



## CAMBRIA COMMUNITY SERVICES DISTRICT

I, Amanda Rice, Chairman of the Cambria Community Services District Policy Committee, hereby call a Special Meeting of the Policy Committee pursuant to California Government Code Section 54956. The Special Meeting will be held: **Wednesday, June 12, 2019, 4:00 PM, 1000 Main Street Cambria CA 93428.** The purpose of the Special Meeting is to discuss or transact the following business:

### **AGENDA**

#### **SPECIAL MEETING OF THE CAMBRIA COMMUNITY SERVICES DISTRICT POLICY COMMITTEE**

**Wednesday, June 12, 2019, 4:00 PM  
1000 Main Street Cambria CA 93428**

Copies of the staff reports or other documentation relating to each item of business referred to on the agenda are on file in the Office of the Commission Chairperson, available for public inspection during District business hours. The agenda and agenda packets are also available on the CCSD website at [www.cambriacsd.org](http://www.cambriacsd.org). The District Office hours are Monday - Thursday, and every other Friday from 9:00 a.m. through 4:00 p.m. Please call 805-927-6223 if you need any assistance. If requested, the agenda and supporting documents shall be made available in alternative formats to persons with a disability. The Commission Chairperson will answer any questions regarding the agenda.

- 1. OPENING**
- 2. CALL TO ORDER**
- 3. PUBLIC COMMENT**
- 4. REGULAR BUSINESS**
  - A.** Discussion and Consideration to Receive Revised and Consistent Bylaws for All Three Standing Committees and Provide the Chairperson with Direction to Take the Revised Bylaws to the Board for Adoption
  - B.** Discussion and Consideration of Existing CCSD Policies in Relation to the CSDA Sample Policy Handbook
- 5. FUTURE AGENDA ITEMS**
- 6. ADJOURN**

DRAFT – June 10, 2019

## **CAMBRIA COMMUNITY SERVICE DISTRICT CONSOLIDATED STANDING COMMITTEE BYLAWS**

### **I. STATEMENT OF PURPOSE AND AUTHORITY (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.

### **I. STATEMENT OF PURPOSE AND AUTHORITY (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:
  - a. Assess existing resources and gather information regarding infrastructure and resource needs of the community.
  - b. Establish a collaborative working relationship with the public and the CCSD Board of Directors.
  - c. Create plans for meeting the needs of the community within the bounds of current and potential resources and priorities of the CCSD.
  - d. Recommend plans of action to the Directors of the CCSD regarding actions to meet the community infrastructure and resources needs.

## Attachment to Regular Business Item 4.A.

- 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. Support other standing committees' resource and infrastructure review needs.

### **I. STATEMENT OF PURPOSE AND AUTHORITY (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.

### **II. STATEMENT OF RESPONSIBILITIES**

- A. Members of the Committee and their activities are bound by all applicable provision of the Brown Act (Government Cod Sections 54950, et seq.).
- B. 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).
- C. Members of the Committee are charged with protecting and upholding the public interest and exhibiting the highest level of ethics in all actions.

### **III. TERMS OF APPOINTMENT AND OFFICES**

- A. The Standing Committee shall consist of five members from the community with full voting privileges and one ex officio board director as chairperson. Committee members shall be appointed by the CCSD Board of Directors with a majority vote.
- B. To fill a vacancy 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.
- C. 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.

#### Attachment to Regular Business Item 4.A.

- D. Each Standing Committee member shall serve a two-year term. Upon the request of a retiring 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.
- E. Each Committee member shall live within the CCSD boundaries, hold no other public office within the CCSD, and shall serve at the pleasure of the CCSD Board.
- F. The members of the Committee shall elect a Vice-Chairperson and Secretary, and the Chairperson shall be appointed by the CCSD Board of Directors. The Chairperson shall preside over meetings, appoint appropriate ad hoc committees, sign reports, establish meeting agendas and represent the Committee at regular CCSD Board meetings. In the absence of the Chairperson, the duties of this office shall be performed by the Vice Chairperson. The terms of these offices shall be one year with elections occurring at the first regular meeting of each year.

#### **IV. DUTIES OF COMMITTEE OFFICERS AND COMMITTEE MEMBERS**

- A. The Chairperson shall:
  - 1. Chair the Committee Meetings
  - 2. Chair the Executive Committee to include the Chairperson and Vice Chairperson
  - 3. Vote only in the event of a tied vote of the community members of the Committee.
  - 4. Coordinate input for agenda topics for the monthly Committee meetings with CSD staff.
  - 5. Develop an Annual Calendar of Events that includes Joint Standing Committee meetings supporting budget development.
  - 6. Appoint ad hoc committees as needed.
  - 7. Act as liaison to CCSD standing committees and appoint representatives to act as liaison to other committees.
- B. The Vice Chairperson shall:
  - 1. Perform the duties of the Chairperson in his or her absence.
  - 2. Attend Executive Committee meetings as needed.
- C. The Secretary shall:
  - 1. Record the minutes of the meetings, ensuring the accuracy of when, how and by whom the Committee's business was conducted. Minutes are recorded in written form as well as by audio recording.

## Attachment to Regular Business Item 4.A.

2. 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.
  3. Submit the draft written minutes and audio recording to CCSD staff for the record.
- D. Committee Members:
1. 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.
  2. Committee members shall at all times conduct themselves with courtesy to each other, to staff and to members of the audience present at Committee meetings.
  3. Individual 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.

## V. AGENDA PROCEDURE

- A. Agenda procedures for Standing Committee Regular Meetings are as follows:
1. The Committee shall meet within the jurisdictional boundaries of the CCSD except in an emergency.
  2. Members shall provide input on the agenda to the Chairperson.
  3. Executive Committee shall develop the draft agenda with the CCSD staff
  4. CCSD staff shall prepare the final agenda, attachments and emails to all Committee members. Agendas are distributed to an agenda distribution list.
  5. CCSD staff shall post agendas at the District Administrative Office, Veterans Memorial Hall, and the Cambria Public Library.

## VI. Ad Hoc Committees

The Chairperson shall appoint ad hoc committees as may be deemed necessary or advisable. The duties of an ad hoc committee shall be outlined at the time of the appointment, and an ad hoc committee shall be considered dissolved when its final report has been made.

## **VII. COMMITTEE PROCEDURES**

- A. The Committee shall meet monthly on dates set yearly by the Committee, unless otherwise publicly noticed 72 hours in advance. The Committee may call public noticed special meetings as needed, with required 24 hour notice.
- B. A majority of the committee members shall constitute a quorum.
- C. All Committee meetings shall be conducted by laws governing open meetings and public participation
- D. The CCSD Board shall appoint staff liaison to the Committee for the purpose of improving the flow of communication between the entities.
- E. The CCSD General Manager, or his/her designated representative(s) shall assist the Committee as staff to the Committee
- F. After two consecutive unexcused absences of a Committee member, the Committee, by a majority vote, may recommend to the CCSD Board the dismissal of said Committee member.
- G. 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 to the CCSD Board the removal of said member.
- H. Committee members desiring to resign shall submit a letter of resignation to the Chairperson and this shall be forwarded to the CCSD Board.

## **VIII. PARLIAMENTARY AUTHORITY**

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.

## **IX. AMENDMENTS TO BYLAWS**

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.