



County of San Mateo Planning & Building Department Agricultural Advisory Committee

Natalie Sare, Chair
Peter Marchi, Vice Chair
Cole Mazariegos-Anastassiou
Crystal Chaix
Daniel Theobald

Erik Hagstrom
James Oku
John Vars
Marilyn Johnson
Ryan Casey

Dr. Igor Lacan
Jess Brown
Koren Widdel

County Office Building
455 County Center, 2nd Floor
Redwood City, California 94063
650/363-1825
planning.smcgov.org

Regular Meeting

Date: Monday, February 9, 2026
Time: 6:00 p.m. to 8:00 p.m.
Place: Ted Adcock Community Center – South Day Room
535 Kelly Avenue, Half Moon Bay, California

*****IN-PERSON WITH REMOTE PUBLIC PARTICIPATION AVAILABLE*****

This meeting of the Agricultural Advisory Committee will be held at the Ted Adcock Community Center, South Day Room, located at 535 Kelly Avenue, Half Moon Bay, California. Members of the public will be able to participate in the meeting in person at the Ted Adcock Community Center, South Day Room, or remotely via the Zoom platform. For information regarding how to participate in the meeting, either in person or remotely, please refer to the instructions below.

Public Participation

The Agricultural Advisory Committee meeting may be accessed remotely by members of the public through Zoom online at: <https://smcgov.zoom.us/j/96191868929>. **The meeting ID is: 961 9186 8929.** The meeting may also be accessed via telephone by dialing +1 (669) 900-6833 (Local). **Enter the meeting ID: 961 9186 8929** and then press #. Members of the public can also attend this meeting physically at the Ted Adcock Community Center – South Day Room, 535 Kelly Ave, Half Moon Bay.

*Written public comments may be emailed to rmiller@smcgov.org, and such written comments should indicate the specific agenda item on which you are commenting.

*Spoken public comments will be accepted during the meeting in-person or remotely through Zoom at the option of the speaker. Public comments in-person will be taken first, followed by speakers on Zoom.

***Please see instructions for written and spoken public comments at the end of this agenda.**

ADA Requests

Individuals who require special assistance or a disability related modification or accommodation to participate in this meeting, or who have a disability and wish to request an alternative format for the meeting, should contact Robby Miller, Planning Liaison, as early as possible but no later than 10:00 a.m. on the business day before the meeting at (650) 802-2084 and/or rmiller@smcgov.org.

Notification in advance of the meeting will enable the County to make reasonable arrangements to ensure accessibility to this meeting, the materials related to it, and your ability to comment.

REGULAR MEETING AGENDA

6:00 p.m.

1. **Call to Order**
 2. **Member Roll Call**
 3. **Public Comment** to allow the public to address the Committee on any matter **not** on the agenda. If your subject is not on the agenda, the Chair will recognize you at this time. Speakers are customarily limited to **3 minutes**. See instructions explained at the end of this agenda regarding instruction for public comment. *Please note that the Committee cannot discuss or act on an item not on the agenda.*
 4. **Committee Member Update(s) and/or Questions** to allow Committee Members to share news and/or concerns for items **not** on the agenda
 5. **Planning and Building Department Director's Report.** *(Planning Staff)*
The next meeting is March 9, 2026.
 6. **Consideration of Meeting Minutes** for December 8, 2025 and January 12, 2026
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Regular Agenda

6:20 p.m.

7. **Continuation of April 2025 Special Workshop Subcommittee Summary Item K – Motion/Vote on Action Item K.** Presenters: Natalie Sare, AAC Chair, and Workshop Subcommittee.
 8. **AAC Procedural Rules Amendments – Introduction and Discussion.** Presenters: Summer Burlison, Senior Planner, San Mateo County Planning & Building Department
 9. **January Retreat - Follow-Up and Discussion.** Presenters: Robby Miller, Planning Liaison, San Mateo County Planning & Building Department
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10. **Adjournment**

ADDITIONAL INFORMATION FOR THE REGULAR MEETING

Materials Presented for the Meeting

Applicants and members of the public may submit materials to the Agricultural Advisory Committee. All materials (including but not limited to models and pictures) submitted on any item on the agenda are considered part of the administrative record for that item and must be retained by the Committee Secretary, or other designee. If you wish to retain the original of an item, a legible copy must be left with the Committee Secretary, or other designee.

Agendas & Staff Reports

To view the agenda, please visit our website at <https://planning.smcgov.org/agricultural-advisory-committee>. Staff reports will be available on the website one week prior to the meeting. For further information on any item listed below, please contact the corresponding Project Planner indicated. To subscribe to the Agricultural Advisory Committee agenda mailing list, please “subscribe” to email updates at the above website link.

Correspondence to the Committee

Robby Miller, Agricultural Advisory Committee Liaison
455 County Center, 2nd Floor
Redwood City, CA 94062
(650) 802-2084
Email: rmiller@smcgov.org

Zoom

For any questions or concerns regarding Zoom, including troubleshooting, privacy, or security settings, please contact Zoom directly. See instructions below for public comment on Zoom.

Next Meeting

The next regularly scheduled Agricultural Advisory Committee meeting is on March 9, 2026.

***INSTRUCTIONS FOR PUBLIC COMMENT DURING MEETINGS**

Public comments in-person will be taken first, followed by speakers on Zoom.

In-person

If you wish to address the Members of the Agricultural Advisory Committee, please raise your hand for the Chair to acknowledge you. Once acknowledged, please start by clearly stating your first and last name for the record. If you have anything that you wish distributed to the Agricultural Advisory Committee and included in the official record, please hand it to the Committee Secretary and/or Chair, or other designee, who will distribute the information to the Agricultural Advisory Committee members and staff.

Via Zoom

1. The Agricultural Advisory Committee meeting may be accessed remotely by members of the public through Zoom online at: <https://smcgov.zoom.us/j/96191868929>. **The meeting ID is: 961 9186 8929**. The meeting may also be accessed via telephone by dialing +1 669-900-6833 (Local). **Enter the meeting ID: 961 9186 8929** and then press #.
2. You may download the Zoom client or connect to the meeting using an internet browser. If using your browser, make sure you are using a current, up to date browser: Chrome 30+, Firefox 27+, Microsoft Edge 12+, Safari 7+. Certain functionalities may be disabled in older browsers including internet explorer.

3. You may be asked to enter an email address and name. We request that you identify yourself by name as this will be visible online and will be used to notify you that it is your turn to speak.
4. When the Committee calls for the item on which you wish to speak, click on “raise hand” or *9 if calling in on a phone. The Secretary will activate and unmute speakers in turn. Speakers will be notified shortly before they are called to speak.
5. When called, please limit your remarks to the time limit allotted.

Written Comments

Written public comments may be emailed in advance of the meeting. Please read the following instructions carefully:

1. Your written comment should be emailed to rmiller@smcgov.org.
2. Your email should include the specific agenda item on which you are commenting or note that your comment concerns an item that is not on the agenda or is on the consent agenda.
3. If your emailed comment is received by 5:00 p.m. on the business day before the meeting, it will be provided to the Members of the Agricultural Advisory Committee and made publicly available on the agenda website under the specific item to which your comment pertains. If emailed comments are received after 5:00 p.m. on the business day before the meeting, the Planning Liaison will make every effort to either (i) provide such emailed comments to the Agricultural Advisory Committee and make such emails publicly available on the agenda website prior to the meeting, or (ii) read such emails during the meeting. Whether such emailed comments are forwarded and posted, or are read during the meeting, they will still be included in the administrative record.

Public records that relate to any item on the agenda for a regular meeting are available for public inspection. Those records that are distributed less than 72 hours prior to the meeting are available for public inspection at the same time they are distributed to all members, or a majority of the members of the Agricultural Advisory Committee.

ROLL SHEET – February 9, 2026

	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb
Voting Members													
James Oku Farmer	X	X	X	X		X	X	X		X	X	X	
Natalie Sare Farmer	X	X	X	X	X	X	X	X	X	X	X	X	
John Vars Farmer	X		X	X		X		X		X	X		
Peter Marchi Farmer	X	X	X	X	X	X	X	X	X	X	X	X	
Ryan Casey Farmer	X		X	X	X	X	X	X	X	X	X	X	
Cole Mazariegos- Anastassiou Farmer	X	X	X	X		X	X	X	X	X	X		
Crystal Chaix Farmer	X	X	X	X	X	X	X	X	X	X	X	X	
Daniel Theobald Ag Business	X	X	X		X	X		X		X	X		
Erik Hagstrom Public Member				X	X			X					
Marilyn Johnson Public Member				X	X	X	X		X	X	X	X	
**Vacant Conservationist													
**Vacant - Natural Resource Conservation													
San Mateo Co. Agricultural Commissioner: Koren Widdel	X	X	X	X	X	X	X		X	X	X	X	
Farm Bureau Exec. Director: Jess Brown	X	X	X	X	X		X	X		X		X	
UC Co-Op Extension Rep.: Dr. Igor Lacan			X		X								
Staff Liaison													
San Mateo Co. Planning Liaison: Robby Miller	X	X	X	X	X	X	X^	X		X	X	X	

X: Present Blank Space: Absent or Excused Grey Color: No Meeting *Special Meeting
 **Position Vacant ^Alternate



COUNTY OF SAN MATEO - PLANNING AND BUILDING DEPARTMENT

ITEM

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**COUNTY OF SAN MATEO
PLANNING AND BUILDING DEPARTMENT**

DATE: February 9, 2026

TO: Agricultural Advisory Committee

FROM: Planning Staff

SUBJECT: Director's Report

CONTACT INFORMATION: Robby Miller, Planner, rmiller@smcgov.org

The following is a list of Planned Agricultural District Permits and Coastal Development Exemptions for the rural area of the County that have been received by the Planning Division from December 18, 2025 to January 27, 2026.

PLANNED AGRICULTURAL DISTRICT (PAD) PERMIT OUTCOMES

No PAD applications were heard or considered by the Board of Supervisors and/or Planning Commission during this time period.

UPCOMING PLANNED AGRICULTURAL DISTRICT PERMIT PROJECTS

No PAD permit applications were received by the Planning Division during this time period.

COASTAL DEVELOPMENT EXEMPTIONS (CDX) FOR AGRICULTURAL PROJECTS

One CDX permit application was received and approved by the Planning Division during this time period.

Owner/Applicant:	Linda Jackson
File Number:	PLN2025-00422
Location:	0 Willowside Ranch Rd.
Assessor's Parcel No.:	087-150-060

CDX to drill an agricultural well to support future agricultural operations. Seven locations have been identified where drilling could occur until water is found. Only one well will be operative once water is found. Application received December 19, 2025 and approved December 23, 2025. The CDX is not appealable to the California Coastal Commission. Project Planner: Michael Schaller, mschaller@smcgov.org.

ADDITIONAL ANNOUNCEMENTS

1. Next meeting is on March 9, 2026.



COUNTY OF SAN MATEO

INTERDEPARTMENTAL CORRESPONDENCE

CONFIDENTIAL ATTORNEY-CLIENT COMMUNICATION

To: Staff and Liaisons to Boards & Commissions
From: John D. Nibbelin, County Attorney
Connie Juarez-Diroll, Chief Legislative Officer
Subject: 2025 Revisions to Brown Act
Date: January 7, 2026

We write to alert you to a significant amendment to the Brown Act that changes the rules for remote attendance and imposes new procedural requirements on certain public agencies.

Recently, California passed [SB 707](#) (Durazo). In its final form, the bill does several things affecting County advisory commissions and boards, including:

1. Social Media Use

Prior Law: Members of Brown Act bodies could communicate with their own constituents using social media platforms, and could comment upon, like, or repost social media content *generated by constituents or their own agencies* so long as a majority of members did not “discuss among themselves” business of a specific nature either via comments or reaction emoji on such content, and were altogether forbidden from commenting upon, liking or reposting the social media content *generated by other members of their own legislative bodies*, with a sunset date of January 1, 2026.

New Law: Makes these social media restrictions permanent.

2. Public Comment on Items Considered by Committees

Prior Law: A Brown Act body could limit public comment on items that had previously been considered by a committee.

New Law: Brown Act bodies cannot limit public comment on matters previously considered by a committee whose primary subject matter jurisdiction focuses on elections, budgets, police oversight, privacy, library materials, taxes, or spending.

3. Copies of the Brown Act

Prior Law: Local agencies were authorized, but not required, to provide newly elected members of their legislative bodies with a copy of the Brown Act.

New Law: Local agencies are now required to provide a copy of the Brown Act to all newly elected and appointed members of its legislative bodies.

4. Streamlined Teleconferencing Rules

Prior Law: A member of the Brown Act body could, in cases of “just cause” or “emergency circumstances” as defined, participate remotely in a limited number of meetings.

New Law:

- Requires that the specific provision of law authorizing remote participation by a legislative body member be noted in the minutes of the meeting;
- deletes “emergency circumstances” as a separate category and collapses all grounds into “just cause”;
- adds immunocompromised family members and military duties as grounds for just cause to participate remotely;
- adds locally declared emergencies to the circumstances under which remote participation by members is allowed; and
- requires local agencies to identify and make available to their legislative bodies a list of one or more meeting locations that may be available for use to conduct their meetings.

5. Codification of Accommodation of Disabilities by Remote Participation

Prior Law: An opinion of the California Attorney General authorized local agencies to accommodate a member’s disability by allowing remote participation. This opinion, while instructive, did not carry the authority of law.

New Law: By law, confirms that nothing in the Brown Act is to be construed to prohibit a legislative body member with a disability to participate in a meeting by remote participation as a reasonable accommodation, and newly includes a provision that a member with a disability may participate through only audio technology if their disability results in a need to participate off camera.

6. Permission to Authorize Fully Remote Meetings of Certain Bodies

Prior Law: All boards and commissions created by local agencies were subject to a requirement to hold all meetings in person, with a limited opportunity for remote attendance by individual members when authorized by law.

New Law: Advisory-only "subsidiary bodies," as defined, of a local agency can be authorized to conduct a 100% teleconference meeting so long as the legislative body that established and appointed them makes and renews certain legislative findings every six months, and a physical location with a staff member present is provided within the jurisdiction where members of the public may participate and observe. Elected officials serving as members of the subsidiary body may not rely upon this provision for remote attendance (but may rely on other applicable grounds for remote attendance). Specified multijurisdictional bodies of local agencies can also conduct fully remote meetings.

7. Requirement to Post Agendas on Agency Website

Prior Law: Only certain specified agencies were required to post agendas on a website.

New Law: All agencies must post agendas on an Internet website.

8. Agenda Posting for Emergency Meetings

Prior Law: Specified types of agencies holding an emergency meeting could do so without complying with notice and posting requirements.

New Law: All agencies must comply with notice and posting requirements.

9. Meeting Disruptions Include Online Misbehavior

Prior Law: The presiding officer of a Brown Act body could remove a member of the public who actually disrupts, disturbs, impedes or renders infeasible the orderly conduct of the meeting.

New Law: Clarifies that disruption of a meeting that would authorize the removal of an individual from a meeting site is applicable also to persons disrupting the orderly conduct of a teleconference meeting.

10. Merely Watching Online Meeting Does Not Trigger Teleconference Requirements

Prior Law: The legality of a member of a Brown Act body who merely watched or listened to a meeting via an online platform was potentially unclear.

New Law: Clarifies that a member of a legislative body who is solely watching or listening to a meeting via webcasting is not “teleconferencing” for purposes of the Brown Act, and teleconferencing requirements are not triggered by a member who is not interactively speaking, discussing or deliberating on matters in the meeting.

This new law will take effect on January 1, 2026.

JDN:tjf



COUNTY OF SAN MATEO - PLANNING AND BUILDING DEPARTMENT

ITEM

6



County of San Mateo Planning & Building Department Agricultural Advisory Committee

Natalie Sare, Chair
Peter Marchi, Vice Chair
Cole Mazariegos-Anastassiou
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DRAFT ACTION MINUTES

REVISED

Monday, December 8, 2025

IN-PERSON WITH REMOTE PARTICIPATION

Once available, a full recording of this meeting can be accessed on the official government YouTube channel of the County of San Mateo at: <https://www.youtube.com/channel/UC2bWDXcW6FfdxVyR-V34oag>.

1. **Call to Order**

Chair Natalie Sare called the meeting to order at 6:03 p.m.

2. **Member Roll Call**

Regular Committee Members Present:

James Oku
Natalie Sare
Peter Marchi
Ryan Casey
Crystal Chaix
Daniel Theobald
Cole Mazariego-Anastassiou
John Vars
Marilyn Johnson

Regular Committee Members Not Present:

Erik Hagstrom

Nonvoting Committee Members Present:

Koren Widdel, San Mateo County Agricultural Commissioner

Nonvoting Committee Members Not Present:

Jess Brown, San Mateo County Farm Bureau Executive Director
Igor Lacan, UC Co-Op Extension Representative

Planning Liaisons Present:

Olivia Boo, Planning Staff Liaison
Robby Miller, Planning Staff Liaison

3. **Oral Communications** to allow the public to address the Committee on any matter **not** on the agenda. If your subject is not on the agenda, the Chair will recognize you at this time.

SPEAKERS

Public Speaker, Kerry Burke, asked if there is an update on the AAC retreat dates; if information is available regarding the Stone Pine project and how many units will be occupied; if there is an update on the farm labor housing coastal development exemption process; and if the public can observe the AAC retreat but not participate.

Staff Liaison, Olivia Boo, identified the potential retreat dates are January 5, 6 or 7, 2026.

Committee Member, Marilyn Johnson, asked if the retreat is for the Committee or if the public also invited.

Legislative Aide for Supervisor Mueller, Mike O'Neill, announced two upcoming Meet and Greet events for the new County Sheriff - January 8, 2026 at Supervisor Mueller's coastside office, and in Pacifica on January 13, 2026.

4. **Committee Member Update(s) and/or Questions** to allow Committee Members to share news and/or concerns for items **not** on the agenda

SPEAKERS

Committee Member, James Oku, asked for the status of the Agritourism Guidelines, if the Guidelines can be placed on the January 2026 agenda, and if the Guidelines can be shared with the Committee by email in advance.

San Mateo County Agricultural Commissioner, Koren Widdel, announced there is a new apiary in the County, beekeepers can register their hives at Beware.org and if registered by December 9, 2025 the \$10 registration fee will be waived, and advised that the public still has to register. Widdel also advised the Mediterranean fruit fly population is growing so don't share citrus fruit across counties, they have not yet been identified in San Mateo County; and that Avian influenza is back so if farmers have poultry it's advised to use biological security measures and get personal protective equipment for employees working with poultry.

Committee Vice Chair, Peter Marchi, asked if the Agriculture/Weights & Measures workshop for continuing education hours for Growers attending the annual December Grower's Workshop has passed.

Committee Chair, Natalie Sare, requested that committee members and members of the public avoid carrying on extra side conversations during AAC meetings to help streamline meetings, and to please remember to raise your hand if you wish to speak. Sare proposes to rearrange seats and tables in the meeting room to better see the public attendees. Sare also shared that farms on Highway 92 were impacted by tree trimming and that Supervisor Mueller was able to contact the state to stop this work.

5. **Planning and Building Department Report.**
Robby Miller, Planning Liaison, presented the Planning Division's report.

SPEAKERS

None

6. Consideration of Meeting Minutes for November 10, 2025.**SPEAKERS**

Committee Member, James Oku, identified a correction to Item 6 that the minutes should reflect that the Palmer project was moved to the regular agenda and a correction to Item 9 that Committee Chair Natalie Sare should be listed as chair instead of “Vice Chair”.

COMMITTEE ACTION:

Committee Member, James Oku, motioned to approve the minutes with two revisions.
Motion passed 9-0.

Regular Agenda**7. Continuation - Summary of AAC’s April 2025 Special Workshop. Presenters: AAC Chair, Natalie Sare, and Workshop Subcommittee.****SPEAKERS**

Committee Chair, Natalie Sare, and Vice Chair, Peter Marchi, met with Planning Director, Steve Monowitz, requesting to move some Workshop items forward.

8. Adjournment. Chair Natalie Sare adjourned the meeting at 6:24 p.m.**ROLL SHEET – December 8, 2025**

	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Members													
James Oku Farmer	X	X	X	X	X	X		X	X	X		X	X
Natalie Sare Farmer	X	X	X	X	X	X	X	X	X	X	X	X	X
John Vars Farmer	X		X		X	X		X		X		X	X
Peter Marchi Farmer	X	X	X	X	X	X	X	X	X	X	X	X	X
Ryan Casey Farmer	X	X	X		X	X	X	X	X	X	X	X	X
Cole Mazariegos-Anastassiou Farmer	X		X	X	X	X		X	X	X	X	X	X
Crystal Chaix Farmer		X	X	X	X	X	X	X	X	X	X	X	X

Daniel Theobald Ag Business	X	X	X	X	X		X	X		X		X	X	
Erik Hagstrom Public Member						X	X			X				
Marilyn Johnson Public Member						X	X	X	X		X	X	X	
**Vacant Conservationist														
**Vacant - Natural Resource Conservation														
San Mateo Co. Agricultural Commissioner: Koren Widdel	X	X	X	X	X	X	X	X	X			X	X	
Farm Bureau Exec. Director: Jess Brown		X	X	X	X	X	X		X	X		X		
UC Co-Op Extension Rep.: Dr. Igor Lacan	X	X			X		X							
Staff Liaison														
San Mateo Co. Planning Liaison: Olivia Boo	X	X	X	X	X	X	X	X	X	X^	X	X	X	X
X: Present Blank Space: Absent or Excused Grey Color: No Meeting *Special Meeting **Position Vacant ^Alternate														



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MINUTES

Monday, January 12, 2026

IN-PERSON WITH REMOTE PARTICIPATION

Once available, a full recording of this meeting can be accessed on the official government YouTube channel of the County of San Mateo at: <https://www.smcgov.org/planning/event/agricultural-advisory-committee-meeting-january-12-2026>.

1. Call to Order

Chair Natalie Sare called the meeting to order at 6:17 p.m.

2. Member Roll Call

Regular Committee Members Present:

James Oku
Natalie Sare
Peter Marchi
Ryan Casey
Crystal Chaix
Marilyn Johnson

Regular Committee Members Not Present:

John Vars
Cole Mazariegos-Anastassiou
Daniel Theobald
Erik Hagstrom

Nonvoting Committee Members Present:

Jeremy Wagner,, San Mateo County Agricultural Commissioner
Jess Brown, San Mateo County Farm Bureau Executive Director

Nonvoting Committee Members Not Present:

Igor Lacan, UC Co-Op Extension Representative

Planning Liaisons Present:

Robby Miller, San Mateo County Planning & Building Department

3. **Oral Communications** to allow the public to address the Committee on any matter **not** on the agenda. If your subject is not on the agenda, the Chair will recognize you at this time.

SPEAKERS

Public Speaker, Ron Sturgeon, upset that staff is telling committee how to operate. Discussed 2004 Resolution purpose, which was handed out to Members. Against time clock for speakers.

Public Speaker, Vince Fontana, against California Fish and Wildlife consideration to list mountain lions as endangered species status because of potential loss of livestock. Asked the committee to help deny this effort.

Public Speaker, Lucy White, against California's Fish and Wildlife approach to protect mountain lion citing inefficient data. Asked the committee to write a statement deny the effort.

Chair, Natalie Sare, clarifies that committee will need to write individual letters on their own account.

Vice Chair, Peter Marchi, asks clarifying question about comment deadline and how to comment.

4. **Committee Member Update(s) and/or Questions** to allow Committee Members to share news and/or concerns for items **not** on the agenda

SPEAKERS

San Mateo County Deputy Agricultural Commissioner, Jeremy Wagner, announced field worker training on March 4 in Pescadero and March 5 in HMB. Pesticide disposal event in Pescadero in mid-spring of 2026. Peninsula fresh event January 26 at Skyline College.

Committee Member, Mike O'Neill, County Office of Education may send someone to the Farm Fresh to possibly get it into schools. Board of Supervisors to address oil drilling off shore letter from Federal Government. Asks Committee to submit public comment against it by January 31.

Chair, Natalie Sare, reads section 4.6 of Bylaws and says the county does not have the authority to override agendized items that is voted on by the AAC. No extraneous noise from the public and members while Chair is trying to get clarification from Planning Liaison.

Committee Member, Jess Brown, asked a question about when to agendize item.

Planning Liaison, Robby Miller, tells the committee that members can bring forward agenda items for the Chair and Planning Liaison to consider and no vote is needed.

5. **Planning and Building Department Report.**

Planning Liaison, Robby Miller, presented the Planning Division's report. Announced the Board and Commission Recognition event on January 26, and said Janaury retreat follow up items will be worked into the upcoming agendas.

SPEAKERS

None

6. Consideration of Meeting Minutes for December 8, 2025.

SPEAKERS

Chair, Natalie Sare, reads parts of section 4.11 of Bylaws and says Action Minutes are not an accurate summary, and Motions to deny the Minutes.

Committee Member, Marilyn Johnson, asks clarifying question.

Committee Member, Ryan Casey, thinks that Action Minutes are fine because the meetings are recorded, and asked if other committee's use Action Minutes.

Planning Liaison, Robby Miller, responded that he believes so and can follow up with a more accurate number of how many.

Committee Member, Ryan Casey, added that Action Minutes are a more efficient use of staff time.

Chair, Natalie Sare, disagreed and added that the Bylaws should be respected until updated.

Committee Member, James Oku, asks for a sentence, very brief, instead of Action Minutes for help remembering what was spoken about. Would consider approving these Action Minutes with the understanding that future minutes will incorporate his feedback.

Committee Member, Crystal Chaix, agrees with James Oku.

Chair, Natalie Sare, explains a past situation with an application that occurred where Action Minutes were not helpful.

Committee Member, Marilyn Johnson, agrees with a brief summary.

COMMITTEE ACTION:

Vice Chair, Peter Marchi seconds Motion to deny meeting minutes. Motion passed 4-2.

Regular Agenda

7. Continuation - Farm Labor Housing Loan Program. Presenters: Alejandro Segura (San Mateo County Department of Housing).

SPEAKERS

Committee Member, Marilyn Johnson, asks how does the Department ensure farm laborers are occupying the units.

Presenter, Alejandro Segura, responds that any change of ownership requires notification to the Department.

Committee Member, James Oku, thanked for incorporating feedback, including increased amounts and more flexible loan terms.

Chair, Natalie Sare, reiterated James remarks and asks what are applicants seeking by applying for these type of loans compared to conventional loans.

Presenter, Alejandro Segura, responds that the loans incentivize affordable rents and address issues on properties. Added that he would provide a report to Mike O'Neill on how the program is going in the next few months.

Committee Member, James Oku, asks if applicants are related to the Farm Labor Task Force actions.

Presenter, Alejandro Segura, responds that 90 percent were related to the Task Force

8. **Continuation – Summary of AAC's April 2025 Special Workshop.** Presenters: AAC Chair, Natalie Sare, and Workshop Subcommittee.

SPEAKERS

Committee Member, James Oku, asks what items were previously voted on

Chair, Natalie Sare, responds that most were voted on, but some were skipped.

Vice Chair, Peter Marchi, says that Midpen and POST should be invited separately. Wants to provide feedback to Midpen about their tenant policy that is removing good tenants.

Committee Member, James Oku, recalls that we voted on all of the items.

Chair, Natalie Sare, responds that we reviewed all items but only voted on ones that were County specific.

Vice Chair, Peter Marchi, says the Committee voted on Items C, F, & M.

Chair, Natalie Sare, says there was a similar Item to K that involved Midpen was voted down.

Committee Member, James Oku, said item was not posted to the website and should be since it was a voting item.

Chair, Natalie Sare, agreed and added that the Workshop slides were not in the Full Packet either.

Committee Member, Jess Brown, suggests prioritizing bottom two Item K bullet points for a productive meeting.

Committee Member, Ryan Casey, agrees not to include the first bullet point and suggests making sure we have not already had conversations with Midpen in the past about this, and not lump the two organizations together out of respect.

Committee Member, James Oku, recalls Midpen coming to Committee recently and having a long conversation about proposed changes, but did not come back with update on actual changes made.

Committee Member, Mike O'Neill, stated that Midpen and POST are different organizations and POST, a nonprofit organization, has no legal obligation to come.

Chair, Natalie Sare, Motion to table this to next meeting.

Committee Member, Crystal Chaix, stated that the Committee went through all the slides and reviewed, discussed and voted on item A, C, F, L, M, and O, but not K. Out of the 6 items that were votes on, 3 Items were approved.

Public Speaker, Ron Sturgeon, stated the item needs to be posted 72 hours in advance so should not be voted on.

Public Speaker, Vince Fontana, states that Midpen and POST are land grabbing by buying up the land and relinquishing the water rights. The County is involved. Midpen is controlling Fish & Game, and are destroying agriculture in the County.

Vice Chair, Peter Marchi, reminds Committee of Motion on the table.

Chair, Natalie Sare, reiterated that vote cannot happen.

Planning Liaison, Robby Miller, asks about whether previous presentation on Item could be grounds for a vote.

Chair, Natalie Sare, retracts Motion to make sure not in violation of Brown Act.

9. **Adjournment.** Chair Natalie Sare adjourned the meeting at 8:02 p.m.

ROLL SHEET – January 12, 2026

	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	
Voting Members													
James Oku Farmer	X	X	X	X		X	X	X		X	X	X	
Natalie Sare Farmer	X	X	X	X	X	X	X	X	X	X	X	X	
John Vars Farmer	X		X	X		X		X		X	X		
Peter Marchi Farmer	X	X	X	X	X	X	X	X	X	X	X	X	
Ryan Casey Farmer	X		X	X	X	X	X	X	X	X	X	X	
Cole Mazariegos- Anastassiou Farmer	X	X	X	X		X	X	X	X	X	X		
Crystal Chaix Farmer	X	X	X	X	X	X	X	X	X	X	X	X	
Daniel Theobald Ag Business	X	X	X		X	X		X		X	X		
Erik Hagstrom Public Member				X	X			X					
Marilyn Johnson Public Member				X	X	X	X		X	X	X	X	
**Vacant Conservationist													
**Vacant - Natural Resource Conservation													
San Mateo Co. Agricultural Commissioner: Koren Widdel	X	X	X	X	X	X	X		X	X	X	X	
Farm Bureau Exec. Director: Jess Brown	X	X	X	X	X		X	X		X		X	
UC Co-Op Extension Rep.: Dr. Igor Lacan			X		X								
Staff Liaison													
San Mateo Co. Planning Liaison: Robby Miller	X	X	X	X	X	X	X^	X		X	X	X	

X: Present Blank Space: Absent or Excused Grey Color: No Meeting *Special Meeting
 **Position Vacant ^Alternate



COUNTY OF SAN MATEO - PLANNING AND BUILDING DEPARTMENT

ITEM

7

*Report Of A.A.C. Special
Meeting On Ways To
Preserve Agriculture On
The San Mateo County
Coast From Growers,
Operators, And Rural
Property Owners*



TABLE OF CONTENTS

1. Reason For the Meeting
2. Reported Concerns and input after meeting
3. Comments after meeting
4. Input Provided By growers, operators and rural property owners in a Three Step Format
5. Questions, next Steps and discussion on each item using hyperlinks to go through each item one at a time

Some Reasons For the Meeting

- Local Farm Owners, specifically family farms, are producing less and less acreage and many farms are closing.
- California Farm Bureau reports that California lost more than fifteen thousand farms between 2012 and 2022 according to the US Census of Agriculture.
- The San Mateo County Ag Commissioner reports that the San Mateo County annual crop report has literally changed data collection to include all flowers bunched into one group because flower production in our county has declined so significantly. Whereas in the past there were so many flowers that data collection was able to be collected for each specific flower species separately.
- The San Mateo County Crop report shows a significant decrease in crop production for most of our top crops in the past 10 years.
- Growers concerned about being able to continue farming here and as such many more plan to leave.



San Mateo County Crop report numbers regarding acres of production, for various row crops in the last decade of published data

Artichokes:

2013 : 59 acres in production

2023: 30 acres in production

Brussel Sprouts:

2013: 768 acres in production

2023: 419 acres in production

Peas:

2013: 202 acres in production

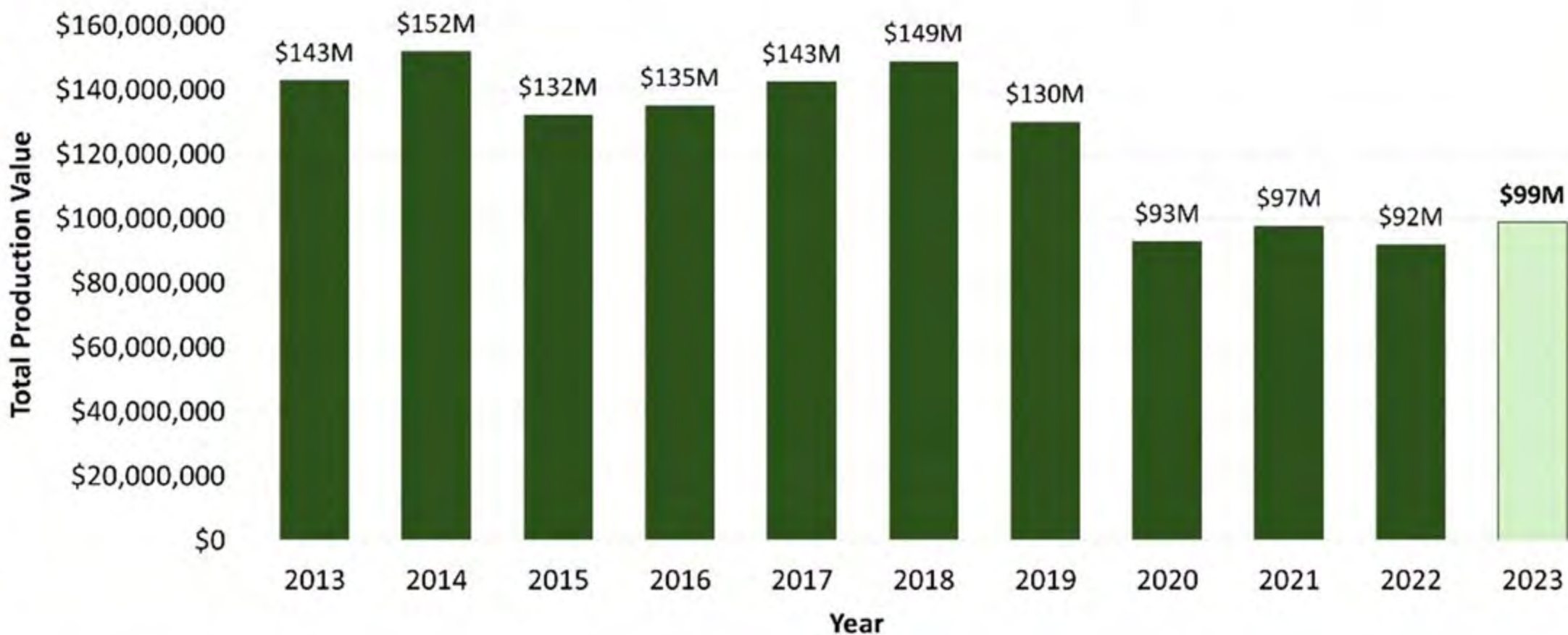
2023: 114 acres in production

Leeks:

2013: 133 acres in production

2023: 38 acres in production

San Mateo County Agricultural Production (2013-2023)



Why The Loss Of Crop Production

1. Many farmers are leaving due to the restrictions imposed on their ability to provide housing for their own family that work on the farm.
2. Access to water for irrigation has been prohibited
3. Stifling or costly regulations regarding farm production
4. Stifling or costly regulations for PAD or RMZ zoned parcels
5. A difference in what is allowed on Ag land, depending who owns it. (Non-Profit Organizations being allowed to do certain things on the same piece of land that the private land owner is not allowed to do, in many cases halting agriculture production.)
6. Leases for Ag land are being given to out of county residents rather than prioritizing San Mateo County residents who pay the MROSD taxes.

Concerns Reported from attendees After The Meeting and our responses

- Attendee's concern: The Media Covering the meeting didn't cover at all on the 24 items provided by those we invited to speak, Farmers, Growers and Rural Property Owners. Our response: The Sub Committee will pursue sending press releases to additional media sources, to pursue proper coverage.
- Attendee's concern: More Laborers and more farm labor housing isn't the issue. Those laborers will have nowhere to farm if there's no farms left, so preserving farms is the point. Our response: We agree. The regulations we propose on the matter clearly state that loosening the requirements for living in farm labor housing is for owners and operators and their families only, on their own land, thus preserving family farms continuing here.
- Attendee's concern: We should put Names In A hat for Speakers, rather than have them write ideas first. Our response: We will consider that for subsequent meetings, as we like that idea.

REPORTED COMMENTS from attendees after the meeting

- Comment from attendee: “Farming is dead here, and I’ve given up.” Our response: While we completely understand the feeling, ‘farming is dead here, I give up’, we also know that it wasn’t that long ago that farmers asked the county for specific guidelines for AgriTourism that we created, and that helped farms tremendously.
- Comment: “We need to have more meetings like these, this was great”.
- Comment: “Great turnout”
- Comment: “Good job keeping it positive and solution orientated, not allowing it to turn into a debate.”

Specific items we received from growers, operators and rural property owners that will help preserve farming on the San Mateo County Coast in the following 3 step input format:

1. Current regulations and/or what we currently have
2. The proposed change and/or solution
3. How such a solution helps preserve agriculture on our San Mateo County Coast.

* Note that some attendees voiced items without a proposed change or solution, so relevant solutions were taken from other participants and/or created to assist them.

Some of these items we would like to address with the county. Some of these items we can address in house, and some were general comments. After the presentation, as indicated from the inception of the meeting, we are only including input and solutions that are believed to help preserve ag production on the San Mateo county coast.

After the presentation the A.A.C. would like to review, discuss and vote on each individual item to determine which items, if not all, we would like to address with the county.

Item A: GENERAL COMMENT, HOUSING COMMENT FROM MEETING:

- Current situation from meeting attendee: Not allowing housing on family farms. Affordable housing = big investment w/ no return. Housing in town isn't helpful.
- Solution/proposal from meeting attendee: We need housing on the actual farms.
- How it preserves Ag on SMCO coast from meeting attendee: families stay stable and continue to farm here as they can afford to live here.
- VOTING PAGE

Item B: GENERAL COMMENT FROM MEETING

- Current situation from meeting attendee: There's too much time spent trying to prevent abuse
- Solution/proposal from meeting attendee: support each other and remove obstacles, less regulation

How it preserves ag on SMC0 coast from meeting attendee: Not big delay in time, future owners don't get discouraged.

Item C: FARM LABOR HOUSING COMMENT

from meeting

- Current situation from meeting attendee: The definition of San Mateo County labor/ worker that lives in farm labor worker housing must work at least 20 hours per week in agriculture AND a minimum of 50% of their income must come from agriculture.
- Solution/proposal from meeting attendee: To live in farm labor housing, for property owners, farm owners and their families only, living in farm labor housing units on their families private ag land, it should be required that they must work a minimum of 20 hrs. a week in agriculture OR a minimum 50% of their income must be earned from agriculture.
- How it preserves ag on SMC CO coast from meeting attendee: This would enable farm families to live on the farms to help, manage, oversee and have security on the family farm, with the flexibility to work elsewhere by having supplemental or main income. And mostly having the younger generation to continue the farm. As farm income alone does not provide enough money these days for the younger generation to work the farm as their main source of income and as such, under the current requirements, descendants will choose other professions and the farm will close.
- VOTING PAGE

Item D: LAND USAGE COMMENT from meeting

- Current situation from meeting attendee: Private owned land has many restrictions whereas the same land owned by Mid Peninsula Open Space District does not have to adhere to the same restrictions.

Solution/proposal from meeting attendee: To keep things equal, research needs to be done to see what requirements Open Space needs to adhere to, in comparison to what private land owners need to adhere to. Examples: Usage and Subdivisions with different rules.

How it preserves ag on the SM county coast from meeting attendee: Allowing privately owned land to have the same considerations as Open Space is an "even playing field" and reduces the opportunity for Open Space to buy up land because farmers can't do things with it, but Open Space can. When farmers don't have land to farm their farms close. Adding to the uneven playing field is that Mid Peninsula Open Space District isn't required to pay taxes like the private landowner.

Item E: ZONING REQUIREMENTS comment from meeting

- Current situation from meeting attendee: Taller buildings are allowed in some zones and not in others.

Solution/Proposal from meeting attendee: It needs to be an even playing field. If conducive to agriculture the allowable height of buildings on P.A.D. and RMZ zoned land should be comparable to other zoned parcels. *Research needs to be done on ordinances in different locations.

How it preserves agriculture on the SM county coast from meeting attendee: It meets the needs of farm labor housing and agriculture production on private property if similar buildings can be built there.

Item F: ZONING REQUIREMENTS comment from meeting

- Current situation from meeting attendee: There's a need to create more avenues for farmers to live and farm their land, especially beginners as ADU's are not allowed on P.A.D. land. Additionally, Farmers leasing land cannot build. A congressman is currently asking for 1800 square ft homes to be allowed as adu's here, yet on P.A.D. land not even 1 square footage is allowed.
- Solution/proposal from meeting attendee: Allow P.A.D. zoned land to be used for tiny home/ ADU/RV with some discretion. Regarding Tiny homes, tiny homes require septic systems and potable H2O. Regulations like those in RV parks would allow for a doable tiny home option. RVs could be Stay/Destination RVs.
- How it preserves agriculture on the SMCO coast from meeting attendee: Assists with multigenerational farm housing so that family farms can continue. Lowers the barrier for entry into farming for beginners.
- [VOTING PAGE](#)

Item G: GENERAL COMMENT from meeting

- Current situation/concern from meeting attendee: The problem is that we are *focusing on farm labor housing before farm production. Farmland and production has been lost, so there needs to be support for farm production first so that laborers will have a place to labor.
- Solution/proposal from meeting attendee: Change our focus to farms and farm production as more farms are needed not more workers.
- How it preserves agriculture on the San Mateo County coast from meeting attendee: Without farms to work laborers won't be able to labor, won't have a place to work.

Item H: GENERAL COMMENT from meeting

Current situation/concern from meeting attendee: No path for younger generation to farm, only path thru family. There isn't any backing to get kids into ag here from county. For profit farms can't have unpaid internships. We need more opportunities to showcase our ag here.

Solution/proposal from meeting attendee: Provide internships with row crop farmers etc. Farm programs in schools. Working with schools such as Brisa Ranch is doing. Are there county programs that can help kids get into ag here at a young age at for profit farms?

How it preserves agriculture on the San Mateo County Coast from meeting attendee: multigenerational farming. *The San Mateo County Agricultural Advisory Committee is addressing this.

Item I: GENERAL COMMENT from meeting

- Current situation/Concern from meeting attendee: Agriculture is Overregulated here
- Solution/proposal from meeting attendee: Regulations need to be reduced. Review regulations for similar items in other counties and implement less restrictive policies for farm owners, growers and rural property owners regarding land use and farm policies. SB539 was implemented to help farmers by an assessor in San Luis Obispo County. Work with legislators here.
- How it preserves agriculture on the San Mateo County Coast from meeting attendee: people can stay and farm here.

Item J: WATER from meeting

- Current situation/concern from meeting attendee: We need water resources here, Hetch Hetchy is 100 + yrs old. Ponds are not enough. Well permits are excessively priced.
- Solution/proposal from meeting attendee : A.A.C. Meet with Resource Conservation District to discuss options to review and/or develop more water for irrigation for farms.
- How it preserves agriculture on the San Mateo County Coast from meeting attendee : This helps create a solution. With water for crop production farms can continue farming here.

Item K: WATER RIGHTS and LAND from meeting

- Current situation/concern from meeting attendee : When Mid-Pen and POST came here, they vowed to support Agriculture in our area and support its viability. They've turned their backs on agriculture: they have taken away water rights for irrigation, decreasing farm production, they are now leasing SMC ag land to out of county residents, displacing farmers who live here and need land.
- Solution/proposal from meeting attendee : We are requesting that Mid-Pen and POST meet with the A.A.C., separately, to explain their policies in choosing tenants, in hopes that a system can be created that prioritizes tax paying San Mateo County residents first.
- How it preserves agriculture on The San Mateo County coast from meeting attendee : Farmers with a proven history of longevity farming here will be able to continue farming here as they will have access to water and land and won't be forced to leave.

Item L: Water/Farm Labor Housing from meeting

- Current situation/concern from meeting attendee : POST took away water rights and removed Farm Labor Housing on family farm. That pushed farm away, stopped production on multiple acres due to their removal of water rights and Farm Labor Housing.

Solution/proposal from meeting attendee : Since POST publicly promotes their support of agriculture, it should be required that they publicly report any of their policies or actions that take agriculture out of production as well.

How it preserves agriculture on the San Mateo County coast from meeting attendee : Transparency helps people make informed decisions that effect agriculture in our area.

- [VOTING PAGE](#)

Item M: Housing/Zoning from meeting

- Current situation/Concern from meeting attendee : When we subdivide land and put a parcel into low-income housing in SMC we are made to put it into low-income housing in perpetuity. This deters multi generational family members from building their homes on their own land and staying here to help farming and investing in the home as the value is so low.
- Solution/proposal from meeting attendee : In Santa Cruz County they are made to put a new parcel, made through subdivision, into low-income housing for just 10 yrs. We propose our criteria be the same as SC county, 10 years. Ideally it should be none, but there is no reason to make it more than 10 yrs to be in line with our neighboring county. We need fairness.
- How it preserves agriculture on the San Mateo County coast from meeting attendee : This helps preserve ag in our area because parents will be more inclined to encourage their kids to build on the property as such a large investment as a home won't be tied to a low value forever, thus being a viable investment and one that justifies staying, living and farming here.
- VOTING PAGE

Item N: Multi-Generational Farms from meeting

- Current situation from meeting attendee : Proposition 19, approved by California voters in 2020 and effective February 16, 2021, impacts property tax benefits for family farm transfers. While it maintains some exclusions, it modifies previous rules, potentially increasing property taxes for some inherited farms. Specifically, value limit and Partial Reassessment: If the farm's fair market value exceeds the existing Proposition 13 factored base year value plus \$1 million (adjusted for inflation), the amount over this limit is added to the existing base year value for a new taxable value. This typically increases property taxes so significantly that heirs can no longer retain the farm.
- Solution/Proposal from meeting attendee: According to an article from Brent Burchett, Executive Director of the San Luis Obispo Farm Bureau, Senate Bill 539 now clarifies that each legal parcel, rather than the farm or ranch as a whole will be assessed as a "family farm" under Prop 19 thanks to the work of San Luis Obispo Farm Bureau, and assessor Tom Bordonaro, among others. Meet with representatives to discuss additional ways we can create further exemptions for family farms in our county to make prop 19 less impactful.
- How it preserves Ag on The San Mateo County Coast from meeting attendee : Multi-generational Families can continue to farm here as they won't be subject to such a significant increase in property taxes to retain their farm upon the death of a parent.

ITEM O: FARM LABOR HOUSING LOAN PROGRAM:

- Current situation: The new Farm labor housing loan program imposes an income limit on farm workers who can live in the units, thus keeping the farm workers income at poverty level, stifling the workers financial growth. This farm labor housing loan program requires that the land owner keep the unit in Farm Labor housing with the income restriction for 30 years even if the loan is paid off in full before that time thus lowering the property value of the land. There is no provision that the "improvement" will not trigger a reassessment of property, for property taxes. The Farm Labor housing loan program is not a forgivable loan as it was previously so the cost/benefit to the family farm/ land owner is different whereas the above restrictions may have been acceptable from a cost benefit standpoint in the old program when it was a forgivable loan. The credit applied to the loan balance for each month that the worker is charged less than the allowable rent is helpful.
- Solution/proposal: Rather than rely on the Farm Labor Housing task force and prior surveys that were in response to a loan program that was a different loan program "A forgivable loan program" the county using funds to create these programs should meet with the farmers directly through groups such as the A.A.C. and work jointly with them prior to create the loans in a way that will optimize their use. The program is said to have launched on Aug 7th, 2025. While it's after the fact, we ask that that county housing meet with A.A.C. to jointly consider creating specific amendments or exemptions that address the above concerns to make the program feasible.
- How it preserves ag on the San Mateo County Coast: A loan program that can be beneficial to farmers and landowners (and not damaging) will be used. Adjustments without restrictions that stifle employee growth, lowering property values and triggering reassessment of prop taxes could make these loans doable from a cost/benefit standpoint and help family farms stay here amidst the other high costs of production in our area.
- [VOTING PAGE](#)

REVIEW, DISCUSSION AND VOTE ON COUNTY ITEMS

- [ITEM A](#)
- [ITEM C](#)
- [ITEM F](#)
- [ITEM L](#)
- [ITEM M](#)
- [ITEM O](#)



COUNTY OF SAN MATEO - PLANNING AND BUILDING DEPARTMENT

ITEM

8

**COUNTY OF SAN MATEO
PLANNING AND BUILDING DEPARTMENT**

DATE: February 9, 2026

TO: Agricultural Advisory Committee

FROM: Summer Burlison, Planning Staff, 650/363-1815

SUBJECT: INTRODUCTION AND DISCUSSION of Amendments to the Procedural Rules of the San Mateo County Agricultural Advisory Committee.

PROPOSAL

Amendments to the Procedural Rules of the San Mateo County Agricultural Advisory Committee (hereafter Procedural Rules) are being proposed to ensure the Procedural Rules remain relevant; align with current state and local laws and regulations, including those for conducting public business pursuant to the Ralph M. Brown Act, and conflict of interest rules, common rules of parliamentary procedure, and the San Mateo County Standing Rules for County Boards, Commissions, and Advisory Committees; and meet the evolving needs of the Committee to support the Committee's effectiveness and efficiency.

RECOMMENDATION

Read and discuss the proposed Amendments to the Procedural Rules, pursuant to Rule 9B, and continue the item to a future AAC meeting for approval of a Resolution to adopt the Amendments.

BACKGROUND

The San Mateo County Agricultural Advisory Committee (AAC) was established with the adoption of the Planned Agricultural District (PAD) zoning regulations on October 16, 1979, by Board Ordinance No. 2614. The AAC is authorized by Section 6365 of the PAD zoning regulations to assist in the achievement of the objectives of the PAD Ordinance and the San Mateo County Local Coastal Program and in the preservation of agriculture on the coastside by advice and recommendation to the Planning Commission and the Board of Supervisors.

The AAC is subject to the County's Standing Rules for County Boards, Commissions, and Advisory Committees established in March 1999 pursuant to Board of Supervisors Resolution No. 62607, last significantly amended on February 26, 2008, by Board Resolution No. 069276, and last amended by the Board of Supervisors on January 23, 2024. The Standing Rules require each County board, commission and advisory

committee to adopt rules of procedure governing the conduct of meetings and other necessary administrative matters, which are submitted to the County Attorney for review and approval, and thereafter filed with the Clerk of the Board of Supervisors. The Procedural Rules of the San Mateo County AAC were adopted in November 2004, and have not been amended since adoption. State and County laws and procedures have changed since the AAC's Procedural Rules were adopted in 2004, and the proposed Amendments would update the Rules to align with those changes, as well as to meet the evolving needs of the Committee and to support the Committee's effectiveness and efficiency.

Pursuant to Rule 9B, the AAC may amend the Procedural Rules by resolution through a majority vote after first conducting a meeting to read and discuss the proposed amendments.

The County Attorney's Office has reviewed and approved the proposed Amendments.

ATTACHMENTS

- A. Existing Procedural Rules of the AAC, adopted November 2004
- B. Proposed Amendments to the Procedural Rules
- C. Draft Resolution for Amendments to the Procedural Rules



COUNTY OF SAN MATEO - PLANNING AND BUILDING DEPARTMENT

ATTACHMENT A

**PROCEDURAL RULES OF THE SAN MATEO COUNTY
AGRICULTURAL ADVISORY COMMITTEE**

Rule 1B ***Authority and Purpose.***

These Procedural Rules of the Agricultural Advisory Committee (hereafter the AAC) are adopted pursuant to San Mateo County Board of Supervisors Resolution No. 65019, which set forth the Standing Rules for County Boards, Commissions, and Advisory Committees. These Rules of Procedure shall be submitted to the County Counsel for review and approval, and thereafter filed with the Clerk of the Board of Supervisors. The purpose of this Committee is to assist in the achievement of the objectives of the Planned Agricultural District Ordinance and the San Mateo County Local Coastal Program. More particularly, the Committee is to actively assist in the preservation of agriculture throughout San Mateo County by advice and recommendation to the Planning Commission and the Board of Supervisors.

Rule 2B ***Members.***

Section 2.1 **General.**

The AAC Committee is authorized by Section 6362 of the County Zoning Regulations, and responsibilities and membership are specified by resolutions of the Board of Supervisors. (hereafter, "the Board.") At the time these rules are being prepared, the most recent Board resolution is No. 066501, adopted on February 24, 2004. However, it is understood that subsequent resolutions may be adopted by the Board of Supervisors, and that in any event, the members, the member's terms, and the member's duties are as set forth in the most current Board of Supervisors resolution. In the event of an inconsistency between these rules and any Board of Supervisors resolution, any Board Resolution will take precedence over these Rules.

Section 2.2 **Number.**

The current membership as established by the Board of Supervisors includes a total of fifteen (15) members, which total includes eleven (11) voting members and four (4) non-voting members as follows:

Voting members

- a. Seven (7) farmer/growers,
- b. One (1) agricultural business representative,
- c. One (1) conservationist, and
- d. Two (2) public members.

Non-voting members

The following or their designees:

- a. The County Agricultural Commissioner,
- b. County Director, UC Cooperative Extension,
- c. The Executive Director of the San Mateo County Farm Bureau, and
- d. United States Natural Resources Conservation Service (USNRCS), District Conservationist for San Mateo County.

Section 2.3 Appointment.

All members other than those serving by virtue of their official capacity shall be appointed by the Board of Supervisors of San Mateo County and shall serve at the pleasure of the Board.

Section 2.4 Length and limitation of terms.

Members shall serve terms of office of four (4) years. At the conclusion of a term, a member may be reappointed to another term. No member appointed by the Board may serve on the Commission for more than a total of twelve (12) years of full terms. This limitation does not include partial terms at the beginning or conclusion of a member's service. "Non-voting members" are those who serve by virtue of their public office, other specifically designated office, or representation of a specific agency. Non-voting members' terms shall be for the term of their office, or for the term of their designation by the agency they represent.

Section 2.5. Dates of Terms.

Terms are for a fixed period. They shall begin on October 1, and end on September 30, four years thereafter. The fact that a member may be appointed or begin his or her service in the middle of a term does not affect the starting or ending dates of the term.

Section 2.6 Resignation.

Any member may resign effective on giving written notice to the Clerk of the Board of Supervisors and the secretary of the AAC, unless the notice specifies a later time for his or her resignation to become effective. The acceptance of a resignation shall not be necessary to make it effective.

Section 2.7 Removal.

Any member appointed by the Board may be removed from office at any time for any reason or without any reason by the Board.

Section 2.8 Vacancies.

Any vacancy on the AAC, however created, shall be filled for the unexpired term by the Board. Each vacancy shall be filled by an individual having the qualifications of his or her predecessor.

Section 2.9 Action by the Board.

Notwithstanding the foregoing, the qualifications, term and other conditions of AAC membership shall be as determined from time to time by action of the Board.

Section 2.10

No member will act on behalf of the AAC as a whole verbally, in writing or otherwise unless specifically authorized to do so by a majority vote of the AAC.

Rule 3B Officers.

The Officers shall be a Chairperson, who shall preside at all meetings of the full AAC, and a Vice-Chairperson who in the Chairperson's absence or inability to act shall preside at the meetings. If both the Chairperson and Vice-Chairperson are absent or unable to act, the

members present shall select one of the members present to act as chairperson *pro tempore*, who, while so acting, shall have all of the authority of the Chairperson. The officers shall be elected annually at the first meeting in October or at an adjournment of that meeting. The officers shall serve for one (1) year terms. The positions of Chairperson and Vice-Chairperson shall be filled by farmers.

Special duties of the Chair and Vice-chair are as follows:

- a. To prepare agendas for meetings in cooperation with such other persons from other governmental agencies as may be required;
- b. To convene meetings
 - (1) call to order
 - (2) ask for public comment
 - (3) ask for agenda approval
 - (4) approval of minutes
 - (5) close meeting
 - (6) to conduct the business of the meetings according to parliamentary procedure;
- c. To serve as a link between the Board of Supervisors and the AAC.
- d. To coordinate reports to the Board of Supervisors.

Rule 4B Meetings.

Sec. 4.1 Regular and Special Meetings.

The date, time and place of regular meetings shall be established by resolution of the AAC. The AAC shall meet regularly on the second Monday of each month. Special meetings shall be held at any time and place at the call of the Chairperson or a majority of the authorized number of members.

Sec. 4.2 Open and Public.

Meetings shall be open and public and all persons shall be permitted to attend.

Sec. 4.3 Notice.

The Committee shall set a regularly occurring date for its regular meetings. Thereafter, no notice of any regular meeting need be given. Written notice of each special meeting shall be delivered personally or by mail to each member and to each local newspaper of general circulation, radio or television station requesting notice in writing. Such notice shall be received at least 24 hours before the time of such meeting as specified in the notice. The call and notice shall specify the time and place of the special meeting and the agenda for the meeting. Written notice may be dispensed with as to any Member who at or prior to the time the meeting convenes files with the Clerk a written waiver of notice. Such waiver may be given by telegram. Such written notice also may be dispensed with as to any Member who is actually present at the meeting at the time it convenes. Notice shall be required pursuant to this section regardless of whether any action is taken at the special meeting. In cases of emergency, notice of special meetings may be dispensed with only to the extent permitted by applicable law.

Sec. 4.4 Attendance and Participation.

Members must attend the regular meetings of the AAC and of committees to which they are appointed and shall contribute their time and special abilities as may be required for the benefit of the AAC. If a Member is unable to attend a meeting, he or she shall so inform the Chair giving the reason therefore. Failure to attend a meeting without first notifying the Chair shall, except in cases of emergency or extreme hardship, be treated as an unexcused absence. Two (2) unexcused absences during a six-month period shall be grounds for a request that the Board remove the Member.

Sec. 4.5 Quorum.

A majority of the voting members of the AAC present in person shall constitute a quorum for the transaction of business at any regular or special meeting of the AAC or any committee.

Sec. 4.6 Meeting Agendas.

The AAC shall prepare an agenda for every meeting, which shall set forth a brief general description of each item of business to be transacted or discussed at the meeting and the time and location of the meeting. The Chair or Vice-chair of the AAC, in conjunction with persons from

other governmental agencies as may be required, shall prepare an agenda for the upcoming meeting. A Committee member may contact the chair or vice-chair to request that an item be placed on the agenda. In order to be placed on the printed agenda, the item must be submitted at least ten (10) days prior to the meeting. Any member of the public may request that a matter directly related to the Committee's business be placed on the agenda within the same time period. The AAC may limit the total time to be devoted to any matter at the meeting and may limit the time allowed for any one person to speak on any matter. Each agenda for a regular meeting shall provide an opportunity for members of the public to address the AAC directly on items of interest to the public that are within the subject matter jurisdiction of the AAC. At least 72 hours before a regular meeting, the agenda shall be posted in the Hall of Justice and Records, at a location designated by the Clerk of the Board of Supervisors. No action shall be taken at a regular meeting on any item not appearing on the posted agenda; provided, however, that the Members may take action on items of business not appearing on the posted agenda if: (1) the AAC determines by a majority vote that an emergency situation exists under California Government Code section 54956.5; (2) the AAC determines by a two-thirds vote of the Members, or, if less than two-thirds of the Members are present, by a unanimous vote of those Members present, that the need to take the action arose subsequent to the posting of the agenda; or (3) the item was included in the posted agenda for a meeting of the AAC occurring not more than five calendar days prior to the date action is taken on the item, and at the prior meeting the item was continued to the meeting at which action is being taken. At least 24 hours before a special meeting, the Secretary shall cause the agenda for the meeting to be posted with the call and notice of the meeting at the Hall of Justice and Records, or, as determined by duly adopted resolution of the AAC, any other location that is freely accessible to members of the public. No business not set forth in the posted agenda shall be considered by the AAC at such special meeting.

Sec. 4.7 Conduct of Business.

The items on the agenda shall be considered in order unless the Chairperson shall announce a change in the order of consideration. Unless an agenda item identifies a particular source for a report, the Chair or county liaison shall present the item, after which members may comment, and then the topic shall then be open to public comment upon recognition of the speaker by the

Chairperson. The rules in Sturgis Standard Code of Parliamentary Procedures shall rule where applicable and not in conflict with adopted guidelines of the AAC.

Sec. 4.8 Resolutions.

All official acts of the AAC shall be taken and authorized by resolution, adopted on motion, duly made, seconded and adopted by vote of the Members.

Sec. 4.9 Voting.

All resolutions to the AAC shall be adopted by the affirmative vote of a majority of the Members, constituting a quorum, present and voting except as otherwise provided by law or these bylaws.

Sec. 4.10 Disqualification from Voting.

A Member shall be disqualified from voting on any resolution relating to a transaction in which he or she has a financial interest, as required by law and the Conflict of Interest Policy of the AAC. Except as required by law and the Conflict of Interest Policy of the AAC, no Member shall be disqualified from serving as a Member or taking part in any proceedings of the AAC because of any financial interest of a Member.

Sec. 4.11 Minutes.

The Secretary (County Planning Division liaison) shall prepare the minutes of each meeting of the AAC. The minutes shall be an accurate summary of the AAC's or committee consideration of each item on the agenda and an accurate record of each action of the AAC. At a subsequent meeting, the minutes shall be submitted for approval by a majority vote of Members in attendance at the meeting covered by the minutes. When approved, the minutes shall be kept with the record of proceedings of the AAC.

Sec. 4.12 Public Records.

All documents and records of the AAC, not exempt from disclosure by applicable law, shall be public records under the California Public Records Act (California Government Code Section 6250 et seq).

Rule 5B ***Committees.***

Sec. 5.1 **Appointment.**

The AAC may by resolution, from time to time, create and appoint the members of such committees and subcommittees as it deems necessary to carry out its purposes. Subcommittees may include persons who are not members of the AAC. Each such subcommittee shall report its activities, progress and findings to the AAC as a whole at its next regularly scheduled meeting. If a majority of the AAC approves any recommendation from the subcommittee, such recommendation shall be reported to the Board of Supervisors.

Sec. 5.2 **Standing Committees.**

Sec. 5.3 **Meetings.**

Regular meetings of committees and subcommittees shall be held at such times and places as are determined by the AAC. Special meetings may be held at any time and place as may be held at any time and place as may be designated by the Chairperson, the Chair or county liaison or a majority of the members of the committee or subcommittee. A majority of the authorized number of members of the committee or subcommittee shall constitute a quorum for the transaction of business.

Sec. 5.4 **Open and Public.**

Meetings of committees and subcommittees will be open and public.

Rule 6B ***Conflict of Interest Policy.***

Sec. 6.1

Each member of the AAC shall file statements disclosing reportable investments, business positions, interest in real property and income in accordance with the Political Reform Act of 1974 (Government Code Section 81000 et seq.) and the regulations of the Fair Political Practices Commission.

Sec. 6.2

A member of the AAC shall not make, participate in making or in any way attempt to use the member's position to influence a decision in which the member knows or has reason to know the member has a financial interest.

Rule 7B Annual Work Plan.

The AAC will develop an annual work plan, and submit an annual report to the Board of Supervisors. The AAC shall hold an annual planning and review meeting. The date and time shall be selected by the Committee. At the meeting, the AAC shall review its accomplishment plan and Bylaws. The members shall develop an annual workplan for the succeeding year. The AAC shall report periodically to the Board of Supervisors. An annual report shall be submitted to the Board and the report shall be presented by the chairperson accompanied by at least one other member of the AAC.

Rule 8B Oath of Office.

Before beginning service, each member will take an oath of office, to be personally administered by the Clerk of the Board of Supervisors or a deputy of said Clerk.

Rule 9B Amendment of Procedural Rules

These Rules may be amended only by a resolution of the AAC at any meeting of the AAC. Proposed additions or amendments to the Rules shall be submitted to members of the AAC in writing to be read and discussed before adoption. Rules will, barring emergencies, be adopted or amended after consideration at two (2) meetings of the AAC. The formal adoption of policies shall be by majority vote of all AAC members and the action shall be recorded in the minutes of the AAC. Only those written statements so adopted and recorded shall be regarded as official.

Adopted November 2004



COUNTY OF SAN MATEO - PLANNING AND BUILDING DEPARTMENT

ATTACHMENT B

PROPOSED REVISIONS TO THE PROCEDURAL RULES OF THE SAN MATEO COUNTY AGRICULTURAL ADVISORY COMMITTEE

Proposed changes to the Procedural Rules of the San Mateo County Agricultural Advisory Committee are shown below, with additions shown in underline and deletions in ~~strikethrough~~. The reason(s) for the proposed changes are shown in blue text.

<p>Rule 1B - Authority and Purpose</p>
<p>These Procedural Rules of the Agricultural Advisory Committee (hereafter the AAC <u>or Committee</u>) are adopted pursuant to San Mateo County Board of Supervisors Resolution No. 65019069276, which set forth the Standing Rules for County Boards, Commissions, and Advisory Committees. These Rules of Procedure shall be submitted to the County Counsel <u>Attorney</u> for review and approval, and thereafter filed with the Clerk of the Board of Supervisors. The purpose of these AAC <u>Committee</u> is to assist in the achievement of the objectives of the Planned Agricultural District Ordinance and the San Mateo County Local Coastal Program. More particularly, the AA <u>Committee</u> is to actively assist in the preservation of agriculture throughout San Mateo County <u>on the coastside</u> by advice and recommendation to the Planning Commission and the Board of Supervisors.</p> <p><u>Reason: Grammatical corrections, clarifications, and alignment with Board of Supervisors Resolution No. 066502 and County Zoning Regulations Section 6365, which define the purpose of the Agricultural Advisory Committee.</u></p>
<p>Rule 2B - Members</p>
<p><u>Section 2.1 - General.</u></p> <p>The AAC Committee is authorized by Section 63625 of the County Zoning Regulations, and responsibilities and membership are specified by resolutions of the Board of Supervisors. (hereafter, "the Board."). At the time these rules are being prepared, the most recent Board resolution is No. 0665042, adopted on February 24, 2004. However, it is understood that subsequent resolutions may be adopted by the Board of Supervisors, and that in any event, the m <u>M</u>Members, the m <u>M</u>Member's terms, and the m <u>M</u>Member's duties are as set forth in the most current Board of Supervisors resolutions. In the event of an inconsistency between these</p>

~~Rules~~ and any applicable Board ~~of Supervisors~~ resolution, any Board Resolution will take precedence over these Rules.

Reason: Grammatical corrections, clarifications.

Section 2.2 - Number.

The current membership as established by the Board of Supervisors includes a total of fifteen (15) ~~m~~M~~em~~bers, which total includes eleven (11) voting ~~m~~M~~em~~bers and four (4) non-voting ~~m~~M~~em~~bers as follows:

Voting ~~m~~M~~em~~bers

- a. Seven (7) farmer/growers,
- b. One (1) agricultural business representative,
- c. One (1) conservationist, and
- d. Two (2) public members.

Non-voting ~~M~~members

The following or their designees:

- a. The County Agricultural Commissioner,
- b. County Director, UC Cooperative Extension,
- c. The Executive Director of the San Mateo County Farm Bureau, and
- d. United States Natural Resources Conservation Service (USNRCS), District Conservationist
for San Mateo County.

Reason: Grammatical corrections.

Section 2.3 - Appointment.

All ~~m~~M~~em~~bers other than those serving by virtue of their official capacity shall be appointed by the Board of Supervisors of San Mateo County and shall serve at the pleasure of the Board.

Reason: Grammatical correction.

Section 2.4- Length and limitation of terms.

Members shall serve terms of office of four (4) years. At the conclusion of a term, a ~~Member~~ may be reappointed to another term. No ~~Member~~ appointed by the Board may serve on the ~~Commission~~ for more than a total of twelve (12) years of full terms. This limitation does not include partial terms at the beginning or conclusion of a ~~Member's~~ service, or holdover service at the request of the County caused by delay in appointing a replacement at the end of a Member's service. "Non-voting ~~Members~~" are those who serve by virtue of their public office, other specifically designated office, or representation of a specific agency. Non-voting ~~Members~~' terms shall be for the term of their office, or for the term of their designation by the agency they represent.

Reason: Grammatical corrections, alignment with the County's Standing Rules for County Boards, Commissions and Advisory Committees.

Section 2.5 - Dates of Terms.

Terms are for a fixed period. They shall begin on October 1, and end on September 30, four years thereafter. The fact that a ~~Member~~ may be appointed or begin his or her service in the middle of a term does not affect the starting or ending dates of the term.

Reason: Grammatical correction.

Section 2.6 - Resignation.

Any ~~Member~~ may resign effective on giving written notice to the Clerk of the Board of Supervisors ~~and the secretary of the AAG~~, unless the notice specifies a later time for his or her resignation to become effective. The written notice shall also be provided to the County Liaison and the Committee Chair. The acceptance of a resignation shall not be necessary to make it effective.

Reason: Grammatical corrections, identification of key persons that should be made aware of when a Member provides written notice of resignation to ensure meetings are not adversely affected and so proper steps can be taken in a timely manner to fill the vacant seat.

Section 2.7 - Removal.

Any ~~Member~~ appointed by the Board may be removed from office at any time for any reason or without any reason by the Board.

Reason: Grammatical correction.

Section 2.8 - Vacancies.

Any vacancy on the AAC, however created, shall be filled for the unexpired term by the Board. Each vacancy shall be filled by an individual having the qualifications of his or her predecessor.

Reason: No changes proposed.

Section 2.9 - Action by the Board.

Notwithstanding the foregoing, the qualifications, term and other conditions of AAC membership shall be as determined from time to time by action of the Board.

Reason: No changes proposed.

Section 2.10

No member will act on behalf of the AAC as a whole verbally, in writing or otherwise unless specifically authorized to do so by a majority vote of the AAC.

Reason: Grammatical correction.

Rule 3B - Officers

The Officers shall be a Chairperson, who shall preside at all meetings of the full AAC, ~~and a Vice-Chairperson who in the Chairperson's absence or inability to act shall preside at the meetings, and a Secretary who shall prepare the minutes of each meeting of the AAC and any correspondence on behalf of the AAC at their direction. If both the Chairperson and Vice-Chairperson are absent or unable to act, the members present shall select one of the members present to act as chairperson pro tempore, who, while so acting, shall have all of the authority of the Chairperson.~~ The officers shall be elected annually at the first meeting in October or at an adjournment of that meeting. The officers shall serve for one (1) year terms. At least one of the positions of Chairperson and Vice-Chairperson shall be filled by a farmers. If both the Chairperson and Vice-Chairperson are absent or unable to act, the Members present shall select one of the Members present to act as chairperson pro tempore, who, while so acting, shall have all of the authority of the Chairperson.

Special duties of the Chair and Vice-chair are as follows:

- a. To assist in the preparation of agendas for meetings in cooperation with County staff and such other persons from other governmental agencies as may be required;
- b. To convene meetings
 - (1) call to order
 - (2) ask for public comment
 - (3) ask for agenda approval
 - (4) approval of minutes
 - (5) close meeting
 - (6) to conduct the business of the meetings according to parliamentary procedure;
- c. To serve as a link between the Board of Supervisors and the AAC.
- d. To coordinate reports to the Board of Supervisors.

Reason: Grammatical corrections, addition of an AAC Secretary officer to support the Chairperson and Vice Chairperson, added flexibility in the criteria of who may serve as Chairperson or Vice Chairperson, clarification on participating roles of the Chairperson and Vice Chairperson in agenda preparation.

Rule 4B - Meetings

Sec. 4.1 - Regular and Special Meetings.

~~The date, time and place of regular meetings shall be established by resolution of the AAC.~~
The AAC shall meet regularly on the second Monday of each month during the times of 6:00 p.m. to 8:00 p.m. Advanced notice of any meeting date, time and location shall be provided at least 72 hours in advance of the meeting. Special meetings shall be held at any time and place at the call of the Chairperson or a majority of the authorized number of ~~m~~Members, in accordance with Section 4.3.

Reason: Grammatical corrections, clarifications on the meeting time and advance noticing requirements for meetings in alignment with the Brown Act.

Sec. 4.2 - Open and Public.

Meetings shall be open and public and all persons shall be permitted to attend.

Reason: No changes proposed.

Sec. 4.3 - Notice.

The ~~AA~~Committee shall set a regularly occurring date for its regular meetings. Thereafter, no notice of any regular meeting need be given. The Committee may conduct special meetings as provided for in the Ralph M. Brown Act ("Brown Act"), with ~~W~~written notice of each special meeting ~~being shall be~~ delivered ~~personally or by mail~~ to each ~~m~~Member and to each local newspaper of general circulation, radio or television station requesting notice in writing, as well as being posted to the County's internet website. Such notice shall be received at least 24 hours before the time of such meeting as specified in the notice, unless notice is waived or excused as provided in the Brown Act. The call and notice shall specify the time and place of the special meeting and the agenda for the meeting. ~~Written notice may be dispensed with as to any Member who at or prior to the time the meeting convenes files with the Clerk a written waiver of notice. Such waiver may be given by telegram. Such written notice also may be dispensed with as to any Member who is actually present at the meeting at the time it convenes.~~ Notice shall be provided~~required~~ pursuant to this section prior to conducting a special meeting regardless of whether any action is taken at the ~~special~~ meeting. In cases of emergency, notice shall be provided consistent with the requirements of the Brown Act~~of special meetings may be dispensed with only to the extent permitted by applicable law.~~

Reason: Grammatical corrections, clarifications on procedure to align with the Brown Act, and edits to simplify the provisions.

Sec. 4.4 - Attendance and Participation.

Members must attend the regular meetings of the AAC and of committees to which they are appointed and shall contribute their time and special abilities as may be required for the benefit of the AAC. If a Member is unable to attend a meeting, he or she shall so inform the Chair and County Planning Liaison giving the reason therefore. Failure to attend a meeting without first notifying the Chair and County Planning Liaison shall, except in cases of emergency or extreme hardship, be treated as an unexcused absence. Two (2) unexcused absences during a six-month period shall be grounds for a request that the Board remove the Member.

Reason: Identification of key persons who should be made aware when a Member will be absent from a meeting, as Member absence could impact the necessary quorum for holding a meeting.

Sec. 4.5 - Quorum.

A majority of the seated voting ~~m~~Members of the AAC shall be present ~~in-person shall to~~ constitute a quorum that is necessary to convene a meeting for the transaction of business at any regular or special meeting of the AAC or any committee.

Reason: Grammatical corrections, clarifications on the necessary quorum for meeting efficiency.

Sec. 4.6 - Meeting Agendas.

The AAC shall prepare an agenda for every meeting, which shall set forth a brief general description of each item of business to be transacted or discussed at the meeting and the time and location of the meeting. The Chair or Vice-chair of the AAC shall assist the Planning Liaison, in conjunction with persons from other governmental agencies as may be required, shall with the preparation of an agenda for the upcoming meeting, in conjunction with persons from other governmental agencies as may be required. A Committee ~~m~~Member may contact the ~~e~~Chair or ~~v~~Vice-chair to request that an item be placed on the agenda. In order to be ~~placed~~considered for placement on the printed agenda, the item must be submitted at least ~~ten~~fifteen (1015) days prior to the meeting. Any member of the public may request that a matter directly related to the Committee's business be placed on the agenda within the same time period. The AAC may limit the total time to be devoted to any matter at the meeting and may limit the time allowed for any one person to speak on any matter. Each agenda for a regular meeting shall provide an opportunity for members of the public to address the AAC directly on items of interest to the public that are not on the agenda, but that are within the subject matter jurisdiction of the AAC. At least 72 hours before a regular meeting, the agenda shall be posted in a location that is freely accessible to members of the public and on the County's internet website~~the Hall of Justice and Records, at a location designated by the Clerk of the Board of Supervisors~~. No action shall be taken at a regular meeting on any item not appearing on the posted agenda, except as expressly authorized under the Brown Act. ; ~~provided, however, that the Members may take action on items of business not appearing on the posted agenda if: (1) the AAC determines by a majority vote that an emergency situation exists under California Government Code section 54956.5; (2) the AAC determines by a two-thirds vote of the Members, or, if less than two-thirds of the Members are present, by a unanimous vote of those Members present, that the need to take the action arose subsequent~~

~~to the posting of the agenda; or (3) the item was included in the posted agenda for a meeting of the AAC occurring not more than five calendar days prior to the date action is taken on the item, and at the prior meeting the item was continued to the meeting at which action is being taken.~~ At least 24 hours before a special meeting, the Secretary shall cause the agenda for the meeting to be posted with the call and notice of the meeting at ~~a the Hall of Justice and Records, or, as determined by duly adopted resolution of the AAC, any other~~ location that is freely accessible to members of the public. No business not set forth in the posted agenda shall be considered by the AAC at such special meeting.

Reason: Grammatical corrections, clarification on the participating roles of the Chairperson and Vice Chairperson in agenda preparation to align with proposed changes to Rule 3B, adding more lead time necessary for agenda topic requests to ensure there is time to consider including in the next scheduled meeting agenda, clarifications on meeting agenda requirements to align with the Brown Act.

Sec. 4.7 - Conduct of Business.

The items on the agenda shall be considered in order unless the Chairperson ~~shall~~ announces ~~s~~ a change in the order of consideration, ~~subject to the approval of the AAC.~~ ~~Unless an agenda item identifies a particular source for a report, t~~The Chair ~~or county liaison~~ shall ~~read each item into the record~~present the item, ~~and the item may be presented by staff and/or the project proponent,~~ after which ~~m~~Members may ~~ask questions~~comment, and then the ~~item~~topic shall ~~then~~ be open to public comment upon recognition of the speaker by the Chairperson. ~~Upon close of the public comment period, the Committee shall deliberate and take action, if applicable.~~ The ~~rules~~procedures set forth in ~~Rosenburg's Rules of Order Sturgis Standard Code of Parliamentary Procedures~~ shall rule where applicable and not in conflict with ~~these~~ adopted ~~Procedural Rules~~guidelines of the AAC.

Reason: Grammatical corrections, clarifications to support effective and efficient meetings and to align with the County's Boards and Commissions Handbook.

Sec. 4.8 - Resolutions.

~~All official acts of the AAC shall be taken and authorized by resolution, adopted on motion, duly made, seconded and adopted by vote of the Members. [Reserved]~~

Reason: Eliminate the need for official acts of the AAC to be made by resolution as an efficiency measure.

Sec. 4.9 - Voting.

With the exception of any Member disqualified from voting on, or otherwise participating in, a matter due to a conflict of interest, All resolutions present voting Members of the AAC (including the Chair) are required to take action when a vote is called on a motion. Voting Members can either vote to approve the motion, vote to deny the motion, or abstain from voting. All actions of the AAC shall be approved—adopted by a n—the affirmative vote of a majority of the qualified Members present, constituting a quorum, present and voting except as otherwise provided by law or these Procedural Rulesbylaws. A motion will carry only when a majority of the qualified Members present vote in the affirmative. Tie votes shall result in a failed motion.

Reason: Clarifications to support effective and efficient meetings.

Sec. 4.10 - Disqualification from Voting.

A Member shall not participate in any item before the Committee~~be disqualified from voting on any resolution~~ relating to any matter transaction in which he or she has a disqualifying financial interest, as required by law and the Conflict of Interest Policy (Rule 6.B) of the AAC. Except as required by law and the Conflict of Interest Policy of the AAC, no Member shall be disqualified from serving as a Member or taking part in any proceedings of the AAC because of any financial interest of a Member.

Reason: Clarifications to support effective and efficient meetings.

Sec. 4.11 - Minutes.

The Committee Secretary (~~County Planning Division liaison~~) shall prepare ~~the~~ minutes of each meeting of the AAC. These minutes shall be ~~an accurate summary of the AAC's or committee consideration of each item on the agenda and~~ an accurate record of each action of the AAC. At a subsequent meeting, the minutes shall be submitted for approval by a majority vote of Members in attendance at the meeting covered by the minutes. When approved, the minutes shall be kept with the record of proceedings of the AAC.

Reason: Alignment with the AAC Secretary officer role added to Rule 3B (Officers).

Sec. 4.12 - Public Records.

All documents and records of the AAC, not exempt from disclosure by applicable law, shall be public records under the California Public Records Act (California Government Code Section 6250 et seq).

Reason: No changes proposed.

Rule 5B - Committees

Sec. 5.1 - Appointment.

The AAC may ~~by resolution~~, from time to time, create and appoint the members of such standing or ad hoc committees and subcommittees as it deems necessary to carry out its purposes, ~~which~~. ~~Subcommittees~~ may include persons who are not members of the AAC. Each such committee or subcommittee shall report its activities, progress and findings to the AAC as a whole at its next regularly scheduled meeting. ~~If a majority of the AAC approves any recommendation from the subcommittee, such recommendation shall be reported to the Board of Supervisors.~~

Reason: Grammatical corrections, clarifications for effective and efficient meetings and alignment with the Brown Act.

Sec. 5.2 - Standing Committees.

Reason: Eliminate unused section.

Sec. 5.3 - Meetings.

~~Regular meetings of committees and subcommittees shall be held at such times and places as are determined by the AAC. Special meetings may be held at any time and place as may be held at any time and place as may be designated by the Chairperson, the Chair or county liaison or a majority of the members of the committee or subcommittee. A majority of the authorized number of members of the committee or subcommittee shall constitute a quorum for the transaction of business.~~

Reason: Eliminate redundancy with Section 4.1 (Regular and Special Meetings) and Section 4.5 (Quorum).

Sec. 5.4 - Open and Public.

~~Meetings of committees and subcommittees will be open and public.~~

Reason: Eliminate redundancy with Section 4.2 (Open and Public).\

Rule 6B - Conflict of Interest Policy

Sec. 6.1

Each ~~m~~Member of the AAC shall comply with all applicable laws governing conflicts of interest, including those concerning incompatibility of offices, Government Code Section 1090, and common law bias. file statements disclosing reportable investments, business positions, interest in real property and income in accordance with the Political Reform Act of 1974 (Government Code Section 81000 et seq.) and the regulations of the Fair Political Practices Commission.

Reason: Alignment with the applicable County's Conflict of Interest Code and other applicable laws.

Sec. 6.2

~~A member of the AAC shall not make, participate in making or in any way attempt to use the member's position to influence a decision in which the member knows or has reason to know the member has a financial interest. Members of the AAC shall avoid impropriety and the appearance of impropriety, and shall not use their position to further their own pecuniary gain or for any other purpose not directly related to the function of the AAC.~~

Reason: Alignment with the County's Boards and Commissions Handbook.

Rule 7B - Annual Work Plan

~~The AAC will develop an annual work plan, and submit an annual report to the Board of Supervisors.~~ The AAC shall hold an annual planning and review meeting to develop an annual work plan. The date and time for this meeting shall be selected by the AACommittee. At the meeting, the AAC shall review its accomplishments from the past year plan, develop an annual workplan for the succeeding year, and review these Procedural RulesBylaws. ~~The members shall develop an annual workplan for the succeeding year. The AAC shall report periodically to the Board of Supervisors.~~ An annual report shall be submitted to the Board of Supervisors, and if a presentation is requested, and the report shall be presented by the eChairperson accompanied by at least one other ~~m~~Member of the AAC.

Reason: Clarifications on procedures.

Rule 8B - Oath of Office

Before beginning service, each ~~m~~Member ~~will~~shall take an oath of office, to be personally administered by the Clerk of the Board of Supervisors or a deputy of said Clerk.

Reason: Grammatical corrections.

Rule 9B - Amendments of Procedural Rules

These Procedural Rules may be amended only by a resolution of the AAC at any meeting of the AAC. Proposed additions or amendments to the Rules shall be submitted to ~~m~~Members of the AAC in writing to be read and discussed before adoption. Rules will, barring emergencies, be adopted or amended after consideration at two (2) meetings of the AAC. The approval of amendments to the Procedural Rules ~~formal adoption of policies~~ shall be by majority vote of all seated Voting AAC m Members of the AAC, and such~~the~~ action shall be recorded in the meeting minutes ~~of the AAC~~. ~~Only those written statements so adopted and recorded shall be regarded as official.~~

Reason: Grammatical corrections, clarifications on process.



COUNTY OF SAN MATEO - PLANNING AND BUILDING DEPARTMENT

ATTACHMENT C

RESOLUTION NO. _____

**AGRICULTURAL ADVISORY COMMITTEE, COUNTY OF SAN MATEO,
STATE OF CALIFORNIA**

* * * * *

**RESOLUTION ADOPTING AMENDMENTS TO THE PROCEDURAL RULES OF THE
SAN MATEO COUNTY AGRICULTURAL ADVISORY COMMITTEE, ATTACHED
HERETO AS ATTACHMENT A**

RESOLVED, by the Agricultural Advisory Committee (hereafter Committee) of the County of San Mateo, State of California, that

WHEREAS, Standing Rules for County Boards, Commissions, and Advisory Committees were established by the County of San Mateo Board of Supervisors in March 1999 pursuant to Board of Supervisors Resolution No. 62607, and these Standing Rules were last significantly amended on February 26, 2008 by Board of Supervisors Resolution No. 069276, and were last amended by the Board of Supervisors on January 23, 2024 ; and

WHEREAS, the Standing Rules require each County board, commission and advisory committee to adopt rules of procedure governing the conduct of meetings and other necessary administrative matters, which must be submitted to the County Attorney for review and approval, and thereafter filed with the Clerk of the Board of Supervisors.

WHEREAS, the current Procedural Rules of the San Mateo County Agricultural Advisory Committee (hereafter Procedural Rules) were adopted in November 2004, which allow the Committee to amend the Procedural Rules by resolution through a

majority vote pursuant to Rule 9B after first conducting a meeting to read and discuss the proposed amendments; and

WHEREAS, the Amendments included as Attachment A ensure the Procedural Rules remain relevant; align with current state and local laws and regulations, including those for conducting public business pursuant to the Ralph M. Brown Act and conflict of interest rules, common rules of parliamentary procedure, and the San Mateo County Standing Rules for County Boards, Commissions, and Advisory Committees; and meet the evolving needs of the Committee to support the Committee's effectiveness and efficiency; and

WHEREAS, on February 9, 2026 the Committee conducted a public meeting to read and discuss the proposed Amendments.

NOW, THEREFORE, IT IS HEREBY DETERMINED AND ORDERED that the Agricultural Advisory Committee adopts the Amendments to the Procedural Rules of the San Mateo County Agricultural Advisory Committee, attached hereto as Attachment A, which shall be effective immediately upon adoption.

* * * * *

**PROCEDURAL RULES OF THE SAN MATEO COUNTY
AGRICULTURAL ADVISORY COMMITTEE**

Rule 1B Authority and Purpose.

These Procedural Rules of the Agricultural Advisory Committee (hereafter the AAC ~~or Committee~~) are adopted pursuant to San Mateo County Board of Supervisors Resolution No. ~~65019069276~~, which set forth the Standing Rules for County Boards, Commissions, and Advisory Committees. These Rules of Procedure shall be submitted to the County ~~Attorney Counsel~~ for review and approval, and thereafter filed with the Clerk of the Board of Supervisors. The purpose of ~~theis AACommittee~~ is to assist in the achievement of the objectives of the Planned Agricultural District Ordinance and the San Mateo County Local Coastal Program. More particularly, the ~~AACommittee~~ is to actively assist in the preservation of agriculture ~~on the coastsides throughout San Mateo County~~ by advice and recommendation to the Planning Commission and the Board of Supervisors.

Rule 2B Members.

Section 2.1 General.

The AAC ~~Committee~~ is authorized by Section 636~~52~~ of the County Zoning Regulations, and responsibilities and membership are specified by resolutions of the Board of Supervisors. (hereafter, "the Board.") At the time these rules are being prepared, the most recent Board resolution is No. 06650~~21~~, adopted on February 24, 2004. However, it is understood that subsequent resolutions may be adopted by the Board ~~of Supervisors~~, and that in any event, the ~~Members~~, the ~~mMember's~~ terms, and the ~~mMember's~~ duties are as set forth in the most current Board ~~of Supervisors~~ resolutions. In the event of an inconsistency between these ~~Rules~~ and an ~~applicably~~ Board ~~of Supervisors~~ resolution, ~~theany~~ Board Resolution will take precedence over these Rules.

Section 2.2 Number.

The current membership as established by the Board of Supervisors includes a total of fifteen (15) ~~mMembers~~, which total includes eleven (11) voting ~~mMembers~~ and four (4) non-voting ~~mMembers~~ as follows:

Voting ~~m~~Members

- a. Seven (7) farmer/growers,
- b. One (1) agricultural business representative,
- c. One (1) conservationist, and
- d. Two (2) public ~~m~~Members.

Non-voting ~~M~~Members

The following or their designees:

- a. The County Agricultural Commissioner,
- b. County Director, UC Cooperative Extension,
- c. The Executive Director of the San Mateo County Farm Bureau, and
- d. United States Natural Resources Conservation Service (USNRCS), District Conservationist for San Mateo County.

Section 2.3 Appointment.

All ~~m~~Members other than those serving by virtue of their official capacity shall be appointed by the

Board of Supervisors of San Mateo County and shall serve at the pleasure of the Board.

Section 2.4 Length and limitation of terms.

Members shall serve terms of office of four (4) years. At the conclusion of a term, a ~~m~~Member may be reappointed to another term. No ~~m~~Member appointed by the Board may serve on the ~~Committee~~ for more than a total of twelve (12) years of full terms. This limitation does not include partial terms at the beginning or conclusion of a ~~m~~Member's service, or holdover service at the request of the County caused by delay in appointing a replacement at the end of a Member's service. "Non-voting ~~m~~Members" are those who serve by virtue of their public office, other specifically designated office, or representation of a specific agency. Non-voting ~~m~~Members' terms shall be for the term of their office, or for the term of their designation by the agency they represent.

Section 2.5. Dates of Terms.

Terms are for a fixed period. They shall begin on October 1, and end on September 30, four years thereafter. The fact that a ~~m~~Member may be appointed or begin his or her service in the middle of a term does not affect the starting or ending dates of the term.

Section 2.6 Resignation.

Any ~~m~~Member may resign effective on giving written notice to the Clerk of the Board of Supervisors, ~~the County Planning Liaison, and the Committee Chair and the secretary of the AAC,~~ unless the notice specifies a later time for his or her resignation to become effective. The written notice shall also be provided to the County Liaison and the Committee Chair. The acceptance of a resignation shall not be necessary to make it effective.

Section 2.7 Removal.

Any ~~m~~Member appointed by the Board may be removed from office at any time for any reason or without any reason by the Board.

Section 2.8 Vacancies.

Any vacancy on the AAC, however created, shall be filled for the unexpired term by the Board. Each vacancy shall be filled by an individual having the qualifications of his or her predecessor.

Section 2.9 Action by the Board.

Notwithstanding the foregoing, the qualifications, term and other conditions of AAC membership shall be as determined from time to time by action of the Board.

Section 2.10

No ~~M~~member will act on behalf of the AAC as a whole verbally, in writing or otherwise unless specifically authorized to do so by a majority vote of the AAC.

Rule 3B Officers.

The Officers shall be a Chairperson, who shall preside at all meetings of the full AAC, ~~and~~ a Vice-Chairperson who in the Chairperson's absence or inability to act shall preside at the

meetings, and a Secretary who shall prepare the minutes of each meeting of the AAC and any correspondence on behalf of the AAC at their direction. ~~If both the Chairperson and Vice-Chairperson are absent or unable to act, the members present shall select one of the members present to act as chairperson *pro tempore*, who, while so acting, shall have all of the authority of the Chairperson.~~ The officers shall be elected annually at the first meeting in October or at an adjournment of that meeting. The officers shall serve for one (1) year terms. At least one of the positions of Chairperson and Vice-Chairperson shall be filled by a farmer. ~~If both the Chairperson and Vice-Chairperson are absent or unable to act, the Members present shall select one of the Members present to act as chairperson *pro tempore*, who, while so acting, shall have all of the authority of the Chairperson.~~

Special duties of the Chair and Vice-chair are as follows:

- a. To assist in the preparation of agendas for meetings in cooperation with County staff and such other persons from other governmental agencies as may be required;
- b. To convene meetings
 - (1) call to order
 - (2) ask for public comment
 - (3) ask for agenda approval
 - (4) approval of minutes
 - (5) close meeting
 - (6) to conduct the business of the meetings according to parliamentary procedure;
- c. To serve as a link between the Board of Supervisors and the AAC.
- d. To coordinate reports to the Board of Supervisors.

Rule 4B Meetings.

Sec. 4.1 Regular and Special Meetings.

~~The date, time and place of regular meetings shall be established by resolution of the AAC.~~ The AAC shall meet regularly on the second Monday of each month during the times of 6:00 p.m. to 8:00 p.m. Advanced notice of any meeting date, time and location shall be provided at least 72

hours in advance of the meeting. Special meetings shall be held at any time and place at the call of the Chairperson or a majority of the authorized number of ~~m~~Members, in accordance with Section 4.3.

Sec. 4.2 Open and Public.

Meetings shall be open and public and all persons shall be permitted to attend.

Sec. 4.3 Notice.

The ~~AAC~~Committee shall set a regularly occurring date for its regular meetings. Thereafter, no notice of any regular meeting need be given. The Committee may conduct special meetings as provided for in the Ralph M. Brown Act ("Brown Act"), with wWritten notice of each special meeting ~~beingshall be~~ delivered ~~personally or by mail~~ to each ~~m~~Member and to each local newspaper of general circulation, radio or television station requesting notice in writing, as well as being posted to the County's internet website. Such notice shall be received at least 24 hours before the time of such meeting as specified in the notice, unless such notice is waived or excused as provided in the Brown Act. The call and notice shall specify the time and place of the special meeting and the agenda for the meeting. ~~Written notice may be dispensed with as to any Member who at or prior to the time the meeting convenes files with the Clerk a written waiver of notice. Such waiver may be given by telegram. Such written notice also may be dispensed with as to any Member who is actually present at the meeting at the time it convenes.~~ Notice shall be ~~provided~~required pursuant to this section prior to conducting a special meeting regardless of whether any action is taken- at the ~~special~~ meeting. In cases of emergency, notice shall be provided consistent with the requirements of the Brown Act~~notice of special meetings may be dispensed with only to the extent permitted by applicable law.~~

Sec. 4.4 Attendance and Participation.

Members must attend the regular meetings of the AAC and of committees to which they are appointed and shall contribute their time and special abilities as may be required for the benefit of the AAC. If a Member is unable to attend a meeting, he or she shall so inform the Chair and County Planning Liaison giving the reason therefore. Failure to attend a meeting without first notifying the Chair and County Planning Liaison shall, except in cases of emergency or

extreme hardship, be treated as an unexcused absence. Two (2) unexcused absences during a six-month period shall be grounds for a request that the Board remove the Member.

Sec. 4.5 Quorum.

A majority of the seated voting ~~m~~Members of the AAC shall be present ~~in person shall to~~ constitute a quorum that is necessary to convene a meeting for the transaction of business at any regular or special meeting of the AAC or any committee.

Sec. 4.6 Meeting Agendas.

The AAC shall prepare an agenda for every meeting, which shall set forth a brief general description of each item of business to be transacted or discussed at the meeting and the time and location of the meeting. The Chair or Vice-chair of the AAC shall assist the Planning Liaison, ~~in conjunction with persons from other governmental agencies as may be required,~~ shall with the preparation of an agenda for the upcoming meeting, ~~in conjunction with persons from other governmental agencies as may be required.~~ A Committee ~~m~~Member may contact the Chair or Vice-chair to request that an item be placed on the agenda. In order to be eligible ~~considered for placement to be placed~~ on the printed agenda, the item must be submitted at least ten-fifteen (150) days prior to the meeting. Any member of the public may request that a matter directly related to the Committee's business be placed on the agenda within the same time period. The AAC may limit the total time to be devoted to any matter at the meeting and may limit the time allowed for any one person to speak on any matter. Each agenda for a regular meeting shall provide an opportunity for members of the public to address the AAC directly on items of interest to the public that are not on the agenda, but that are within the subject matter jurisdiction of the AAC. At least 72 hours before a regular meeting, the agenda shall be posted in a location that is freely accessible to members of the public- and on the County's internet website ~~the Hall of Justice and Records, at a location designated by the Clerk of the Board of Supervisors.~~ No action shall be taken at a regular meeting on any item not appearing on the posted agenda, ~~provided, however, that the Members may take action on items of business not appearing on the posted agenda~~ except as expressly authorized under the Brown Act. if: (1) the AAC determines by a majority vote that an emergency situation exists under California Government Code s Section 54956.5; (2) the AAC determines by a two-thirds vote of the Members, or, if less than two-thirds

~~of the Members are present, by a unanimous vote of those Members present, that the need to take the action arose subsequent to the posting of the agenda; or (3) the item was included in the posted agenda for a meeting of the AAC occurring not more than five calendar days prior to the date action is taken on the item, and at the prior meeting the item was continued to the meeting at which action is being taken.~~ At least 24 hours before a special meeting, the Secretary shall cause the agenda for the meeting to be posted with the call and notice of the meeting at ~~the Hall of Justice and Records, or, as determined by duly adopted resolution of the AAC, any other a~~ location that is freely accessible to members of the public. No business not set forth in the posted agenda shall be considered by the AAC at such special meeting.

Sec. 4.7 Conduct of Business.

The items on the agenda shall be considered in order unless the Chairperson ~~shall~~ ~~announce~~announces a change in the order of consideration, subject to the approval of the AAC. ~~Unless an agenda item identifies a particular source for a report, t~~The Chair or county liaison~~designee~~ shall read each agenda item into the record~~present the item~~, and the item may be presented by staff and/or the project proponent~~someone~~, after which M~~m~~embers may ask question~~comment~~, and then the item~~topic~~ shall ~~then~~ be open to public comment upon recognition of the speaker by the Chairperson. Upon close of the public comment period, the Committee shall deliberate and takes action, if applicable. The procedures set forth~~rules~~ in Rosenburg's Rules of Order ~~Sturgis Standard Code of Parliamentary Procedures~~ shall rule where applicable and not in conflict with these adopted Procedural Rules~~guidelines~~ of the AAC.

Sec. 4.8 Resolutions.

~~All official acts of the AAC shall be taken and authorized by resolution, adopted on motion, duly made, seconded and adopted by vote of the Members.~~ [Reserved]

Sec. 4.9 Voting.

With the exception of any Member disqualified from voting on, or otherwise participating in, a matter due to a conflict of interest, a ~~All resolutions present voting M~~members of the AAC that represent the quorum (including the Chair) are required to take action when a vote is called on a motion is made. Voting M~~m~~embers can either vote to approve the motion, vote to deny the

~~motion, or abstain from voting. All actions of motions to~~ the AAC shall be approved-adopted by a n the affirmative vote of a majority of the qualified Members present, ~~constituting a quorum, present and voting~~ except as otherwise provided by law or these Procedural Rules~~by laws~~. A motion will carry only when a majority of the qualified Mmembers present vote in the affirmative. Tie votes shall result in a failed motion.

Sec. 4.10 Disqualification from Voting.

A Member shall not participate in any item before the Committee~~be disqualified from voting on any resolution~~ relating to any matter-transaction in which he or she has a disqualifying financial interest, as required by law and the Conflict of Interest Policy (Rule 6.b) of the AAC. Except as required by law and the Conflict of Interest Policy of the AAC, no Member shall be disqualified from serving as a Member or taking part in any proceedings of the AAC because of any financial interest of a Member.

Sec. 4.11 Minutes.

The Committee Secretary (~~County Planning Division liaison~~) shall prepare ~~the~~ minutes of each meeting of the AAC. These se minutes shall be ~~an accurate summary of the AAC's or committee consideration of each item on the agenda and~~ an accurate record of each action of the AAC. At a subsequent meeting, the minutes shall be submitted for approval by a majority vote of Members in attendance at the meeting covered by the minutes. When approved, the minutes shall be kept with the record of proceedings of the AAC.

Sec. 4.12 Public Records.

All documents and records of the AAC, not exempt from disclosure by applicable law, shall be public records under the California Public Records Act (California Government Code Section 6250 et seq).

Rule 5B Committees.

Sec. 5.1 Appointment.

The AAC may ~~by resolution~~, from time to time, create and appoint the members of such standing

or ad hoc committees and subcommittees as it deems necessary to carry out its purposes, which-
Subcommittees may include persons who are not members of the AAC. Each such committee or
subcommittee shall report its activities, progress and findings to the AAC as a whole at its next
regularly scheduled meeting. If a majority of the AAC approves any recommendation from the
subcommittee, such recommendation shall be reported to the Board of Supervisors.

Sec. 5.2 Standing Committees.

Sec. 5.3 Meetings.

Regular meetings of committees and subcommittees shall be held at such times and places as are
determined by the AAC. Special meetings may be held at any time and place as may be held at
any time and place as may be designated by the Chairperson, the Chair or county liaison or a
majority of the members of the committee or subcommittee. A majority of the authorized seated
number of members of the committee or subcommittee shall constitute a quorum for the
transaction of business.

Sec. 5.4 Open and Public.

Meetings of committees and subcommittees will be open and public.

Rule 6B Conflict of Interest Policy.

Sec. 6.1

Each mMember of the AAC shall comply with all applicable laws governing conflicts of
interest, including those concerning incompatibility of offices, Government Code Section 1090,
and common law bias. file statements disclosing reportable investments, business positions,
interest in real property and income in accordance with the Political Reform Act of
1974 (Government Code Section 81000 et seq.) and the regulations of the Fair Political Practices
Commission.

Sec. 6.2

~~A member of the AAC shall not make, participate in making or in any way attempt to use the member's position to influence a decision in which the member knows or has reason to know the member has a financial interest. Members of the AAC shall avoid impropriety and the appearance of impropriety, and shall not use their position to further their own pecuniary gain or for any other purpose not directly related to the function of the AAC.~~

Rule 7B *Annual Work Plan.*

~~The AAC will develop an annual work plan, and submit an annual report to the Board of Supervisors. The AAC shall hold an annual planning and review meeting to develop an annual work plan. The date and time for this meeting shall be selected by the Committee AAC. At the meeting, the AAC shall review its accomplishments from the past year plan, develop an annual workplan for the succeeding year, and review these Procedural Rules its Bylaws. The members shall develop an annual workplan for the succeeding year.~~

~~The AAC shall report periodically to the Board of Supervisors. An annual report shall be submitted to the Board and the report shall be presented by the chairperson accompanied by at least one other member of the AAC of Supervisors, and if a presentation is requested, the report shall be presented by the Chairperson accompanied by at least one other Member of the AAC.~~

Rule 8B *Oath of Office.*

Before beginning service, each ~~m~~**Member will shall** take an oath of office, to be personally administered by the Clerk of the Board of Supervisors or a deputy of said Clerk.

Rule 9B *Amendment of Procedural Rules*

These Procedural Rules may be amended only by a resolution of the AAC at any meeting of the AAC. Proposed additions or amendments to the Rules shall be submitted to ~~M~~**Members** of the AAC in writing to be read and discussed before adoption. Rules will, barring emergencies, be adopted or amended after consideration at two (2) meetings of the AAC. The approval of amendments to the Procedural Rules~~formal adoption of policies~~ shall be by majority vote

of all ~~seated Voting AAC Members of the AAC~~, and ~~such~~the action shall be recorded in the ~~meeting minutes of the AAC. Only those written statements so adopted and recorded shall be regarded as official.~~

Adopted ~~November 2004~~ [Insert date]

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