

# Appointments Recommendation Committee (ARC)

Councilmembers Campos, McReynolds, Duran

February 13, 2023

To: Appointments Recommendation Committee  
From: Michael B. MacDonald, City Clerk  
Subject: Committee Procedures for Consideration

## **Procedures Adopted by Council:**

### **Enabling Legislation**

SBMC Sec. 2.220.020 - Standing Committees

There shall be an Appointments Recommendation Committee. It shall make recommendations to the Council in regard to appointments to all of the boards, commissions, and committees provided for the Municipal Code.

Whether or not a regular meeting schedule is adopted, an agenda shall be posted for each standing committee meeting not later than forty-eight (48) hours before any meeting. Action minutes will be kept of all Committee meetings. Members of the Council who are not members of a standing committee may attend any open and noticed meeting of a standing committee provided that they act only as observers. It is suggested that Members do not make any comments.

Standing Committees may not make recommendations for new initiatives outside of the City Council approved initiatives/goals. Standing Committee Councilmembers may request research from staff on new ideas to allow them to report back to the standing committee. If the standing committee supports the idea, the idea will be presented to City Council for a vote.

Any Councilmember present at a meeting when a question comes up for a vote should vote for or against the measure, unless he/she is disqualified from voting and abstains because of such disqualification.

## **PROPOSED PROCEDURES FOR COMMITTEE REVIEW:**

### **Committee Chair**

Each Committee agenda will be approved in consultation with the Committee Chair. The Committee Chair may reorganize the agenda or request that an item be rescheduled. The Chair has been delegated the primary responsibility to ensure that Committee members, staff, and members of the public adhere to the Council Protocols and Committee procedures.

### **Items for Future Agendas**

Each Committee agenda will include an item titled *Items for Future Agendas*. This will allow the Committee to discuss future topics that they would like to be included for consideration. For an item to be added to an agenda, a majority of the Committee must agree. No formal motion is required.

### **Public Communications**

Public communications take place at the beginning of each Committee meeting and is an opportunity for community members to make comments on non-agenda items that are within the purview of the council committee. Members of the public wishing to speak will have three minutes each. If there are more than ten speakers, the Chair may reduce the speaking time to allow for more public participation. Written communications received prior to two hours before the meeting be posted in a supplemental packet and available on the City's website.

### **Committee Deliberation and Order of Speakers**

1. Staff presents on the item agendized before the committee. Committee members may ask clarifying questions.
2. Committee members make introductory comments.
3. The Committee allows public comment when each agenda item is taken up. Speakers will be given three minutes. If there are more than 10 speakers, the Committee may choose to reduce the time or set other requirements consistent with the Brown Act. The Chair has the discretion to implement such requirements. Any changes to speakers' time or procedures will be clearly stated by the Chair and applied to all speakers.
4. The Committee deliberates. This may include comments and questions of staff, the public, or each other.