



POLICY COMMITTEE

REGULAR MEETING
Thursday, June 27, 2019 - 2:00 PM
1000 Main Street, Cambria, CA 93428

AGENDA

- A. CALL TO ORDER
- B. ESTABLISH QUORUM
- C. CHAIRMAN'S REPORT

1. PUBLIC COMMENT

Members of the public may now address the Committee on any item of interest within the jurisdiction of the Committee but not on its agenda today. In compliance with the Brown Act, the Committee cannot discuss or act on items not on the agenda. Each speaker has up to three minutes. Speaker slips (available at the entry) should be submitted to the Committee Chairperson.

2. REGULAR BUSINESS

- A. Discussion and Consideration of Existing CCSD Policies in Relation to the CSDA Sample Policy Handbook
- B. Discussion to Develop a Plan for Policy Revision/Creation
- C. Discussion and Consideration to Review the Board of Director's Proposed Bylaw Changes and Provide Any Follow-up Revisions

3. FUTURE AGENDA ITEMS

4. ADJOURN

Draft, June 13, 2019

CAMBRIA COMMUNITY SERVICE DISTRICT
STANDING COMMITTEE BYLAWS (Draft)

1. STATEMENTS OF PURPOSE

1.1. Finance Committee

- (a) The Finance Standing Committee serves as an advisory resource to the Cambria Community Services District Board of Directors with the purpose of providing oversight for transparent budget processes and financial management that promote fiscal stability and instill public trust. In addition, the Committee supports and works directly with the CCSD General Manager and Finance Manager in enhancing financial integrity and monetary discipline.
- (b) At the direction of the Cambria CSD Board of Directors, the Committee: 1) discusses and receives public input and advises the Board on Financial matters; 2) provides financial review, assessment and recommendations to district staff and CCSD Board of Directors regarding potential projects available to the district by private, public, county or state entities, including preparation of Finance priorities for submission to the CCSD staff.
- (c) Apart from their normal function and as part of this advisory resource, Committee members have no individual authority and may not represent the Committee or the CCSD in any policy, act or expenditure.
- (d) The Committee maintains collaborative working relationships with the public, other standing committees and the CCSD Board of Directors. The Committee supports other standing committees' fiscal review needs.

1.2. Resources and Infrastructure Committee

- (a) The Resources and Infrastructure Standing Committee serves as an advisory resource to the Cambria Community Services District Board of Directors on matters concerning infrastructure and resources. The Committee's purpose is to:
- (b) Assess existing resources and gather information regarding infrastructure and resource needs of the community.
- (c) Establish a collaborative working relationship with the public and the CCSD Board of Directors.
- (d) Create plans for meeting the needs of the community within the bounds of current and potential resources and priorities of the CCSD.
- (e) Recommend plans of action to the Directors of the CCSD regarding actions to meet the community infrastructure and resources needs.
- (f) Apart from their normal function and as part of this advisory resource, Committee members have no individual authority and may not represent the Committee or the CCSD in any policy, act or expenditure.
- (g) The Committee maintains collaborative working relationships with the public, other standing committees and the CCSD Board of Directors. Support other standing committees' resource and infrastructure review needs.

1.3. Policy Committee

- (a) The Policy Standing Committee serves as an advisory resource to the Cambria Community Services District Board of Directors on matters of operational and governance policy. The purpose of the Committee is to review existing operational and governance policies, focusing on the CCSD Board Policy Handbook, and to recommend new policies and changes to existing policies to the Board of Directors. At its discretion, the Board may assign other policy work to the Committee.

- (b) Apart from their normal function and as part of this advisory resource, Committee members have no individual authority and may not represent the Committee or the CCSD in any policy, act or expenditure.
- (c) The Committee maintains collaborative working relationships with the public, other standing committees and the CCSD Board of Directors. The Committee supports other standing committees' policy review needs.

2. COMMITTEE MEMBERS

- 2.1. The Standing Committee shall consist of five volunteer members from the community and one board director to act as chairperson.
- 2.2. Each Committee member must live and be registered to vote within the CCSD boundaries.
- 2.3. Method of appointment
 - (a) The Chairperson shall be appointed by the President of CCSD Board of Directors, subject to Board approval.
 - (b) Volunteer committee members shall be appointed by a majority vote of CCSD Board of Directors to two year terms
 - (c) To fill an opening on the Standing Committee resulting from the expiration of a regular term of office with no request for reappointment, such vacancy shall be advertised for a minimum of two weeks in the local newspaper, and posted on appropriate social media sites and at all Cambria CSD public information bulletin boards. The application period shall extend from the date of first posting of the vacancy until a date four weeks following. Application forms may be obtained and submitted at the Cambria CSD Administrative Offices during normal business hours during the application period.
 - (d) Upon the request of a Committee member, at the end of a completed term of office, with the recommendation of the Committee, and at the direction of the CCSD Board of Directors, a Committee member may be appointed for additional two-year terms, in increments.
- 2.4. Vacancies
 - (a) Vacancies of unexpired terms of office of regular Committee members shall be filled from current applications. Such vacancy shall be filled by appointment of the Cambria CSD Board of Directors.

3. COMMITTEE OFFICERS

- 3.1. The Chairperson shall be chosen annually by the Board of Directors
- 3.2. The Vice-Chairperson and Secretary shall be chosen annually by a majority of the committee.
- 3.3. Chairperson Duties
 - (a) Vote only in the event of a tie vote
 - (b) preside over meetings
 - (c) establish committee meeting agendas
 - (d) appoint appropriate ad hoc committees,
 - (e) sign reports
 - (f) represent the Committee at regular CCSD Board meetings
 - (g) Coordinate input for agenda preparation for the monthly Committee meetings with CSD staff.
 - (h) Develop a meeting calendar approved by the CCSD board, including Joint Standing Committee meetings.
 - (i) appoint committee members to act as liaison to another Standing Committee.
- 3.4. Vice Chairperson duties:
 - (a) Perform the duties of the Chairperson in their absence.
- 3.5. Secretary duties:
 - (a) Record the minutes of the meetings in "action" form, ensuring the accuracy of when, how and by whom the Committee's business was conducted.

- (b) Submit the draft written minutes and audio recording to CCSD staff for the public record
- (c) Minutes should include at a minimum
 - the date, time and location of the meeting;
 - a list of the Committee members present and absent;
 - a record of reports presented and by whom;
 - the text of motions presented and description of any action taken
 - list of items considered for future agenda,
 - time of meeting adjournment.

4. COMMITTEE MEMBER GUIDELINES AND AUTHORITY

- 4.1. Members of the Committee and their activities are bound by all applicable provision of the Brown Act (Government Cod Sections 54950, et seq.).
- 4.2. Members of the Committee shall not participate in discussion of, or vote on issues constituting conflicts of interest – “no public official shall make, participate in making, or in any attempt to use his official position to influence a governmental decision in which he/she knows or has reason to know he/she has a financial interest.” (Government Code Section 87100).
- 4.3. Members of the Committee are charged with protecting and upholding the public interest and exhibiting the highest level of ethics.
- 4.4. Committee members shall at all times conduct themselves with courtesy towards each other, to staff and to members of the audience present at Committee meetings.
- 4.5. Committee members have the right to disagree with ideas or opinions, while being respectful. Once the Committee takes action, individual Committee members should not create barriers to the implementation of any action voted upon by the Committee.
- 4.6. Apart from their normal function as a part of the committee, members have no individual authority. As individuals, members may not commit the CCSD to any policy, act or expenditure
- 4.7. After two consecutive unexcused absences of a Committee member, the Committee, by a quorum of the Committee, may recommend action to the CCSD Board.
- 4.8. Should a Committee member disrupt Committee meetings or participate in behavior contrary to the charges and responsibilities of the Committee, the Committee, by a majority vote, may recommend action to the CCSD Board.

5. AGENDA PROCEDURE

- 5.1. Members shall provide input on the agenda to the Chairperson.
- 5.2. Chair shall develop the draft agenda in cooperation with the Vice Chair and CCSD staff.
- 5.3. CCSD staff shall prepare the final agenda, attachments and emails to all Committee members.
- 5.4. CCSD staff shall post agendas at the District Administrative Office and be distributed to an agenda distribution list.

6. MEETINGS

- 6.1. The Committee shall meet within the jurisdictional boundaries of the CCSD
- 6.2. Information that is exchanged before meetings shall be distributed through the District Clerk, and Committee members will receive all information being distributed as part of the normal meeting Agenda.
- 6.3. The Committee shall meet monthly on dates set annually by the Committee, unless otherwise publicly noticed 72 hours in advance. The Committee may call publicly noticed special meetings as needed, with required 24 hour notice.
- 6.4. A majority of all committee members, including the Chair, shall constitute a quorum.
- 6.5. All Committee meetings shall be conducted by laws governing open meetings and public participation

6.6. The CCSD General Manager shall determine a staff liaison to the Committee for the purpose of improving the flow of communication.

7. PARLIAMENTARY AUTHORITY

7.1. The rules contained in the current edition of ROBERT'S RULES OF ORDER, Newly Revised, shall govern the Committee in all cases to which they are applicable and in which they are not consistent with these bylaws, any special rules of order the Committee may adopt and statutes applicable to the Committee that do not authorize the provision of these laws to take precedence.

8. AMENDMENTS TO BYLAWS

8.1. The Bylaws may be amended by majority vote at any regular meeting of the Committee provided that written notice of the proposed changes is mailed to each member of the Committee no less than one week in advance. Changes must be approved by the CCSD Board.

From Current Board Bylaws

9. COMMITTEES

9.1. The President shall make appointments to all committees subject to Board approval.

9.2. All committees shall meet within the jurisdictional boundaries of CCSD, except as may be permitted by the Brown Act.

9.3. The Board may appoint such AD HOC committees as may be deemed necessary or advisable. The duties of the AD HOC committee shall be outlined at the time of appointment, and the committee shall be considered dissolved when its final report has been made. AD HOC committees shall meet on an as needed basis.

9.4. Standing Committees:

(a) Standing Committees may be created at the Boards discretion.

(b) Standing Committees may consider CCSD related issues assigned to it on a continuing basis.

(c) All Standing Committees shall be conducted as public meetings in accordance with the Brown Act. Action minutes for each meeting of a Standing Committee shall be forwarded to the Board of Directors as a public record and an audio recording shall be made and retained, as required by law

includes in Committee Bylaws