

CITY SELECTION COMMITTEE BYLAWS

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Revision History

Revision Summary	Author	Revision Date
2.0 – Adopted January 30, 2015	Brian Palmer	1/30/2015
2.1 – Added Oversight Board of Successor Agency	Brian Palmer	11/17/17
2.2 – Modified Requirements for Submission of Notices of Candidacy – “Shall” changed to “Should”	Committee	1/5/2018
2.3 – Added Remote Access Network (Ran) Board to Article IX – Appointments and Nominations	Brenden Vlahakis	1/6/2023
2.3 – Changed the Regular meeting location to the Ventura County Fire Department, Admirative Building Conference Rooms A and B in Article V -Meetings.	Brenden Vlahakis	1/6/2023
3.0 – Day of Regular Meetings changed from the First Friday of Each January to the Fourth Friday of each January in Article V -Meetings.	Jeff Barnes	1/5/2024
3.0 – Notice to Members changed from two weeks to four weeks in Article V -Meetings, Subsection D – Notice to Members.	Jeff Barnes	1/5/2024
3.0 – Revised the process for nomination of candidates, distribution of materials, candidate attendance, and candidate selection in Article VII – Process for Nominations and Appointment.	Jeff Barnes	1/5/2024
3.0 – Amendments to bylaws also included minor typographical corrections and clarifications.	Jeff Barnes, Mia Martinez, Brenden Vlahakis	1/5/2024
3.1 – Removed specific meeting location from Article V – Meetings.	Brenden Vlahakis, Mia Martinez	1/24/2025

Article I – Authority and Purpose

A. Authority

The City Selection Committee of Ventura County (Committee) was created by, and operates pursuant to, California Government Code section 50270 et seq. Those bylaws set forth below required by law are signified by a citation to the applicable Government Code (GC) section.

B. Purpose

The purpose of the Committee shall be to appoint city representatives to boards, commissions and agencies as required by law. (GC § 50270.)

C. Rules and Regulations

In order to carry out the provisions and purposes for the Committee’s governing legislation, these Bylaws include rules and regulations to govern the conduct of its meetings and the selection of city representatives. Such rules and regulations shall include, but not be limited to, the term of office of the Chair and Vice Chair of the Committee (such term to be not less than one year nor more than four years), the time and place of the Committee’s regular meetings, a procedure for nominating and selecting city representatives, and the manner in which voting by the Committee shall be conducted. (GC § 50275.)

Article II – Membership

A. Membership

The membership of the Committee shall consist of the mayor of each city within Ventura County. (GC § 50270.)

B. Designated Representatives of Members

When the mayor of a city is unable to attend a meeting of the Committee, the mayor shall designate another member of the city’s legislative body to attend and vote at the meeting as the mayor’s representative (GC § 50271) and shall notify the Secretary of the Committee no later than 24 hours before the meeting of the name of the designated representative.

C. Compensation

Members of the Committee shall serve without compensation. (GC § 50279.)

Article III – Chair and Vice Chair

A. Chair and Vice Chair

The Committee shall select from among its members a Chair and Vice Chair. (GC § 50274.)

B. Term

The term of office of the Chair and Vice Chair shall be one (1) year, commencing on appointment and continuing until the expiration of the term or until replaced, whichever occurs later. At least 60 days prior to the expiration of the term of office of the Chair and/or Vice Chair, the Committee shall meet and select a successor to the Chair and/or Vice Chair. (GC § 50274.)

C. Duties of Chair

1. The Chair will preside over all meetings and may call special meetings as set forth in article V, section B.
2. The Chair, working with the Secretary of the Committee, will set the agenda for meetings and manage the business of the Committee.
3. The Chair will be the signatory for all official Committee business.

D. Duties of Vice Chair

1. The Vice Chair will assume the position of Chair upon the resignation, removal or incapacity of the Chair.
2. In the absence of the Chair, the Vice Chair will serve as the Chair and will assume the Chair's authority and responsibilities.
3. In the absence of both the Chair and the Vice Chair, the Committee will, at the beginning of its meeting, designate by majority vote a Chair pro tem to serve as presiding officer of that meeting.

Article IV – Secretary and Recording Officer

The Clerk of the Board of Supervisors of Ventura County shall act as the permanent Secretary and Recording Officer (Secretary) of the Committee. All meetings of the Committee shall be conducted in the presence of the Secretary or his or her deputy. All votes and actions taken by the Committee shall be recorded in writing by the Secretary. The written record of any vote or action taken by the Committee shall include the name of each member voting and how the member

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voted. Written records and minutes of the Secretary are public records. (GC § 50276.)

The Secretary shall post summary minutes of each meeting on the County of Ventura's website within 72 hours of the conclusion of the meeting. The Secretary shall sign the official summary minutes and submit them to the Chair for signature. Once signed by the Chair, the Secretary shall replace the summary minutes online with the official summary minutes.

Article V – Meetings

A. Regular Meetings

The Committee shall conduct regular meetings at the times specified by these rules and regulations. (GC § 50277.)

Regular meetings shall be scheduled for the fourth Friday of each January, unless it is a holiday, in which case the meeting shall be scheduled on the first Friday in February.

B. Special Meetings

The Chair may call a special meeting at any time, and the Chair shall call a special meeting upon the written request of 50 percent of the Committee members. When the Chair is required to call a special meeting, such a meeting shall be called and held within 60 days after receipt of such written request. Within three weeks prior to the date fixed for a special meeting, but as soon as practical, the Chair shall notify the Secretary of the date, time and place of the special meeting. (GC § 50277.)

C. Location and Time of Meetings

As specified on the agenda, or unless otherwise determined by the Chair, meetings of the Committee shall be noticed with the exact location of the meeting and will be held on specified Fridays commencing at 7:30 a.m.

D. Notice to Members

At least four weeks prior to the date of a meeting of the Committee, the Secretary shall give notice of the meeting to each member of the Committee, each City Manager, and each City Clerk. Such notice shall also include information regarding potential upcoming appointments based on term expirations and/or election status and a request for nominations. The Secretary shall also give reasonable notice to each member of the Committee of the time, date, and place to which a meeting of the Committee is continued. (GC § 50278.)

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E. Quorum

Representatives of a majority of the number of cities within Ventura County entitled to representation on the Committee shall constitute a quorum, except as set forth in article IX, section A below. Whenever a quorum is not present at a meeting of the Committee, the meeting shall be postponed or adjourned to a subsequent time and place as determined by the Chair. (GC § 50272.)

F. Voting

1. Appointments

Except as set forth in article IX, section A below, a majority vote of the representatives of the number of cities within Ventura County entitled to representation on the Committee is necessary to appoint representatives to boards, commissions or agencies, and to approve nominations to the Coastal Commission. (GC § 50272.) The Committee's process for nominations and appointments is set forth in article VII below.

2. Other Actions

A majority vote of a quorum is necessary for the Committee to take all other actions at its meetings. The Chair shall call for a motion and announce the name of the Committee member who made the motion and ask for a second to the motion. The Chair shall announce the name of the Committee member who seconds the motion. The Chair shall call for the vote by asking for the ayes and then asking for the nays, or may request that the Clerk take a roll call vote.

G. Open and Public

Committee meetings shall be open and public in accordance with the Ralph M. Brown Act (GC § 54950 et seq.).

H. Meeting Parliamentary Procedure

Committee meetings shall follow Rosenberg's Rules of Order to the extent not in conflict with these Bylaws.

Article VI – Agenda

The Secretary should distribute and publish the meeting agenda five (5) business days before the meeting, but not less than 72 hours before the meeting in accordance with the Ralph M. Brown Act, in a publicly accessible location. The Secretary should distribute the agenda and the supporting materials, if any, via email to each Committee member, the clerk of each city in Ventura County, and the agency requesting appointment of a member five (5) business days or more before the meeting.

Article VII – Process for Nominations and Appointments

The following process shall be used for nominating and selecting city representatives for boards, commissions and agencies, and for selecting nominees for the Coastal Commission (GC § 50272).

A. Nominations

Candidates for city representative appointments and Coastal Commission nominations shall be made by either the candidates themselves or Committee members. If a Committee member receives a notice of candidacy or resume or candidate statement from a candidate, the Committee member shall promptly forward the materials to the Secretary for distribution pursuant to article VIIB below.

B. Distribution of Candidate Materials

Notices of candidacy and resumes or candidate statements (Materials) should be submitted to the Secretary at least 14 days before the meeting at which the Committee will consider the appointment. The Secretary will distribute the Materials to the Committee members seven days before the meeting (Initial Distribution). Materials received after the Initial Distribution will be distributed by the Secretary 72 hours before the meeting (Second Distribution). Materials received after the Second Distribution will be distributed by the Secretary at the beginning of the meeting.

C. Candidate Attendance and Presentations

Candidates are strongly encouraged to attend and present at the meeting, either in-person or remotely, at which the Committee will consider the appointment.

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D. Meeting Selection Process

Appointment selection meeting items shall proceed as follows unless otherwise decided by vote of the Committee:

1. At the beginning of each item, the Secretary shall identify the subject vacancy, announce the candidate(s) who have been nominated, and call for additional nominations.
2. Nominated candidates shall be invited to briefly present regarding their qualifications and interest in the position. Committee members may ask candidates questions at this time.
3. Public comment period for the appointment item.
4. Committee deliberations for the appointment item.
5. When called by the Secretary, each Committee member shall vote by announcing their selected candidate(s) for the vacancy. Each Committee member shall have the number of votes equal to the number of vacancies being considered; a vacant alternate seat on a board, commission or agency shall be considered a different vacant position and therefore voted on separately than a vacant regular seat. Candidates receiving the most votes consisting of at least a majority vote pursuant to article V, section F1 above shall be deemed appointed to the vacancy. After the initial round of voting, the Secretary shall tally votes and announce the results. If all vacancies are not filled (i.e., candidates have not received a majority vote for each vacancy), additional deliberation and rounds of voting shall occur as needed to fill all vacancies.

E. Coastal Commission Nomination Selection Process

The Committee's selection of nominees for the Coastal Commission shall proceed pursuant to the above process except that the following shall apply in lieu of section D.5 above. When called by the Secretary, each Committee member shall vote by announcing their selected candidate(s). The Secretary shall then tally votes and announce the results. All candidates receiving at least a majority vote pursuant to article V, section F1 above shall be deemed the Committee's nominee(s). If no candidate receives at least a majority vote, additional deliberation and rounds of voting shall occur as needed until at least one candidate receives a majority vote.

Article VIII – Request for Meeting

An agency for which the Committee is required or requested to appoint a member to its governing board shall submit a written request to the Secretary at least 45 days prior to the desired meeting date, or as soon as possible, to schedule a Committee meeting to consider such appointment. The following information must be included:

1. The name of the person currently holding the position, if any.
2. The reason the position is vacant or being vacated – e.g., resignation, end of term, not re-elected, etc.
3. The beginning and end dates of the term being filled, including whether the term is a new full term or an existing unexpired term.
4. Whether an alternate member will need to be appointed if the current alternate member is selected as a regular member.
5. The name of the agency requesting the meeting, and its representative’s contact information.

Article IX – Agencies Subject to Committee Selection Authority

The Committee is required, or has agreed, to make appointments to or nominations for the governing boards of the following governmental bodies:

- A. Fox Canyon Groundwater Management Agency Board of Directors (Water Code Appendix § 121-401)

The members of the Committee representing the cities whose territory at least in part overlies the territory of the agency (which are the cities of Camarillo, Moorpark, Oxnard, Port Hueneme and San Buenaventura) shall, by majority vote, appoint to the agency one member from the members of the city councils of those cities. The agency member shall be appointed at a meeting of the Committee where each of those cities is represented.

- B. Local Agency Formation Commission (GC § 56325(b))

The Committee shall appoint to the commission two regular members and one alternate member, each of whom shall be a mayor or a council member from the cities of Ventura County.

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- C. Ventura County Transportation Commission (Public Utilities Code § 130054.1(d))

The Committee shall appoint to the commission one citizen member, who shall not be an elected official, but who shall be a resident of Ventura County.

- D. Air Pollution Control Board (Health and Safety Code § 40100.5)

The Committee shall appoint to the board members who are mayors or city council members.

- E. California State University, Channel Islands Site Authority (GC § 67474(a)(2)(B))

The Committee shall appoint to the authority one member and one alternate member, each of whom shall be a city officer.

- F. Association of Water Agencies of Ventura County (AWA By Laws v.2007)

The Committee shall appoint to the association one director and one alternate director representing all cities in Ventura County with a population under 100,000.

- G. California Coastal Commission (Public Resources Code § 30301.2)

Within 45 days from the date of receipt of a request for nominations by the Governor, the Committee shall nominate one or more county supervisors and one or more city council members who reside in the region from which the Governor shall appoint a replacement (the counties of San Luis Obispo, Santa Barbara and Ventura). Immediately upon selecting the nominees, the Committee shall send the names of the nominees to the Governor.

- H. Ventura County Consolidated Oversight Board (Health and Safety Code § 34179(j)(2))

The Committee shall appoint one member to the board.

- I. Remote Access Network (RAN) Board (Penal Code § 11112.4(b))

The Committee shall appoint one mayor as a regular member to the board.

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Article X – Bylaw Amendments

These Bylaws may be amended by the Committee at any meeting of the Committee. Notice and distribution of such proposed amendments shall be given in the manner prescribed for Committee meetings.

January 24, 2025

Adopted on



Kevin Kildee
CHAIR,
City Selection Committee