



City of Del Mar



Adopted by Resolution 2014-08; Amended by Resolution 2018-81

Standard Operating Principles for Advisory Committees and Boards

Del Mar relies on a robust and important system of advisory committees and ad hoc task forces staffed by appointed volunteers to help the city achieve its goals, to engage the community in city affairs, and to take advantage of the deep bench of talent in the Del Mar community.

The following standard operating principles are provided for all City of Del Mar advisory committees and boards to help guide committees and boards on best practices for common areas, in accordance with Del Mar Municipal Code Chapter 2.30 (see attached).

I. Membership

- a. The membership composition of Del Mar Advisory Committees and Boards shall be adopted for each committee and board by resolution of the City Council.
- b. All Del Mar Advisory Committee members and Board members will be residents of the City of Del Mar, unless otherwise specified.
- c. All Del Mar Advisory Committees and Boards will consist of voting members selected by a majority of the City Council except where non-voting, ex-officio members are allowed.
- d. One or two City Council members, as appointed by a majority of the City Council, will act as Council Liaison(s) to each Del Mar Advisory Committees or Boards.
- e. The City Council confirms that City staff support shall be allocated based upon overall workload pursuant to the City Manager's management of staff resources or by formal City Council action.

II. Agendas

- a. The Committee Chair should prepare the agenda with the assistance of designated City staff and Council Liaison(s). The Chair will submit the agenda to the Administrative Services Department and Council Liaison(s) at least five (5) days in advance of the regularly scheduled meeting. This will ensure the agenda is posted timely in accordance with California's Open Meetings Law (the Ralph M. Brown Act, Gov. Code § 54950 et seq.) and to schedule the appropriate staff to attend. In some circumstances, the Council Liaison(s) will direct staff to prepare an advisory committee agenda on a one time or ongoing bases.
- b. The agenda shall include the following:
 - i. The name of the committee or board;
 - ii. The date, time and place of the meeting;
 - iii. A general description of each agenda item that will be discussed, including a time set aside for oral communications as described in Section IVg.
 - iv. Any other information that may be required by law.

- c. Items can be placed on a committee agenda in one or more of the following ways:
 - i. City staff;
 - ii. Council Liaison(s);
 - iii. By committee direction, or the committee can agree to let the committee chair place an item on the agenda;
 - iv. If a member of the public or a committee member other than the chair requests an agenda item, it should go the chair, City staff, or Council Liaison(s) for approval to place it on the agenda;

III. Public Communication on Agenda Items

Del Mar Advisory Committees do not follow the red dot process. Instead, they can receive communications from the public on agenda items. These communications should be sent to the staff liaison, or City Council Liaison(s) where no staff liaison is assigned, and will be distributed via email to the committee prior to the meeting. The communications will not be posted on the City's website.

IV. Conduct of Meetings

- a. Regular Meetings. Advisory committees should establish monthly regular meetings in accordance with the Brown Act. Long-term standing committees have pre-established regular meeting times. Newly formed committees should establish regular meeting times at their first meeting. The first meeting will be set by the Council Liaison(s) and staff.
- b. Changing Regular Meetings. Committee members can propose a new regular meeting time by having the item placed on an agenda, with the majority of the members voting in favor of changing the regular meeting time. Council and staff liaisons availability should be considered when changing the regular meeting time.
- c. All established Del Mar Advisory Committees and Boards will have an agenda item to select a Chair and a Vice Chair from among its members at the last meeting of the calendar year with the new chair serving at the first meeting of the new year; it is encouraged that these positions rotate annually among the committee members according to City Council Policy.
- d. A quorum (1/2 or more of the committee membership) of voting membership must be present to transact business. If less than a quorum is present, the committee may still discuss matters, but may not take formal action, form a subcommittee, or conclude on an item going to the City Council.
- e. All Del Mar Advisory Committees and Boards will select a Secretary from among its members. The Secretary will prepare action minutes of the committee or board meetings for the committee or board's approval and file a copy of the approved minutes with the Administrative Services Department within ten (10) days of the meeting when the minutes were approved.
- f. All Del Mar Advisory Committees and Boards will conduct their affairs in full compliance with California's Open Meetings Law (the Ralph M. Brown Act, Gov. Code § 54950 et seq.). A copy of the Open Meetings Law will be provided to all new committee and board members. Members of the public can communicate with

the committee prior to the meeting through the process described in Section III "Communication on Agenda Items."

- g. Only matters listed on the posted agenda for a regular or special committee or board meeting may be discussed at that meeting. An opportunity for the public to speak will be provided at all Del Mar Advisory Committee and Board meetings through a time set aside for oral communications and also during each agenda item before action is taken. Advisory committees and boards are not required to use speaker slips; however, they may use speaker slips if there are large number of speakers for a given item. The Committee or Board Chair should remind public speakers to state their name and address for the record. Advisory committee meetings are not typically recorded or televised. Council Liaison(s) can recommend that the full City Council approve an advisory committee meeting be televised. Committees can work with City staff to audio record a meeting through the Town Hall dais recording system.
- h. All Del Mar Advisory Committees and Boards will also encourage the public to offer ideas and suggestions that contribute to the mission/scope of the committee or board. Working closely with their Council Liaison(s), committees/boards will determine if any suggestions or ideas should be brought forward to the City Council.
- i. All Del Mar Advisory Committee and Board members will make every attempt to attend all regular and special meetings of the committee and/or board, according to the Del Mar Municipal Code Section 2.30.020 (see attached) on attendance.
- j. There are special procedures for continuing meetings. Committees should work with the Council Liaison(s) and City staff to properly notice and continue meetings.
- k. There are special procedures for patching in absent members by phone. Participation by phone should be approved by a Council Liaison and should only be used for special circumstances. Participation by phone is not the City's standard practice. Participation by phone should be coordinated with City staff in advance of the agenda going out;
- l. If uncertain what Brown Act requirements might apply to particular situations, please ask the Administrative Services Department or the Council Liaison(s) for help, in advance.
- m. All committee or sub-committee meetings that have staff attending should be held at the Civic Center either at City Hall or in the Town Hall. Subcommittee meetings where staff are not attending can be held at a location other than the Civic Center or City Hall, provided that, if the committee is subject to the Brown Act, the location is in compliance with Brown Act requirements.

Helpful Tips for Running a Good Meeting

The job of the Committee Chair is to keep things on track and ensure the following:

- a. Make everyone feel welcome;
- b. Make sure everyone is treated with respect, committee members, public, and staff;

- c. When taking public testimony announce in advance any time limits and procedures to be followed;
- d. Make sure everyone is heard once before anyone is heard twice.
- e. Absent unusual circumstances the following process for running a meeting are recommended:
 - i. Staff or sub-committee report to present the item;
 - ii. Take questions from committee members—this is for questions, not stating opinions;
 - iii. Take public testimony; and
 - iv. Committee discussion and action—this is the time for committee members to express opinions. Generally, the chair will speak last.

V. Work Tasks and Taking Actions

Taking action on an item is one of the most important things an Advisory Committee/Board does. The following guidelines should be followed:

- a. Make sure the proposed action item has been properly noticed and placed on the agenda;
- b. Make sure it falls within the scope of the committee's mission and any applicable City goals and priorities;
- c. Recognize that normally all committee actions seeking City action or commitments will be in the form of a recommendation to Council;
- d. Review the proposed action with City staff and Council Liaison(s) in advance, especially if it requires a commitment of City staff time or resources;
- e. Remember that the committee/board is advisory to the City Council and should not undertake to act independently;
- f. If there is a new item the committee/board would like to work on, send a request to the Council through the Council Liaisons(s) for approval before starting work;
- g. If the Committee wants to comment to an outside agency or person, for example on an environmental document, send the committee's draft comments via the Council Liaison(s) to the City Council for approval recognizing only the City Council can speak for the City.
- h. Advisory Committee/Board requests to staff or outside agencies should be submitted directly to the Council Liaison(s).
- i. If an advisory committee receives a request from an outside organization, the request should be forwarded to the Council Liaison(s). The advisory committee should not respond directly to the requestor without authorization from the Council Liaison(s).

VI. Reporting/Records

A. Records

Committees shall record actions taken at their meetings by producing meeting minutes, which should include the following:

- a. The name of the committee or board;
- b. The date, time and place of the meeting;
- c. The time the meeting began;
- d. The names of those committee or board members in attendance;
- e. The names of those Council Liaison(s) and staff liaison(s) in attendance;

- f. Approval of the previous meeting minutes;
- g. A description of the actions taken by and recommendations of the committee or board;
and
- h. The hour of adjournment.
- i. Names of public speakers, address and a brief summary of their input

The Secretary will submit the final, approved minutes to the Administrative Services Department for the City's official record. The minutes, records, reports, and documents of the committee are public record.

B. Reporting

- a. All Advisory Committees and Boards will briefly report on their activities to the City Council annually..
- b. All Del Mar Advisory Committees and Boards will use their missions/purposes statements as defined by the City Council as a guide in developing a work plan and schedule. At the conclusion of work, a summary report will be submitted by the Chair to document the findings or rationale of the concluded work. The summary report may be presented to the liaison(s), or to the full Council, and will be filed with the Administrative Services Department for the City's official record.
- c. Only designated Del Mar Advisory Committee members and Boards members will file Conflict of Interest Statements with the Administrative Services Department in accordance with the regulations of the California Fair Political Practices Commission and the Del Mar Conflict of Interest Code.

VII. **Working With Council Liaisons**

Council Liaison(s) are there to assist committees by:

- a. Providing a communication channel between the committee and the Council;
- b. Advocating to Council in support of committee recommendations;
- c. Helping committees to interface with City staff; and
- d. Assisting and advising on proper meeting procedures, answering questions, and in other respects as the committee carries on its work.