COUNTY OF SAN MATEO
PLANNING AND BUILDING DEPARTMENT

DATE: March 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 <u>Regular and Special Meetings.</u>

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 <u>Open and Public.</u>

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

March 9, 2026

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 purple text.

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. ~~65019~~069276, which set forth the Standing Rules for County Boards, Commissions, and Advisory Committees. These Rules of Procedure shall be submitted to the County ~~Counsel~~ Attorney for review and approval, and thereafter filed with the Clerk of the Board of Supervisors. The purpose of th~~is~~e AAC~~ommittee~~ 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 AAC~~ommittee~~ is to actively assist in the preservation of agriculture ~~throughout San Mateo County~~on the coastside by advice and recommendation to the Planning Commission and the Board of Supervisors. Reason: Grammatical corrections; clarifications; alignment with Board of Supervisors Resolution No. 066502 and County Zoning Regulations Section 6365, which define the purpose of the Agricultural Advisory Committee.
Rule 2B - Members
Section 2.1 - General. The AAC ~~Committee~~ is authorized by Section 636~~2~~25 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~~1~~2, 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~~Members, the ~~m~~Member's terms, and the ~~m~~Member's duties are as set forth in the most current Board ~~of Supervisors~~ resolution~~s~~. In the event of an inconsistency between these

~~r~~Rules and an~~y~~ applicable Board ~~of Supervisors~~ resolution, ~~any~~the 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~~Members, which total includes eleven (11) voting ~~m~~Members and four (4) non-voting ~~m~~Members 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 members.

Non-voting Mmembers

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~~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.

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 ~~m~~Member may be reappointed to another term. No ~~m~~Member appointed by the Board may serve on the Committee~~ssion~~ 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.

Reason: Grammatical corrections; alignment with the San Mateo Boards and Commissions Handbook, p.5 ("Members whose terms have expired may continue to serve until they are re-appointed, or the Board of Supervisors appoints a replacement.").

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.

Reason: Grammatical correction.

Section 2.6 - Resignation.

Any ~~m~~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 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; alignment with San Mateo County Boards and Commissions Handbook, p.6 ("Submit a letter of resignation to your staff liaison."); 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 ~~m~~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 ~~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.

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 ~~T~~the positions of Chairperson and Vice-Chairperson shall be filled by a farmer~~s~~. 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 collaborate with County staff in the prepar~~e~~ation of meeting agendas, ~~for meetings in cooperation with~~ 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 in alignment with San Mateo County Boards and Commissions Handbook, p.18 ("To develop a meeting agenda, the Chair collaborates with the staff liaison to coordinate the meeting's agenda.").

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 pursuant to Government Code Section 54954(a) ("Each legislative body of a local agency, *except for advisory committees* or standing committees, shall provide, by ordinance, resolution, bylaws, or by whatever other rule is required for the conduct of business by that body, the time and place for holding regular meetings. Meetings of advisory committees or standing committees, for *which an agenda is posted at least 72 hours in advance of the meeting* pursuant to subdivision (a) of Section 54954.2, shall be considered for purposes of this chapter as regular meetings of the legislative body.").

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 AAC~~ommittee~~ 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 pursuant to Government Code Sections 54956 and 54956.5 - Noticing special meetings and emergency meetings, 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: San Mateo County Boards and Commissions Handbook, p.6 ("If you are unable to attend, you must notify the staff liaison or the Chairperson of the Board or Commission to explain your reason for absence."); 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; *Taxpayers for Livable Communities v. City of Malibu* (2005) 126 Cal.App.4th 1123,

1127 – (“The Brown Act requires a quorum of a legislative body to conduct its business in public meetings.”).

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 collaborate with County staff in ~~, in conjunction with persons fromother governmental agencies as may be required, shall~~ the preparation~~e~~ 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 ~~c~~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 (~~10~~15) 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 wetbsite~~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 and in alignment with San Mateo County Boards and Commissions Handbook, p.18 ("Agenda Development"); clarifications for alignment with the Brown Act pursuant to Government Code Section 54954.2 – Agenda requirements, adding more lead time necessary for agenda topic requests to ensure there is time to consider including in the next scheduled meeting agenda.

Sec. 4.7 - Conduct of Business.

The items on the agenda shall be considered in order unless the Chairperson ~~shall~~ 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~~ 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; alignment with the San Mateo County Boards and Commissions Handbook, pp.16-17 ("Basic Format for an Agenda Action Item Discussion"); alignment with San Mateo Boards and Commissions Handbook, pp.9-10 (Recommending use of Rosenberg's Rules of Order).

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 in alignment with San Mateo County Boards and Commissions Handbook, pp.16-17 ("Basic Format for an Agenda Action Item Discussion") – Commissions act by motion and vote, and there is no resolution requirement.

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 Members of ~~to~~ 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 Rules~~bylaws~~. 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; *Martin v. Ballinger* (1983) 25 Cal.App.2d 435, 437 ("Where there is a quorum present, and a majority of the quorum votes in favor of a proposition, it is carried, notwithstanding an equal number refuse or fail to vote…"); 62 Ops. Atty. Gen 698 (1979) ("A member who is not entitled to vote because of a conflict of interest, for example, is not counted for purposes of establishing a quorum on a particular question.").

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; San Mateo County Boards and Commissions Handbook, p.38 ("To avoid actual bias or the appearance of possible improprieties, a public official is prohibited from participating in the decision and may recuse themselves from discussing, hearing or voting on the specific item.")

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); San Mateo County Boards and Commissions Handbook, p.19 ("Meeting Minutes").

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; alignment with the Brown Act pursuant to Government Code Section 54952 (Brown Act requirements apply to standings committees, but not ad hoc committees); alignment with San Mateo County Boards and Commissions Handbook, p.34 ("If a Board or Commission wishes to establish a standing or ad hoc committee of certain members, please check with the County Attorney regarding the establishment of such a subcommittee and the applicability of 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 San Mateo County Standing Rules for County Boards, Commissions, and Advisory Committees, Sections 3 and 4.

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 San Mateo County Standing Rules for County Boards, Commissions, and Advisory Committees, Section 5.

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 AAC~~committee~~. 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~~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 of Supervisors, and if a presentation is requested, ~~and~~ the report shall be presented by the ~~c~~Chairperson accompanied by at least one other ~~m~~Member of the AAC.

Reason: Clarifications on procedures; alignment with San Mateo County Boards and Commissions Handbook, p.25 ("Annual Reports to the Board of Supervisors"); alignment with San Mateo County Standing Rules for County Boards, Commissions, and Advisory Committees, Section 20.

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.

March 9, 2026

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

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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 locals 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 March 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.

* * * * * *

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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. ~~65019~~069276, 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 the~~is~~ AAC~~ommittee~~ 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 AAC~~ommittee~~ is to actively assist in the preservation of agriculture on the coastside ~~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 6365~~2~~ 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. 066502~~1~~, 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 ~~m~~Member's terms, and the ~~m~~Member's ~~–~~duties are as set forth in the most current Board ~~of Supervisors~~ resolutions. In the event of an inconsistency between these R~~r~~ules and an applicable~~y~~ Board ~~of Supervisors~~ resolution, the~~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) ~~m~~Members, which total includes eleven (11) voting ~~m~~Members and four (4) non-voting ~~m~~Members as follows:

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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 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~~ssion~~ 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~~m~~ember 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, themembers 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 ~~T~~the positions of Chairperson and Vice-Chairperson shall be filled by a farmer~~s.~~ 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 collaborate with County staff in the preparation~~e~~ of meeting agendas, ~~for meetings in cooperation with~~ 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~~7:00 p.m. to

89:00 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 mMembers, 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 AACCommittee 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 mMember 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 providedrequired 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 Actnotice 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 collaborate with County staff in ~~, in conjunction with persons from other governmental agencies as may be required, shall~~ with the preparation~~e~~ 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 C~~c~~hair or V~~v~~ice-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 (15~~0~~) 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 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~~s~~ and take~~s~~ 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~~A~~ll ~~resolutions~~ present voting M~~m~~embers 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~~bylaws~~. A motion will carry only when a majority of the qualified M~~m~~embers 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 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. 5.1Appointment.**~~

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. 5.2Standing 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 ~~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.~~

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, ~~-~~ t~~T~~he report shall be presented by the C~~c~~hairperson accompanied by at least one other M~~m~~ember 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~~m~~embers 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~~m~~embers 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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