

FRESNO COUNTY
CITY SELECTION
COMMITTEE
BYLAWS

Adopted on: _____

FRESNO COUNTY CITY SELECTION COMMITTEE

BYLAWS

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Article I - Authority and Purpose

A. Authority

The City Selection Committee of Fresno County (Committee) was created by, and operates pursuant to, California Government Code (GC) section 50270 et seq.

B. Purpose

The purpose of the Committee shall be to appoint city representatives to boards, commissions and agencies as required by law. (GC § 50270.)

C. Rules and Regulations

In order to carry out the provisions and purposes for its governing legislation, the Committee shall formulate and adopt rules and regulations to govern the conduct of its meetings and the selection of city representatives. Such rules and regulations shall include, but not be limited to, the term of office of the chair and vice chair of the Committee (such term to be not less than one year nor more than four years), the time and place of the Committee's regular meetings, a procedure for nominating and selecting city representatives, and the manner in which voting by the Committee shall be conducted. (GC § 50275.) These bylaws are the Committee's rules and regulations governing the conduct of Committee meetings and the selection of city representatives.

Article II - Membership

A. Membership

The membership of the Committee shall consist of the mayor of each city within Fresno County. (GC § 50270.)

B. Designated Representatives of Members

When the mayor of a city is unable to attend a meeting of the Committee, the mayor shall designate in writing another member of the city's legislative body to attend and vote at the meeting as the mayor's representative (GC § 50271). The written designation shall be delivered to the Secretary prior to the commencement of the meeting to which it applies.

C. Compensation

Members of the Committee shall serve without compensation. (GC § 50279.)

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Article III - Chair and Vice Chair

A. Chair and Vice Chair

The Committee shall select from among its members a Chair and Vice Chair. (GC § 50274.)

B. Term

The term of office of the Chair and Vice Chair shall be two (2) years, commencing on appointment and continuing until the expiration of the term or until replaced, whichever occurs later. At least 60 days prior to the expiration of the term of office of the Chair and/or Vice Chair, the Committee shall meet and select a successor to the Chair and/or Vice Chair. (GC § 50274.) A Committee member becomes ineligible to serve as Chair or Vice Chair when they are no longer eligible to serve as a member of the Committee, and a replacement shall be appointed at the next regular Committee meeting.

C. Duties of Chair

1. The Chair will preside over all meetings and may call special meetings as set forth in Article V, section B.
2. The Chair, working with the Secretary of the Committee, will set the agenda for meetings and manage the business of the Committee.
3. The Chair will be the signatory for all official Committee business.

D. Duties of Vice Chair

1. The Vice Chair will assume the position of Chair upon the resignation, removal or incapacity of the Chair.
2. In the absence of the Chair, the Vice Chair will serve as the Chair and will assume the Chair's authority and responsibilities.
3. In the absence of both the Chair and the Vice Chair, the Committee will, at the beginning of its meeting, designate by majority vote a Chair pro tern to serve as presiding officer of that meeting.

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Article IV - Secretary and Recording Officer

The Clerk of the Board of Supervisors of Fresno County shall act as the permanent Secretary and Recording Officer (Secretary) of the Committee. All meetings of the Committee shall be conducted in the presence of the Secretary or his or her deputy. All votes and actions taken by the Committee shall be recorded in writing by the Secretary. The written record of any vote or action taken by the Committee shall include the name of each member voting and how the member voted. Written records and minutes of the Secretary are public records. (GC § 50276.)

Article V - Meetings

A. Regular Meetings

The Committee shall conduct regular meetings at the times specified by its rules and regulations. (GC § 50277.)

The Committee shall hold regular meetings once a month, unless there is no business to conduct, on the same date and at the same time as the regular meeting of the Fresno Council of Governments.

B. Special Meetings

The Chair may call a special meeting at any time, and the Chair shall call a special meeting upon the written request of 50 percent of the Committee members. When the Chair is required to call a special meeting, 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, but as soon as practical, the Chair shall notify the Secretary of the date, time and place of the special meeting. (GC § 50277.)

C. Location of Meetings

Unless otherwise determined by the Chair, meetings of the Committee shall take place in the conference room of the Fresno Council of Governments, located at 2035 Tulare Street, Suite 201, Fresno, California.

D. Notice to Members

At least two weeks prior to the date of a meeting of the Committee, the Secretary shall give notice of the meeting to each member of the Committee. Such notice shall also include information regarding potential upcoming appointments based on term expirations and/or election status. The Secretary shall also give reasonable notice to each member of the Committee of the time, date and place to which a meeting of the Committee is continued. (GC § 50278.)

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E. Quorum

Representatives of a majority of the number of cities within Fresno County entitled to representation on the Committee shall constitute a quorum. Whenever a quorum is not present at a meeting of the Committee, the meeting shall be postponed or adjourned to a subsequent time and place as determined by the Chair. (GC § 50272.)

F. Voting

A majority vote of the representatives of the number of cities within Fresno County entitled to representation on the Committee is necessary to appoint representatives to boards, commissions or agencies. (GC § 50272.)

The Chair shall call for a motion and announce the name of the Committee member who made the motion and ask for a second to the motion. The Chair shall announce the name of the Committee member who seconds the motion. The Chair shall call for a roll call vote.

G. Open and Public

The meetings of the Committee shall be open and public in accordance with the Ralph M. Brown Act (GC § 54950 et seq.).

Article VI - Agenda

The Secretary shall distribute and publish the agenda five (5) business days before the meeting, but not less than 72 hours before the meeting in accordance with the Ralph M. Brown Act, in a publicly accessible location. The Secretary shall distribute the agenda and the supporting materials, if any, via email to each Committee member, the clerk of each city in Fresno County, and the agency requesting appointment of a member five (5) business days or more before the meeting.

Article VII - Candidates for Appointment

GC § 50275 specifies that the Committee shall adopt procedures for nominating and selecting City representatives. The Committee shall follow the process defined herein.

City representatives may nominate themselves or be nominated by a Committee member.

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Article VIII - Request for Meeting

An agency for which the Committee is required or requested to appoint a member to its governing board shall submit a written request to the Secretary at least 45 days prior to the desired meeting date, or as soon as possible, to schedule a Committee meeting to consider such appointment. The following information must be included:

1. The name of the person currently holding the position, if any.
2. The reason the position is vacant or being vacated- e.g., resignation, end of term, not re-elected, etc.
3. The beginning and end dates of the term being filled, including whether the term is a new full term or an existing unexpired term.
4. Whether an alternate member will need to be appointed if the current alternate member is selected as a regular member.
5. The name of the agency requesting the meeting, and its representative's contact information.

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Article IX- Appointments and Nominations

The Committee is required, or has agreed, to make appointments to or nominations for the governing boards of the following governmental bodies:

A. Airport Land Use Commission (Public Utilities Code§ 21670(b)(1))

Two representing the cities in the county, appointed by a city selection committee comprised of the mayors of all the cities within that county, except that if there are any cities contiguous or adjacent to the qualifying airport, at least one representative shall be appointed therefrom.

B. Local Agency Formation Commission (GC § 56325(b))

Two appointed by the cities in the county, each of whom shall be a mayor or council member, appointed by the city selection committee. The city selection committee shall also appoint one alternate member who shall also be a mayor or council member and shall be appointed and serve pursuant to Section 56335. The city selection committee is encouraged to appoint members to fairly represent the diversity of the cities in the county, with respect to population and geography.

C. Transportation Authority (Public Utilities Code§ 142051(d))

Two members representing the other cities (other than the cities of Fresno and Clovis) within the county, consisting of one westside member appointed by a committee comprised of the mayors of each of those cities west of State Highway Route 99, and one eastside member appointed by a committee comprised of the mayors of each of those cities east of State Highway Route 99.

D. San Joaquin Valley Unified Air Pollution Control District CAC (Health and Safety Code§ 40100.5)

The Committee shall appoint one member and one alternate member who are mayors or city council members.

E. CAL-ID Board (Penal Code 1112.4(b))

The Committee shall appoint one mayor.

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Article X - Bylaw Amendments

These Bylaws may be amended by the Committee at any meeting of the Committee, where two-thirds of the members are present, and then by majority vote of those members present.

Proposed amendments to these By Laws must first be submitted in writing to all members at least four weeks prior to the meeting at which adoption is considered.

Certification of adoption

Is it hereby certified that these revised By Laws for the Fresno County City Selection Committee were duly adopted at the committee meeting held on.

Adopted on

CHAIR, City Selection Committee

ATTEST:

Bernice E. Seidel, Fresno County Clerk to the Board and
Secretary of the City Selection Committee