



# 2026 CHARTER REVIEW COMMITTEE

## COUNTY OF SAN MATEO

### AGENDA

Monday, January 26, 2026 at 6:00 p.m.  
500 County Center, 1st Floor  
Manzanita Hall  
Redwood City, California 94063

1. Roll Call
2. Public Comment  
*This is an opportunity for members of the public to address the Committee on any Committee-related topics that are not on the agenda. If your subject is not on the agenda, the Chair will recognize you at this time.*
3. Welcome and Introductions
  - a. *Welcome by Supervisor Noelia Corzo, President of the Board of Supervisors, and County Executive Mike Callagy*
  - b. *Introduction of Commissioners*
  - c. *Swearing-in new Commissioners*
4. Introduction and Swearing-in of Commissioners
5. Presentation and Training  
*Overview of the Brown Act, conflicts of interest, public meeting process, Board creation of the 2026 Charter Review Committee, Charter review process, and recommendations from individual Supervisors of potential Charter Amendments for Charter Review Committee to consider.*
6. Motions
  - a. *Elect Chair and Vice Chair*
  - b. *Approve teleconferencing by members of 2026 Charter Review Committee as “eligible subsidiary body” pursuant to Government Code Section 54953.8.6.*
  - c. *Set location and schedule for regular meetings of 2026 Charter Review Committee*
7. Adjourn

*Meetings are accessible to people with disabilities. Individuals who need special assistance or a disability-related modification or accommodation (including auxiliary aids or services) to participate in this meeting, or who have a disability and wish to request an alternative format for the agenda, meeting notice, agenda packet or other writings that may be distributed at the meeting, should contact Kim Boverio, Assistant Clerk of the Board, at least two working days before the meeting at [kboverio@smcgov.org](mailto:kboverio@smcgov.org). Notification in advance of the meeting will enable the County to make reasonable arrangements to ensure accessibility to this meeting and the materials related to it.*

# County of San Mateo

## 2026 County Charter Review Committee

**Judith Holiber – Chief Deputy County Attorney**

**Brian Pettit - Deputy County Attorney**

January 26, 2026

**COUNTY OF SAN MATEO**



# Overview of Charter Review Process

## What is a County Charter?

- The California Constitution recognizes two types of counties: General law counties and Charter counties.
- San Mateo County has been a “Charter County” since 1932.
- The provisions of a charter are the law of the State and have the force and effect of legislative enactments.



# County Charters

Charter Counties provide for:

- The number (at least 5), method of election, compensation, terms, removal of the governing board;
- The performance of functions required by statute;
- An elected sheriff, an elected district attorney, an elected assessor, and the election or appointment, compensation, terms and removal of other officers;
- for the powers and duties of all officers, for their consolidation and segregation, and for the manner of filling vacancies



# County Charters vs. City Charters

- Charter Counties' "home rule authority" is limited to matters concerning the structure and operation of local government
- Less expansive than a Charter City's home rule authority, which may extend to control of municipal affairs apart from general laws



# Review of Charter is Required

## San Mateo County Charter

### Article VIII – General

#### **801. *Charter Review***

The Board of Supervisors *shall convene a Charter review committee within eight years* of the last complete Charter review. The committee shall review the Charter, and after public hearings, make appropriate recommendation for amendment or review to the Board.



# Charter Amendment Process

- Two ways to amend the County Charter
  - Proposed by Board of Supervisors; or
  - Proposed by voter initiative petition
- Adoption, amendment, or repeal of a County Charter requires majority voter approval.
- Charter Review Committee's role is advisory. The Committee makes recommendations to the Board which then determines, in its discretion, whether to send such amendments to the voters.



# Brown Act Basics

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# Brown Act: Fundamental Rule

- All meetings of a legislative body of a local agency shall be open and public

\*Exceptions are few & narrowly construed



# “Legislative Body”

- Includes any commission, committee, or board, permanent ***or*** temporary, decision-making ***or*** advisory, created by a formal act of the local agency



# “Meeting”

- 1) When a majority of the members;
- 2) Are present at the same time and place;
- 3) To “hear, discuss, deliberate, *or* take action”;
- 4) On any item within the subject-matter jurisdiction of the legislative body



# Serial “Meetings”

Individual communications can become invalid serial “meetings” in two ways:

1) CHAIN: Member A contacts Member B, and Member B contacts Member C



2) INTERMEDIARY: An intermediary contacts a majority of members sharing information between members



# NOT a “Meeting”

Attendance by a majority of members at:

- 1) An open and publicized conference;
- 2) An open and publicized community forum;
- 3) An open and noticed meeting of another legislative body; or
- 4) A purely social or ceremonial occasion ...



# NOT a “Meeting”

...IF the members DO NOT discuss among themselves business that is within the subject-matter jurisdiction of their legislative body other than as part of the scheduled program/meeting



# Teleconferencing

- BOS has authorized the CRC members to meet entirely via teleconference
- Requires approval by majority vote of the CRC
- If approved, public may participate either:
  - Via two-way audiovisual platform (e.g., Zoom); or
  - At a physical meeting location designated by CRC
- Members participating remotely must appear on camera (unless prevented by a disability)



# Regular Meetings

- For advisory committees, must be held at the time and place as designated in the noticed agenda
- Agenda publicly posted at least 72 hours in advance
- Each agenda item must be briefly described



# Special Meetings

- May be called by presiding officer of legislative body (Chairperson) or a majority of the members
- Written notice to each member of body, local newspaper, and posted on agency website 24 hours before meeting



# Non-Agenda Items

- “Briefly respond” to public comment
- Ask a question for clarification
- Make a brief report on own activities
- Provide reference for factual information
- Request that staff report back or that an item be placed on future agenda



# Rights of the Public

- Right to attend meetings without registering name or providing other information
- Right to record proceedings with camera, audio or visual recorder, unless persistently disruptive
- Right to address the body on each item of business on the agenda and any other matter of public interest



# Rights of the Public

- Right to criticize the County's policies, procedures, programs, or services, as well as employees and officers acting within the scope of their official capacity
- Right to inspect/obtain agendas and any other non-exempt writings made available to a majority of members at the meeting



# Remedies

- Civil Action
  - Opportunity to cure
  - Stop future violation or invalidate past violation
  - Attorneys' fees and costs recoverable
- Criminal Charges
  - Misdemeanor
  - Requires intent to deprive public of information



# Conflicts of Interest

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# BOS's "Standing Rules"

- All committee members “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 governmental function which they have been appointed to perform.”



# Common Law Principles

- Public officials must exercise authority “with disinterested skill, zeal, and diligence and primarily for the benefit of the public.”
- The law “prohibits public officials from placing themselves in a position where their private, personal interests may conflict with their official duties.”



# 2026 Charter Review Process

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# Charter Review Committee Timeline

December 9, 2025	BOS establishes the 2026 Charter Review Committee
January 13, 2026	BOS appoints 19 members to the 2026 Charter Review Committee
January 26, 2026	Initial Meeting
February 3, 2026	CRC identifies potential Charter Amendments to consider
May 1, 2026	Deadline for CRC to submit recommendations to BOS
May, June, 2026	BOS considers recommendations and determines if an ordinance calling for an election to amend the Charter should be submitted to the voters <i>*NOTE: The BOS, in its discretion, determines which amendments are sent to the voters.</i>
August 7, 2026	Deadline for BOS to submit proposed ordinance (if any) amending County Charter for election on November 3, 2026



# 2026 CRC – General Procedures

- 10 members constitute a quorum, and 10 affirmative votes are required to approve recommendations to Board
- Simple majority of members present required to pass any other motion
- The Committee shall appoint a Chair to preside over meetings of the Committee, and a Vice Chair to preside in the absence of the Chair.



# Public Meetings – Basics

- Chairperson presides over meeting
  - ❖ Chair announces agenda items, recognizes speakers, calls for motions, calls for votes
- Chairperson manages the meeting, subject to approval of members
- Actions are taken by motion
  - ❖ Ex. “I move that we appoint Jane Smith as Chair”
  - ❖ Roll call votes required if teleconferencing



# Agenda Item Sequence

- Chair announces the agenda item
- Chair invites presentation and recommendation (if any)
- Members ask clarifying questions
- Public Comment
- Committee deliberates/discusses and takes action by motion (if any)
- Vote and announcement of result



# Potential Charter Amendments

“The 2026 Charter Review Committee shall consider any changes to the County Charter as authorized by the Constitution and State Law, which in the Committee’s opinion are appropriate.”



# 2018 CRC - Board Issues

- Board directed CRC to consider three issues:
  - 1) Whether to consolidate the offices of Controller and Treasurer-Tax Collector into a single appointed Director of Finance position, or, in the alternative, whether to change those offices from elected offices to appointed offices.



# 2018 CRC - Board Issues

- 2) Whether to change the appointment process for the County Executive.
- 3) Whether to separate the elections functions from the Office of the Assessor –Clerk Recorder.



# 2018 CRC – Committee Member Proposals

- 1) Whether to remove term limits for the Board of Supervisors
- 2) Whether to change the manner of election of the Board of Supervisors from by district to at-large
- 3) Whether to change the County Coroner office from one that is elected to one that is appointed



# 2026 CRC - Individual Supervisor Recommendations

Whether County Charter Section 412.5 (Removal of Elected Sheriff for Cause) should be amended to delete subsection e, which currently states that Section 412.5, which vests the Board with authority to remove a Sheriff for cause shall sunset and be of no further force and effect as of December 31, 2028.



# 2026 CRC - Individual Supervisor Recommendations

Whether the County Charter should be amended to add a new Section requiring the Board of Supervisors to annually review the Board's governance processes and practices, such as requiring the creation of a governance handbook, amending the handbook, and inclusion of a demographic report.



# 2026 CRC - Individual Supervisor Recommendations

Whether Section 415 of the County Charter should be amended to further specify Board procedures in the event that the Board makes an appointment to fill a vacancy in an elected office.



# 2026 CRC - Individual Supervisor Recommendations

Whether the County Charter should be amended to identify procedures in the event that the Board has cause to believe that an elected office has been or should be vacated because the incumbent official has become physically, mentally, or otherwise incapacitated. Any such procedures should bear in mind the confidentiality, dignity, and legal rights of the official.



# 2026 CRC - Individual Supervisor Recommendations

Whether any currently-elected County offices should be appointed rather than elected. (i.e., Controller, Coroner, Treasurer-Tax Collector)



# 2026 CRC - Individual Supervisor Recommendations

Whether (and how) to amend the Charter to give the Board President greater stature/influence (e.g., title) when interacting with executive leaders of regional partners, e.g., mayors of Cities of San Jose and San Francisco



# Initial Tasks & Next Steps

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# Initial Tasks

- Election of Chair and Vice Chair
- Approval of Committee member teleconferencing under the Brown Act
- Approval of regular meeting schedule



# Brown Act Teleconferencing

- Approve the use of teleconferencing by Committee members under Government Code Section 54953.8.6, with a physical meeting location at Manzanita Hall, 500 County Center, or as otherwise designated in the publicly noticed meeting agenda



# Regular Meeting Schedule

- **Tuesday, February 3<sup>rd</sup>, 2026 | 2/3/2026**
  - 5:30 P.M. – 8:00 P.M.
  - Hybrid (Manzanita Hall, 500 County Center, Redwood City, CA.)
  
- **Tuesday, February 17<sup>th</sup>, 2026 | 2/17/2026**
  - 5:30 P.M. – 8:00 P.M.
  - Hybrid (Manzanita Hall, 500 County Center, Redwood City, CA.)
  
- **Tuesday, March 3<sup>rd</sup>, 2026 | 3/3/2026**
  - 5:30 P.M. – 8:00 P.M.
  - Hybrid (Manzanita Hall, 500 County Center, Redwood City, CA.)
  
- **Tuesday, March 17<sup>th</sup>, 2026 | 3/17/2026**
  - 5:30 P.M. – 8:00 P.M.
  - Hybrid (Manzanita Hall, 500 County Center, Redwood City, CA.)
  
- **Thursday, April 2<sup>nd</sup>, 2026 | 4/2/2026**
  - 5:30 P.M. – 8:00 P.M.
  - Hybrid (Manzanita Hall, 500 County Center, Redwood City, CA.)
  
- **Tuesday, April 14<sup>th</sup>, 2026 | 4/14/2026**
  - 5:30 P.M. – 8:00 P.M.
  - Hybrid (Manzanita Hall, 500 County Center, Redwood City, CA.)
  
- **Tuesday April 28<sup>th</sup>, 2026 | 4/28/2026**
  - 5:30 P.M. – 8:00 P.M.
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# Next Steps

- Second meeting of the CRC
  - ❖ Identify which potential amendments to the County Charter the CRC will consider (either Supervisor recommendations or member proposals)
  - ❖ Create subcommittees to focus on individual issues and report back to full CRC at regular meetings for further discussion



# COUNTY OF SAN MATEO





## 2026 CHARTER REVIEW COMMITTEE COUNTY OF SAN MATEO

<b>NAME</b>	<b>REPRESENTING</b>
Tom Adams	District 1
Jacquelyn Foust	District 2
Iliana Rodriguez	District 3
Rosanne Foust	District 4
Daniela Jonguitud	District 5
Talavou Aumavae	At-Large/Intersectional
Mark Haesloop	Businesses
Eddie Flores	Cities
Karen Chapman	Environmental Groups
Kimberly Woo	Immigrants' Rights Groups
Kathleen Wheeler	League of Women Voters
Dana Johnson	LGBTQI+ Community
Julie Lind	Organized Labor
Lynette Garcia	Schools
Jim Lawrence	Seniors
Monica Mejia	Underserved Communities
George Smith	Veterans
Liliam Perez Avila	Voting Rights Organizations
Nathan Healy	Youth



## COUNTY OF SAN MATEO CHARTER REVIEW COMMITTEE 2026 PROPOSED MEETING SCHEDULE

- **Monday, January 26<sup>th</sup>, 2026 | 1/26/2026**
  - 6:00 P.M. – 8:00 P.M.
  - In-person only (Manzanita Hall, 500 County Center, Redwood City, CA.)
  
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**2026 CHARTER REVIEW COMMITTEE**  
**COUNTY OF SAN MATEO**  
**RECOMMENDATIONS FOR CONSIDERATION FROM INDIVIDUAL MEMBERS**  
**OF THE BOARD OF SUPERVISORS**

1. Whether Section 415 of the County Charter should be amended to further specify Board procedures in the event that the Board makes an appointment to fill a vacancy in an elected office.
  
2. Whether (and how) to amend the Charter to give the Board President greater stature/influence (e.g., title) when interacting with executive leaders of regional partners, e.g., mayors of Cities of San Jose and San Francisco
  
3. Whether the County Charter should be amended to add a new Section requiring the Board of Supervisors to annually review the Board's governance processes and practices, such as requiring the creation of a governance handbook, amending the handbook, and inclusion of a demographic report.
  
4. Whether any currently-elected County offices should be appointed rather than elected.
  
5. Whether County Charter Section 412.5 (Removal of Elected Sheriff for Cause) should be amended to delete subsection e, which currently states that Section 412.5, which vests the Board with authority to remove a Sheriff for cause, shall sunset and be of no further force and effect as of December 31, 2028.
  
6. Whether the County Charter should be amended to identify procedures in the event that the Board has cause to believe that an elected office has been or should be vacated because the incumbent official has become physically, mentally, or otherwise incapacitated. Any such procedures should bear in mind the confidentiality, dignity, and legal rights of the official.