chairperson and the vice chairperson at its first meeting each calendar year. The term of office of the Chairperson and Vice-Chairperson shall be one year. The Chairperson shall preside at and conduct all meetings of the City Selection Committee.

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

i. 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:

ii. In advance of each City Selection Committee meeting, the Executive Director of the Cities Association shall prepare and distribute a list of all City Selection Committee appointments to be made at the upcoming meeting to all the Mayors and City Council members in the County.

iii. Candidates may submit to the Executive Director of the Cities Association a letter of interest for positions that are expected to be appointed at the next City Selection Committee meeting. If a candidate does submit a letter of interest, it should specify the candidate's experience and qualifications for the appointment. The Executive Director of the Cities Association shall forward to each member of the City Selection Committee a copy of all letters of interest that are received as part of the meeting agenda packet.

- iv. At the meeting for which the appointment is scheduled, the Chairperson will read the name of the board, commission or committee to which an appointment is on the meeting agenda. The Chairperson will offer Candidates who submitted letters of interest and other meeting attendees to make a brief statement regarding the appointments. Additional nominations may also be made from the floor at the meeting where the election is to be conducted. There is no requirement of seconding nominations. The Chairperson will offer any individual nominated from the floor and meeting attendees the opportunity to make a brief statement regarding the floor nominations.
- v. Once all of the interested candidates for an appointment or recommendation to the Board of Supervisor for an appointment are named and statements regarding the candidates are concluded, the Clerk of the City Selection Committee shall conduct a roll call vote. Each city has one vote and when called upon shall name their selection or recommendation for the appointment, as appropriate.
- vi. In the event no candidate receives a majority, then a second roll call vote will be conducted. Additional candidates may be nominated. The original candidates remain on the ballot, unless they voluntarily withdraw.
- vii. If after a roll call vote, no candidate receives a majority, the Chairperson, subject to the approval of the members present, may suspend the voting until a future date, announced at the meeting.

8. 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 the City Selection Committee shall be conducted in the presence of the clerk or the clerk's deputy. All votes and action taken by the 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 they voted. Written records and minutes of a selection committee's secretary are public records. (Government Code §50276).

9. Special Meetings. The Chairperson of the City Selection Committee may call a special meeting of the committee at any time, and the Chairperson 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 the Chairperson 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 Chairperson of the committee shall notify the committee secretary of the date, time, and place of the special meeting. (Government Code §50277).

10. Meeting Notices. At least two weeks prior to the date of any meeting of the City Selection Committee, the Executive Director of the Cities Association or his/her designee shall give notice of the meeting to each member of the committee. 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).

11. No compensation. Members of the City Selection committee shall serve without compensation. (Government Code §50269).

12. Conflicts. In the event of a conflict between the Bylaws of the Cities Association and these Rules and Regulations of the City Selection Committee, the City Selection Committee shall be bound by these rules and regulations. (Government Code §50269)