

SAN MATEO COUNTY INDEPENDENT CIVILIAN ADVISORY COMMISSION ON THE SHERIFF'S OFFICE BYLAWS

ARTICLE 1 NAME AND AUTHORIZATION

Section 1.1 Name

The name of this organization shall be the San Mateo County Independent Civilian Advisory Commission on the Sheriff's Office (referred to herein as the "Commission").

Section 1.2 Authorization

The Commission is authorized by Resolution No. 080067, adopted on December 12, 2023.

The Commission is committed to facilitating public transparency, accountability, and public engagement with respect to the Sheriff's Office.

ARTICLE 2 COMMISSION'S DUTIES, FUNCTIONS, AND POWERS

The duties, functions, and powers of the Commission shall be as follows:

- a) To advise and make recommendations to the Board of Supervisors, as needed but not less frequently than every twelve (12) months;
- b) To develop and implement an annual work plan approved by the County Executive's Office, which includes making an annual report to the Board of Supervisors;
- c) To provide a public forum for input from the community regarding Sheriff's Office;
- d) To fulfill other duties and engage in other activities as directed by the Board of Supervisors, which may include:
 - a. Conveying to the Board of Supervisors community input and feedback regarding the Sheriff's Office and, where appropriate, making recommendations; and
 - b. Providing a forum for community input on Sheriff's Office priorities and requesting information from the Sheriff's Office related to community concerns about operations, practices, and activities.
- e) To seek the input of the County Executive, County Attorney, Office of Budget Policy and Performance, all affected County departments, and the public prior to making any recommendations pursuant to the duties defined in this section;
- f) The Commission will perform its duties in an advisory capacity, and without the authority to manage or operate any department or agency, or direct the activities of County employees or contractors; and

- g) The Commission will:
- a. Not interfere with the investigative or prosecutorial functions of the Sheriff's Office;
 - b. Comply with all applicable laws and not obtain or review any confidential materials, except attorney-client communications provided by the County Attorney for the purpose of advising the Commission;
 - c. Not participate in or advise on departmental personnel or disciplinary matters;
 - d. Not interfere with matters that are under active investigation; and
 - e. Not issue subpoenas; subpoena power can be exercised by the Board of Supervisors in its discretion.

ARTICLE 3 MEMBERSHIP

Section 3.1 Attendance

- a) Members are expected to attend all meetings of the Commission. A member who is unable to attend a given meeting shall give advance notice of their inability to attend either to the Commission Chairperson or the clerk.
- b) A member may be granted a one-time leave of absence, not to exceed three (3) months, for a serious illness; to care for a spouse, child or significant other who has a serious illness; to attend school; or for another reason, deemed sufficient by the Chairperson. Other than this one-time leave of absence, if a commissioner misses three consecutive Commission meetings or retreats the commissioner will be deemed to have resigned and the Board of Supervisors will be notified of the vacancy.

Section 3.2 Resignation or Termination

- a) Any member may resign, effective on giving notice to the Clerk, the Chair, or at a regular meeting of the Commission, unless the notice specifies a later time for their resignation to become effective. The acceptance of a resignation shall not be necessary to make it effective.
- b) If a member resigns or becomes ineligible to remain on the Commission, it will be noted in the minutes of the next scheduled Commission meeting. The Chairperson shall apprise the Supervisor's liaison of the member's resignation or termination.
- c) All members of the Commission are appointed by the Board of Supervisors and may be removed by the Board at any time.

Section 3.3 Membership and Composition

- a) The Commission shall include seven (7) voting members and two (2) alternates, who shall reside in San Mateo County. Members shall be appointed by a majority vote of the Board of Supervisors and shall serve at the pleasure thereof. The following criteria shall be used in appointing Commission members:
 - a. One (1) Commission member will be nominated by each Supervisor and reside in that Supervisor's District;
 - b. One (1) Commission member will be nominated by the Sheriff;
 - c. One (1) Commission member and two (2) alternates will be nominated by the two Board liaisons appointed pursuant to Section 4(d), below and following the County's regular application process for commissions;
 - d. Consideration shall be given to the applicant's background and/or community involvement to the extent relevant to the fulfillment of the Commission's mission;
 - e. A member of the San Mateo County Youth Commission designated by the Commission will serve as a non-voting liaison; and
 - f. The two at-large alternates will serve in the absence of an appointed member. Alternate members shall otherwise be entitled to attend meetings of the Commission and may participate in Commission discussion and deliberation but, unless acting for an absent Commission member, shall not be entitled to vote on any matter.
- b) The following individuals cannot serve as members of the Commission:
 - a. A current employee of the County of San Mateo;
 - b. The President of the Board of Supervisors will annually appoint two (2) members of the Board to send liaisons to the Commission.
- c) Commissions may not present themselves as representing the Commission, unless approved, in advance, by the Commission, but may present themselves as a Commissioner speaking in an individual capacity and not representing ICAC. At no time should Commissioners approach (as a representative of the Commission) any elected official prior to receiving approval from the Commission.

Section 3.4 Terms of Commission Members

- a) Initial terms of Commission members shall be staggered to help ensure the continuity of the Commission. For the initial appointment of members, four (4) members and one (1) Alternate member shall be appointed to serve two (2) year terms; and three (3)

members and the other Alternate member shall be appointed to serve three (3) year terms. Thereafter, each of the terms shall be three (3) year terms.

- b) Upon the conclusion of a term, a member may be considered for reappointment by the Board of Supervisors, subject to a maximum of four (4) full three (3) year terms. This limit shall not include partial terms to which a member may be appointed at the beginning of their service, including those members initially appointed to two (2) year terms. A Commission member may exceed that limit due to holdover service caused by delay in appointing a replacement at the end of the member's term of service.
- c) In the event a vacancy shall occur on the Commission during the term of any member, the Board of Supervisors shall appoint a replacement Commission member who shall serve the remainder of that member's term consistent with the nomination structure described above.
- d) Terms shall begin on July 1 of the year of appointment and end of June 30. Initial terms at the formation of the Commission will begin at appointment and shall end on June 30 of the applicable year depending on the length of the member's initial term. Any partial year of service will not count against a member's term.

ARTICLE 4 MEETINGS

Section 4.1 Commission Meetings

- a) The Commission shall meet at least four times a year.
- b) The Commission shall establish the time and place of its regular meetings.
- c) Special meetings may be called by the Chairperson or a majority of the Commission.
- d) All meetings of the Commission or committees thereof shall be subject to the open meeting requirements of the Government Code, specifically Section 54590, et seq., hereinafter referred to as the Brown Act.

Section 4.2 Agenda

- a) The Chairperson shall prepare an agenda prior to each Commission meeting. Any member of the Commission may add an item to the agenda through the Chairperson.

Section 4.3 Quorum

- a) A minimum of four (4) Commission members, including any alternate temporarily serving in place of a member, must be present to constitute a quorum and hold a meeting. Commission action may be taken only by a majority vote. "Majority vote" means a majority of the members in attendance at a meeting.

Section 4.4 Voting

- a) A simple majority of the quorum shall decide all questions unless otherwise stated.
- b) Voting shall be by voice unless otherwise stated or unless a request to vote by ballot is made by one-half of those members present.
- c) Proxy voting shall not be permitted.

ARTICLE 5 OFFICERS

Section 5.1 Officers

The officers of the Commission shall be a Chair and a Vice Chair. Officers shall be voting members of the Commission, and no member may hold more than one office.

Section 5.2 Election

The Commission shall annually select, by majority vote, a Chair and a Vice Chair.

Section 5.3 Duties

The powers and duties of the officers shall be as follows:

- a) The Chairperson of the Commission shall, if present, preside at all meetings of the Commission and exercise and perform such other powers and duties as may be from time to time assigned to her or him by the Commission or prescribed by these bylaws. The Chair shall act as a duly authorized representative of the Commission in all matters which the Commission has not formally designated some other person to act.
- b) In the absence or disability of the Chair, the Vice-Chair shall perform all of the duties of the Chair, and when so acting shall have all the powers of, and be subject to all the restrictions upon, the Chair.

ARTICLE 6 COMMITTEES

Section 6.1 Sub-Committees

Sub-committees may be established as needed, which may include persons who are not members of the Commission.

Section 6.2 Ad Hoc Committees

Ad Hoc committees may be established as needed and may include persons who are not members of the Commission.

ARTICLE 7 AMENDMENT AND RULES

Section 7.1 Rules of Order

Except to the extent that this resolution sets forth different rules or processes, the Commission shall comply with all standing rules for County boards, commissions, and advisory committees established by the Board of Supervisors as currently adopted or as amended in the future.

Section 7.2 Amendment of the Bylaws

These bylaws may be amended at any meeting by a two-thirds vote of the current membership, provided that copies of the proposed amendments are sent to all members of the Commission at least fifteen (15) days prior to the meeting at which such action is taken.

ARTICLE 8 ETHICS

- a) Except to the extent that this resolution sets forth different rules or processes, the Commission shall comply with all standing rules for County boards, commissions, and advisory committees established by the Board of Supervisors as currently adopted or as amended in the future.
- b) The Commission recognizes that all persons have inherent dignity and shall be treated with respect.

ARTICLE 9 MISCELLANEOUS

- a) The Commission Chair shall work with a designee of the County Executive's Office as its administrative liaison, or such other County department designee as the Board of Supervisors may authorize. The Commission shall also receive staff support from the Sheriff's Office and County Attorney's Office. The County Attorney's Office is delegated responsibility for interpreting Resolution 078906, including the Commission's role, charges, and limitations, and advising and directing the Commission consistent therewith. The Board Members, Sheriff, County Executive, and County Attorney, or any of their designees, shall be entitled to attend and participate in all meetings of the Commission, but shall have no vote and shall not be deemed members of this Commission;
- b) All documents and reports generated by the Commission shall be subject to the provisions of the Public Records Act (Government Code section 7920.000, et seq.).