

San Mateo County Harbor District

Policy Title: Policy on Standing Committees	Number: 3.0	Date of Approval: 10/16/19
Other Revisions: 01/06/16; 03/02/16; 12/07/16; 01/10/19	Prepared By: S. McGrath	

1. Purpose

- A. Committees will be created to facilitate in-depth examination of issues. Committees do not set policy – they only make recommendations to the Board.

2. Selection of Board Members on Committees

- A. At the first meeting after the election of officers and the appointment of the President for the calendar year, the President will appoint two Commissioners to each of the standing and ad-hoc committees.

3. Selection of Chair

- A. Board members on the Committee will select a chair. If Commissioners assigned to a committee are unable to agree upon who will chair the committee, the Harbor Commission Board President will decide.

4. Term of Committee Members

- A. Each committee member shall serve for a term of one year.
- B. Commissioners may be reappointed to subsequent terms.

5. Decorum

- A. If a commissioner assigned to a committee consistently works against the mission and goals of the committee the Board President will appoint a replacement commissioner to the committee.

6. Meeting Management

- A. Each Committee will decide its own meeting dates and times. To the greatest extent possible, meeting times will be consistent.

- B. At least one Commissioner must be present at each meeting.
- C. Each Committee will meet at least once every four months. The exact number of meetings will be determined by the needs of the Committee.
- D. The Committee will set each agenda for the committee. In the event of disagreement, the Committee Chair sets the agenda.
- E. The Harbor Commission may direct an item be placed on the Committee's agenda.
- F. Meeting sessions will be limited to two hours.
- G. Committee discussions should always attempt to reach consensus. Recommendations sent to the Commission will be approved by a vote of the Committee. In the event of a tie vote, no recommendation will be forwarded to the Board.
- H. A quorum will consist of a simple majority of committee members.
- I. A staff member will generally attend each committee meeting to provide administrative support, and background as necessary.
- J. A written meeting report to the Board will be produced after each committee meeting.
- K. Agendas, Committee packets, presentations, and meeting reports will be published on the Harbor District website.
- L. In accordance with the Brown Act, meetings of standing Committees will be publicly noticed and the agendas will be published at least 72 hours in advance of the meeting. Agendas will be published on the Harbor District website at least 72 hours in advance of the meeting.
- M. Every committee member is expected to attend meetings and to participate in committee activities.
- N. Each member is expected to study the issues or problems that come before the committee in order to contribute to the resolution process.