

TOWN OF LOS ALTOS HILLS
Staff Report to the City Council

October 20, 2022

SUBJECT: CONSIDERATION TO ADOPT THE AMENDED RESOLUTION
ESTABLISHING STANDING COMMITTEES AND THE CODE OF
CONDUCT FOR STANDING COMMITTEES

FROM: Peter Pirnejad, City Manager *P.P.*
Steve Mattas, City Attorney

RECOMMENDATION That the City Council:

Adopt the amended resolution establishing standing committees and the Code of Conduct for Standing Committees (See Attachment 1 – Resolution for Adoption).

BACKGROUND

The City Council values the role the Town's standing committees serve in providing advice to the Council. In effort to promote consistency in protocols among all committees the City Manager identified the need to review the current standing committee resolution and the code of conduct for committee members.

To assist with the review, a consultant (MRG) was engaged to work with the City Manager and City Clerk. MRG has experience working in the areas of City governance and has knowledge of best practices for municipal advisory committees. MRG proposed committee protocols for the City Manager and City Clerk to consider with the goal of establishing consistent practices among the City's committees and to provide clear expectations regarding the roles and responsibilities for committee members.

Several steps were taken in developing the protocols including:

- Sending a survey administered by the consultant to all committee members requesting input on a number of subjects and received a 57% response rate;
- Organized and facilitated a roundtable meeting of all chairs of all the committees to get feedback on the committee process;
- Reviewing the Town's existing standing committee protocols and practices;
- Assessing practices and gathering examples and protocols followed by other cities, including Bozeman, Corvallis, and Sunnyvale; and
- Seeking input from staff that support the standing committees.

DISCUSSION

The Town's eleven standing committees are an important part of the Town's governance structure. Supporting the committees to make sure that Town regulations and applicable

State laws are adhered to and provide direct staff assistance requires considerable time on the part of staff. To standardize how committees operate, improve alignment with council goals, and best use staff resources, changes to the resolution establishing the committees and a Code of Conduct for Standing Committees is being proposed. The proposed Code of Conduct for Standing Committees would incorporate previously drafted protocols, procedures and rules into one Code of Conduct document, and will also include additional rules recommended by MRG in that same document, to help the committees work in a more efficient manner and clarify the roles and responsibilities of committee members across all the committees (See Attachment 2).

The proposed Code of Conduct for Standing Committees includes, but is not limited to, the following areas:

- Requirements upon appointment;
- Meeting operating protocols;
- Training;
- Minutes;
- Workplans;
- Committee member interactions with Town staff, Town vendors the public and the Council;
- Norms of behavior;
- General Code of Conduct.

It is important to note that the proposed Code of Conduct for Standing Committees includes both additions and clarifications on existing practices, some of which were previously laid out in the Resolution Establishing Standing Committees.

The City Attorney has reviewed the proposed changes to the existing resolution and the draft Code of Conduct for Standing Committees.

Upon review of these proposed changes, if Council requests more time to review or that the community need more time to process the changes, the Council may direct staff to return at the Council meeting of November 17th to request that the City Council adopt the changes to the Resolution Establishing Standing Committees and the Code of Conduct for Standing Committees.

In this same agenda for the October 20, 2022 City Council meeting is a companion agenda item on the consent calendar, titled “Amending the Standing Committee Resolution to Update Charter of the Emergency Preparedness and Response Committee”. If that agenda item is also approved, then Town staff will take administrative action to prepare a final version of the Resolution incorporating all amendments to the Standing Committee Resolution.

ENVIRONMENTAL REVIEW:

This action does not qualify as a “Project” as defined in California Government Code Section 15378(b) of the Guidelines for California Environmental Quality Act.

2022 CITY COUNCIL STRATEGIC PRIORITIES:

The Council identified, “Increase Effective Use of Committees” as one of their Key Projects under the Value areas of, “Increase Effective Service Delivery and Governance.” Under this key project the Council identified three milestones; “Standardize Committees and Create Meeting Norms”, “Hold an annual Committee Roundtable”, and “Hold an Annual City Council meeting with Committees.” This action is the culmination of all three milestones as well as the Key Project identified in the City Council’s 2022 Strategic Priorities.

FISCAL IMPACT:

There are sufficient funds in the Adopted Budget for FY22-23 in the amount of \$11,500 to cover the expenses for MRG through the end of June 2023. The Town has incurred approximately \$3,900 in expenses thus far for MRG from July 1 to October 3, 2022

ATTACHMENT

1. Amended Resolution Establishing Standing Committees and Adopting General and Special Rules Pertaining Thereto.
2. Draft Standing Committee Code of Conduct

RESOLUTION

RESOLUTION OF THE TOWN OF LOS ALTOS HILLS ESTABLISHING STANDING COMMITTEES AND ADOPTING GENERAL AND SPECIAL RULES PERTAINING THERETO AND ADOPTING THE CODE OF CONDUCT FOR STANDING COMMITTEES

WHEREAS, the City Council of the Town of Los Altos Hills wishes to establish standing volunteer committees to assist the Council with various issues;

WHEREAS, the City Council also wishes to adopt a Code of Conduct for Standing Committees that standing committee members are required to abide by;

NOW, THEREFORE, the City Council of the Town does **RESOLVE** that the following standing committees are established, and the following general and special rules pertaining to standing volunteer committees are hereby adopted, including the Code of Conduct for Standing Committees:

Section 1. Committees Established. The following are hereby constituted as the regular Standing Committees of the Town:

- a) Community Relations Committee
- b) Emergency Preparedness and Response Committee
- c) Environmental Design and Protection Committee
- d) Finance and Investment Committee
- e) Parks and Recreation Committee
- f) Pathways Committee
- g) Open Space Committee
- h) Environmental Initiatives Committee
- i) History Committee
- j) Public Art Committee
- k) Technology Committee

Section 2. General Powers and Duties

Each of the Standing Committees shall have the general power and duty to render advice and make recommendations to the City Council, Planning Commission, or the City Manager and other Town bodies designated by the City Council on all aspects of its particular sphere of interest.

Each Standing Committee shall make regular oral reports to the Council, in addition to any specific reports and recommendations requested by the City Council or deemed necessary by a majority of the members of the Standing Committee.

Each Standing Committee shall meet with the City Council, once a year at the Council's request, to discuss and report on its goals, projects, accomplishments, and concerns.

Each Standing Committee shall study its own structure, specific charges and direction, and recommend any changes, if needed, to the City Council.

The City Council shall advise Standing Committees of any evaluation made of the Standing Committee's actions and direction, and any proposed action to amend the Standing Committees charges.

Each Standing Committee is encouraged to send a representative to City Council and Planning Commission meetings whenever possible.

Section 3. Appointment of Committees. The following general rules shall be applicable to the qualifications of members and associate members of Standing Committees, and their appointment and removal;

The members of each Standing Committee shall be appointed with the approval of a majority of the City Council.

Each Committee member shall:

- (1) Be a resident of the Town at the time of their appointment and for so long as they serve.
- (2) Serve at the pleasure of the Council, without compensation or payment of mileage, for a term of four {4} years. In the case of the Councilmembers serving on a Standing Committee as voting members, their terms shall not exceed their terms of elected office. Upon leaving elected office the City Council shall appoint other members of Council to those committees with Councilmember participating as voting members.
- (3) Be eligible for reappointment upon application to the City Council, but the City Council shall encourage new applicants in order to promote widespread community involvement. To achieve this, the City Council will generally not appoint an applicant who has served for two {2} consecutive terms as a member of that Committee, within a period of two {2} years from the expiration of their most recent term. These term limits do not constrain a resident from being appointed as an associate member of that Committee, nor from applying for appointment to any other Town Committee.
- (4) A Committee member's record of attendance at the Committee's meetings may be a factor in determining whether that member should be reappointed to the Committee.
- (5) Notwithstanding the foregoing, the City Council retains the ability to appoint anyone that it may select by majority vote for membership on a Town Committee.
- (6) Not serve as a member (as distinguished from an associate member) on more than one of the following committees concurrently: Pathways Committee; Open Space Committee; and Environmental Design and Protection Committee. Individual committee members currently serving as members on more than one of these committees are grandfathered in and may continue to serve on more than one of these committees until their respective term ends on one of these committees.
- (7) Be considered to have resigned in the event of three consecutive absences from the meetings of their Committee, unless the Chairperson of the Committee shall have excused the member's absence and informed the other Committee members of the exception at the third consecutive meeting missed.

- (8) The associate members of each Standing Committee shall be appointed by a majority vote of their respective committees. Each Associate Committee member shall:
- (i) serve at the pleasure of the Committee without compensation or payment of mileage for a term not to exceed four {4} years.
 - (ii) have non-voting membership status.
 - (iii) be of assistance to their respective committees with their charges and duties on an as-needed basis. Residency and regular meeting attendance is not required.
 - (iv) be unlimited in number based on the needs of each committee.
 - (v) the appointment of associate members of the Environmental Design and Protection Committee, Pathways Committee, and Open Space Committee shall be subject to the approval of the City Council. Notwithstanding the foregoing, if the duties of the associate members of those committees do not include site visits, City Council approval shall not be required.

Notification of resignations or terminations of committee members shall be submitted to the City Council in writing. Notification of appointments and resignations of associate members shall be submitted to the City Clerk in writing. Vacancies in the membership of any Standing Committee with the exception of the Councilmembers serving as voting members on any Standing Committee shall be filled in the following manner:

- (1) The City Clerk shall post in three {3} public places in the Town a notice of the fact that a vacancy has occurred and that the applications will be received prior to a date stated in the notice.
- (2) All persons interested in serving shall submit to the City Clerk a written request for appointment containing such information on their background and qualifications as they deem appropriate. The City Clerk shall notify all applicants of the Council meeting at which their application shall be considered.
- (3) The City Council shall, during a public meeting, appoint Standing Committee members by selecting appointees from a roster of persons offered by individual Council members and applications from candidates. The City Council shall endeavor to appoint the best qualified persons.
- (4) One member of the City Council shall be designated by the Mayor as a liaison for each Standing Committee with the exception of the Finance and Investment Committee which shall include two council liaison members (Mayor/Vice-Mayor). The designated Council liaison(s) may attend meetings of the Standing Committee to which he or she is assigned, and shall try to do so at least quarterly, but shall not vote. The Council liaison shall contact each member of the Standing Committee to which he or she has been assigned at least once annually to determine any problems which may exist and to receive information for use in Council evaluations of Standing Committee actions and direction.

Section 4. Organization of Standing Committees. The following general rules shall be applicable to the organization and conducting of business by each Standing Committee:

- (1) Each Standing Committee shall establish a time and place for its regular meetings. Once the Standing Committee has established a time and place for its regular meetings, the Standing Committee shall request the City Council to approve the time and place of the regular meeting. The City Clerk shall cause notice of the schedule of regular meetings to be posted on the bulletin board at Town Hall. The agenda shall be set by the Chairperson, but upon the request of any Standing Committee member an item shall be placed on the agenda. Agendas of meetings shall be posted in compliance with the provisions of the Ralph M. Brown Act (commencing with Government Code Section 54950), as hereafter amended. No Standing Committee meeting shall be considered to have been held unless notice of the time and date of the meeting shall have been properly available pursuant to the Ralph M. Brown Act, as hereafter amended, and unless a quorum shall have been present. Special meetings of a Standing Committee may only be called by the Standing Committee Chairperson, Mayor or City Manager and must be called in accordance with the Ralph M. Brown Act.
- (2) The quorum is a majority of the currently appointed membership.
- (3) A committee may be required to participate in property site visits. Site visits must be performed by only current committee members and are permissible as long as any group of committee members does not contain a quorum of current members. In the event a site visit is necessary, a Standing Committee chair shall inform Town staff at least one week in advance of any visit. Town staff shall send the homeowner(s) a courtesy postcard notifying them that a site visit will be taking place within a defined time period. The postcard shall be sent a minimum of 72 hours in advance of any visit.
- (4) At its first regular meeting in July of each year, each Standing Committee shall elect, by a simple majority of the members present, from its membership a Chairperson, Vice Chairperson, Secretary, and such other officers as the Standing Committee deems advisable, who shall not serve for more than two {2} consecutive one {1} year terms. If at the time of the election, it is determined that there are no viable nominations for the slate of officers including the Chairperson, the Committee may request an exemption of the general rule pertaining to the term(s) for the Officers/Chairperson from the City Council. At the July meeting, any subcommittees deemed advisable by the Standing Committee for specific activities within the purview of the Standing Committee shall be appointed by the members. At any other meeting an officer may be replaced. However, at any meeting other than the first regular meeting in July, a vote of the majority of the Standing Committee is necessary to replace or elect an officer.
- (5) All committee leadership (chairperson and vice-chairperson) shall attend annual training before taking their seats as chair or vice-chair, or as soon after appointment as possible, to insure they are well versed in managing meetings in an effective, fair, open, and transparent manner in compliance with the Brown Act and Rosenberg's Rules of Order. Once the training has been completed, the Chair and Vice-Chair are not required to repeat the training annually. The Chair will also be responsible for: addressing compliance to these principles both before and after the meeting; assuring all agenda items describe the topic sufficiently to promote proper discussion; making reasonable efforts to ensure that project

applicants and residents are given a reasonable opportunity to present and respond to questions raised during the meeting; assuring the committee does not react or respond to comments on topics that have not been agendaized; and assuring that items raised by speakers during presentations from the floor that are not on the agenda are discussed to seek clarification only or to provide public information about prior relevant actions of the committee or the Town.

- (6) The duties of the Chairperson shall be consistent with those of a presiding officer as they pertain to the conduct of the Committee meetings and adherence to the general powers and duties, organization of Standing Committees, Committee charges and duties and procedures as set forth in this resolution.
- (7) The Chairperson shall be responsible for monitoring the attendance of committee members and shall meet with any committee member who the Chairperson believes is negatively impacting the operation of the Standing Committee due to absences from committee meetings to discuss a plan to eliminate future absences. If following the meeting, the Chairperson does not believe the committee member will be able to attend the future meetings and will therefore continue to negatively impact the operation of the Standing Committee, the Chairperson may recommend that the City Council either remove the person from the Standing Committee or recommend that the Standing Committee vote to convert the person to Associate membership status on the Committee
- (8) Each Standing Committee shall keep minutes of its meetings, which shall include its determinations, recommendations, attendance of members and an indication of who prepared the minutes. The minutes shall be reviewed by the City Manager who, in consultation with the City Council liaison to the particular committee, shall determine which items need to be agendaized for a City Council meeting. The minutes shall also be public records.

Section 5. Code of Conduct for all Committee Members:

- a) Appointees on Committees are volunteers who desire to provide their time, service, and expertise to the Town.
- b) Appointment to any Los Altos Hills Town Committee or Commission is contingent upon each prospective appointee's acceptance of the *Code of Conduct for Standing Committees*. The *Code of Conduct for Standing Committees*, attached hereto, is designed as both an informational tool for committee use and sets forth the rules committee members are required to abide by.
- c) Appointees agree that their service is intended for the greater benefit of the Town and not for any private, commercial, or personal interest.

Section 6. Special Powers and Duties. Each Standing Committee shall be empowered and obligated as follows:

- a) Community Relations Committee.
 - i) The membership of this Committee shall consist of a maximum of seven (7) members appointed whenever feasible from different geographical areas of the Town.
 - ii) The charges to and duties of this Committee shall be:

- a. To encourage communication and participation between residents and Town government, and study and identify means of assuring continued cooperation among different groups;
- b. Conduct a coordinated program for welcoming new residents to the Town that may include mailing welcome and information packets, personal visitations, telephone calls, and/or invitations to a dedicated welcoming event or special recognition at any regular event(s);
- c. Coordinate and sponsor regular Town events including an annual Town Picnic and other special events as the Committee may recommend.
- d. Inform Los Altos Hills residents of community activities through written communication, articles and/or reports in “Our Town,” and/or other appropriate methods such as information tables at events.
- e. To assist other Committees, in implementation of special projects;
- f. To actively seek interested volunteers to serve on Town committees and commissions.

b) Emergency Preparedness and Response Committee

- i) The membership of this Committee shall consist of a minimum of five (5) members and a maximum of nine (9) members.
- ii) The charges to and duties of this Committee shall be:
 - a. Identify safety issues related to natural disasters.
 - b. Research and recommend mitigation strategies to reduce the impact of a natural disaster.
 - c. Research and recommend emergency response protocols to natural disasters.
 - d. Recommend and review annually protocols to provide emergency communication services between the Los Altos Hills Emergency Operation Center (EOC) facility and:
 - 1) The Santa Clara County Office of Emergency Services (OES).
 - 2) Operations located at any Town-operated Incident Command (IC) location for the purposes of communicating between the EOC and the Town IC.
 - 3) Surrounding area municipal emergency communication facilities, hospitals, and emergency service groups such as the Red Cross, or other volunteer emergency response agencies.
 - e. Periodically review emergency communication services to keep current the list and types of communication protocols necessary to serve the Town most effectively.
 - f. Recommend and review annually protocols and procedures for maintaining support radio and related equipment that support EOC operations. Review document annually.
 - g. Maintain a list of community members trained in effective emergency communication strategies and technologies.
 - h. Maintain the Emergency Communications Subcommittee of licensed amateur radio communicators experienced in emergency radio traffic to:
 - i. Support periodic “simulated disaster” emergency communication drills and participate in similar drills organized by the Amateur

Radio Emergency System (ARES) District Emergency Coordinator (DEC), the CERT organization serving the Town and appropriate others including the Disaster Council.

- j. Participate in opportunities available from County OES and ARES-related various local area communication readiness/training nets and offered courses.
 - k. Provide as needed occasional non-emergency communication services for any Town sanctioned group, as requested and when possible and practical.
 - l. Coordinate and periodically review activation, training, mutual aid, and operating procedure with other appropriate emergency groups and agencies in Santa Clara County OES. and as requested by the Town Council or the Director of Emergency Services.
- iii) Other responsibilities:
- a. Recommend activity and technical protocols. Monitor and recommend technical equipment maintenance and upgrade needs for EOC radio room as well as for town field operations.
 - b. Provide support to the City Manager for continuing established procedures for monitoring EOC radio room equipment inventory log, and identifying needed updates, acquisitions, and item retirement.
 - c. Facilitate ongoing training per ARES protocol standards. Develop and train according to Town emergency communications requirements a group of amateur radio operators within the Town and surrounding areas who will be available in a time of need to assist the Committee in the performance of its duties.
 - d. Support preparation guidelines of County and District ARES (Amateur Radio Emergency Services) protocol.
 - e. Provide occasional non-emergency communication services for other Town sanctioned groups as requested and when possible and practical.

c) Environmental Design and Protection Committee.

- i) The membership of this committee shall consist of a minimum of five {5} members and a maximum of eight {8} members including, whenever feasible, professionals in the fields of landscape design and construction, environmental science, and pollution control.
- ii) The charges to and duties of this Committee shall be:
 - a. To work for the beautification of the Town and the protection of its resources;
 - b. To assist staff in implementation of the Town landscape policy through recommendations at subdivision, site development, Planning Commission and City Council meetings, and through review and inspection of required plantings;
 - c. To study and make recommendations relating to landscaping and protection of public property, such as park lands, and treatment of riparian habitat and open space within the Town;
 - d. To identify nuisance problems and sources of pollution and recommend actions for abatement; and

e. To prepare educational materials for residents outlining Town ordinances and enforcement with regard to landscape design and protection of the environment.

f. When requested to make recommendations to staff on proposed new development including new homes, remodels, secondary dwellings, and auxiliary structures as to impact on site specific and the surrounding neighboring sites reviewed by the Site Development Plans and Field visits. Such impacts would include topography, vegetation, drainage, lighting, skylights, riparian habitat, and conservation easements.

g. To attend all Fast Track/Site Development meetings to support committee and staff recommendations.

d) Finance and Investment Committee.

i) The membership of this Committee shall consist of a minimum of five {5} members and a maximum of nine {9} members. The Mayor and Vice-Mayor shall serve as non-voting Council liaisons. Members shall meet at least one of the following qualifications: {1} five years accounting and financial experience in a public corporation, municipal government or privately held business; {2} financial officer of a public corporation with five years' experience; {3} investment officer of a F.D.I.C. member institution with five years' experience; {4} money manager who specializes in corporate or government agency issues with a minimum of five years' experience; or {5} five years' experience in investment banking, venture capital and/or general management.

ii) The charges to and duties of this Committee shall be:

- a. To serve as an advisory body to the City Council on financial and investment matters and operations related thereto;
- b. To review five-year capital budgets and revenue projections and make recommendations to the City Council;
- c. To review the annual budget and make recommendations to the City Council;
- d. To review the annual audit and make recommendations to the City Council;
- e. To advise the Council on change and selection of auditors;
- f. To study all fiscal issues and recommend possible improvements and economies;
- g. To develop and recommend an investment Policy that protects to monitor investment performance and recommend changes as appropriate. All such recommendations shall be approved by the City Council. The City Manager shall execute any approved investment decisions.
- h. To monitor pension and OPEB obligations and recommend appropriate mitigation and reserve policies.

e) Parks and Recreation Committee.

i) The membership of this Committee shall consist of a minimum of five {5} members and a maximum of ten {10} members, including whenever feasible, residents who are parents of young children.

ii) The charges to and duties of this Committee shall be:

- a. To serve as an advisory body to the Council on matters related to year-round recreational programs and activities, including, but not limited

to, recreational programs and activities to serve children and adults; and
b. To develop new recreational programs and activities and study all recreational facilities available within the Town and make recommendations regarding their status, consistent with the General Plan.

f) Pathways Committee.

- i) The membership of this Committee shall consist of a minimum of five {5} members and a maximum of nine {9} members.
- ii) The charges to and duties of this Committee shall be:
 - a. To work for the preservation and enhancement of the pathways within the Town for the use and enjoyment of all residents;
 - b. To review and recommend changes to the Master Path Plan and the Bicycle Plan of the Town;
 - c. To make recommendations at subdivision, site development, Planning Commission and City Council meetings regarding pathway easements;
 - d. To meet regularly with the City Manager or the Manager's designee to render advice on pathway activities, priorities, and necessary maintenance;
 - e. To communicate to residents the concepts and locations of paths and trails within the Town as approved by the City Council;
 - f. To study and recommend ordinances and resolutions relating to acquisition, construction, maintenance and use of public trails and pathways;
 - g. To communicate Town policies and procedures regarding pathways if advised to do so by the City Council; and
 - h. To make recommendations to the City Council regarding both the maintenance and capital improvements budgets with regard to pathways.

g) Open Space Committee.

- i) The membership of this Committee shall consist of a minimum of five {5} members and a maximum of nine {9} members.
- ii) The charges to and duties of this Committee shall be:
 - a. To advise and assist the City Council, Planning Commission, and staff in implementing the policies and goals of the General Plan, specifically with respect to acquisition and maintenance, and protection of voluntary conservation, open space easements and open space;
 - b. To make recommendations at subdivision, site development, Planning Commission and City Council meetings regarding the acquisition, maintenance and protection of conservation easements, open space easements and open space;
 - c. To advise and assist the work for the preservation, restoration and enhancement of the environment and natural resources within the Town;
 - d. To study and recommend ordinances and resolutions relating to acquisition, restoration, maintenance and use of conservation easements, open space easements and open space within the Town;
 - e. To communicate Town policies and procedures regarding conservation easements, open space easements, and open space following standard Town communication policies;

- f. To provide educational material and informational forums and programs to the public regarding natural resources (e.g., wildlife, creeks, native plants, and wildlife habitat) following standard Town communication policies; and
 - g. To develop relationships with other Town committees, neighboring municipalities, and regional entities to collaborate on environmental issues following standard Town communication policies.
- h) Environmental Initiatives Committee
- i) The membership of this Committee shall consist of a minimum of five {5} members and a maximum of eleven {11} members.
 - ii) The charges to and duties of this Committee shall be:
 - a. To assist the Town in the development of and refinement of the Council's Environmental Strategic Goals for Town-owned property;
 - b. To recommend a set of initiatives that would lead to the progress and achievement of these goals; and
 - c. To review other environmental initiatives to be proposed to the City Council, subject to the appropriate hearings, that would affect other aspects of Town policy including residential development and Town infrastructure.
- i) History Committee
- i) The membership of this Committee shall consist of a minimum of five {5} members and a maximum of nine {9} members. The mission of the Historical Committee shall be the preservation of the Los Altos Hills heritage.
 - ii) The charges to and duties of this Committee shall be:
 - a. To implement policies that preserve the historic and cultural fabric of the Town;
 - b. To protect the historic and cultural resources from inappropriate destruction;
 - c. To preserve community input into the policy-making process;
 - d. To research and document best practices and model preservation policies;
 - e. To organize and make available to the public the historic artifacts that have been preserved and to continue to collect historic artifacts for future generations.
 - iii) ***Nothing in the aforementioned charges and duties shall be interpreted as authorizing the mandatory historic preservation of private residences or require property owners to submit their pending site development plans before the Committee.***
- j) Public Art Committee
- i) The membership of this Committee shall consist of a minimum of five {5} and a maximum of nine {9} members appointed whenever feasible from different geographical areas of the Town.
 - ii) The charges to and duties of this Committee shall be (in order):
 - a. Work with art consultants and/or others to find or create appropriate art for display.
 - b. Propose appropriate sites for the recommended art.

- c. Identify any funds that may be required to acquire recommended works of art.
- d. Then present applications for new art work(s), including siting recommendations, to the Council for approval. If approved, the Town shall, with the Committee's support, acquire the proposed art work(s).
- e. Work with the artist or consultant, Town and donor regarding installation, security, and lighting.
- f. Be available for problem solving of maintenance and other issues.
- g. Maintain a public resource for all installed and displayed works of art (including artist statements, description of the art, donor information, etc.).

Note: The Town is the only entity that can accept a donation of funds or any other item(s). The Public Art Committee cannot accept donations intended for Town usage (See Section 6(b)).

- iii) The committee shall meet as necessary when called by the Chairperson.

k) Technology Committee

- i) The membership of this Committee shall consist of a minimum of five {5} members and a maximum of seven {7} members.
- ii) The charges to and duties of this Committee shall be:
 - a. Advise the Council and staff on policies, initiatives, and practices related to innovation and technology that could enhance services to the public and increase efficiencies
 - b. Assist staff in evaluating emerging trends and technologies, and make recommendations for implementing new systems and improving existing services
 - c. Provide policy guidance on the implementation of "Smart City" policies focusing on areas such as cyber security, promoting digital inclusion, improving mobility, enhancing public safety, and developing communication tools
 - d. Assist with following legislative developments, funding opportunities, and evaluating agreements and proposals

Section 7. Procedures.

- a) Committees are cautioned to limit expenditures from the personal funds of the members without prior approval by the Town.
- b) Committees may not enter into contracts or agreements on behalf of the Town.
- c) Any correspondence involving the use of Town letterhead must first be approved by the City Council before distribution. Any outside correspondence (excluding intra-town memos) should be submitted in draft to the City Clerk.
- d) All press releases and announcements relating to the Town or Town-sponsored events are to be pre-approved by the City Council. Sufficient time should be allowed to obtain necessary approvals or make necessary changes.
- e) Itemized budgets must be submitted in advance for projects involving a group or series of purchases.
- f) Vendors for purchases shall be those which are identified and approved by the Town.

- g) Funds which are budgeted for a specific use must still be approved prior to expenditure.
- h) Written bids may be submitted for consideration by the Town. In this case, three or more bids are required.
- i) Any new programs, projects, or expenditures beyond what has previously been approved by the City Council shall first be submitted to vote by the Standing Committee. The recommendation and supporting minutes shall then be forwarded to the City Council for consideration prior to any obligations being made.
- j) Priorities and deadlines are set by the City Council and can be changed only by the City Council.

Section 9. Repeals. This Resolution hereby repeals and supersedes all previous resolutions regarding standing committees, including, without limitation, Resolution Nos. 11-22, 20 -22, and 58-22.

The above and foregoing Resolution was passed and adopted by the City Council of the Town of Los Altos Hills at a regular meeting held on 20th of October 2022 by the following vote:

AYES:
 NOES:
 ABSENT:
 ABSTAIN:

By: _____
 George Tyson, Mayor

ATTEST:

 Deborah L. Padovan, City Clerk
 5206665.2

LOS ALTOS HILLS



CALIFORNIA

CODE OF CONDUCT FOR STANDING
COMMITTEES

DRAFT

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I. INTRODUCTION

The City Council has established a number of standing committees to review Town programs, projects and community issues. These committees provide greater community participation and input into local government and facilitated informed decisions by the City Council. Standing committees play an important role in Town government by assisting and making recommendations to the City Council. The Town of Los Altos Hills standing committees have been established by resolution with the exception of the Planning Commission, which was established by ordinance. Additionally, the Senior Commission was established by an ordinance of the City of Los Altos. This *Code of Conduct*, as adopted by the City Council, is designed as both an informational tool for committee use and sets forth the rules committee members are required to abide by.

II. GENERAL POWERS AND DUTIES

- a) Each committee shall have the general power and duty to render advice and make recommendations to the City Council, Planning Commission, or the City Manager and other Town bodies designated by the City Council on all aspects of its particular sphere of interest, as explicitly identified in the most recently adopted Standing Committee Resolution. The Committee Chair shall make a formal request to the City Manager to be added to an available City Council agenda.
- b) Each committee shall make annual oral reports to the Council as scheduled by the City Manager, in addition to any specific reports and recommendations requested by the City Council or deemed necessary by a majority of the members of the committee.
- c) Each committee shall meet with the City Council, once a year at the Council's request, to discuss and report on its goals, projects, accomplishments, and concerns.
- d) Each committee shall study its own structure, specific charges and direction, and recommend any changes, if needed, to the City Council.
- e) The City Council shall advise committees of any evaluation made of the committee's actions and direction, and any proposed action to amend the committee's charges.
- f) Each committee is encouraged to send a representative to City Council and Planning Commission meetings whenever possible.

III. APPOINTMENT AND REMOVAL OF COMMITTEE MEMBERS

The following general rules shall be applicable to the qualifications of members and associate members of standing committees, and their appointment and removal.

a) **Appointment and Reappointment**

The members of each standing committee shall be appointed with the approval of a majority of the City Council. Each committee member shall:

- i) Be a resident of the Town at the time of their appointment and for so long as they serve.
- ii) Serve at the pleasure of the Council, without compensation or payment of mileage, for a term of four {4} years. In the case of the councilmembers serving on a standing committee as voting members, their terms shall not exceed their terms of elected office. When each councilmember leaves their elected office, the City Council shall appoint other members of Council to those committees, with the councilmembers participating as voting members.
- iii) Be eligible for reappointment upon application to the City Council, but the City Council shall encourage new applicants in order to promote widespread community involvement. To achieve this, the City Council will generally not appoint an applicant who has served for two [2] consecutive terms as a member of that committee, within a period of two [2] years from the expiration of their most recent term. These term limits do not constrain a resident from being appointed as an associate member of that committee, nor from applying for appointment to any other Town committee.
 - a) A committee member's record of attendance at the committee's meetings may be a factor in determining whether that member should be reappointed to the committee.
 - b) Notwithstanding the foregoing, the City Council retains the ability to appoint anyone that it may select by majority vote for membership on a Town committee.
- iv) Not serve as a member (as distinguished from an associate member) on more than one of the following committees concurrently:
 - Pathways Committee;
 - Open Space Committee; and
 - Environmental Design and Protection Committee.Individual committee members currently serving as members on more than one of these committees are grandfathered in and may continue to serve on more than one of these committees until their respective term ends on one of these committees.

b) Associate Member Appointment

The associate members of each Standing Committee shall be appointed by a majority vote of their respective committees. Residency and regular meeting attendance is not required. Each Associate Committee member shall:

- i) Serve at the pleasure of the Committee without compensation or payment of mileage for a term not to exceed four {4} years;
- ii) Have non-voting membership status;
- iii) Be of assistance to their respective committees with their charges and duties on an as-needed basis;
- iv) Be unlimited in number based on the needs of each committee;
- v) The appointment of associate members of the Environmental Design and Protection Committee, Pathways Committee, and Open Space Committee shall be subject to the approval of the City Council. Notwithstanding the foregoing, if the duties of the associate members of those committees do not include site visits, City Council approval shall not be required.

c) Resignation

- i) Each committee member shall be considered to have resigned in the event of three consecutive absences from the meetings of their committee, unless the chairperson of the committee shall have excused the member's absence and informed the other committee members of the exception at the third consecutive meeting missed.
- ii) Notification of resignations or terminations of committee members shall be submitted to the City Council in writing. Notification of appointments and resignations of associate members shall be submitted to the City Clerk in writing. Vacancies in the membership of any standing committee with the exception of the councilmembers serving as voting members on any standing committee shall be filled in the following manner:
 - a) The City Clerk shall post in three [3] public places in the Town a notice of the fact that a vacancy has occurred and that the applications will be received prior to a date stated in the notice.
 - b) All persons interested in serving shall submit to the City Clerk a written request for appointment containing such information on their background and qualifications as they deem appropriate. The City Clerk shall notify all applicants

of the Council meeting at which their application shall be considered.

- c) The City Council shall, during a public meeting, appoint standing committee members by selecting appointees from a roster of persons offered by individual Council members and applications from candidates. The City Council shall endeavor to appoint the best qualified persons.

IV. REQUIREMENTS UPON APPOINTMENT OR SPECIFIC TIME FRAME ESTABLISHED

1. OATH OF OFFICE

Each member, upon appointment, will be administered the Oath of Office by the City Clerk either in-person or virtually and with the signing of a document.

2. CODE OF CONDUCT

Each new member is required to sign a form confirming that they have reviewed this *Code of Conduct*.

3. TRAINING

Each committee member shall attend each of the following trainings:

- i. Brown Act training
- ii. Local ethics training
- iii. Sexual harassment training
- iv. Parliamentary Training

4. FORM 700

Committee members shall file FPPC Form 700s when required by State law or as designated in the Town's Conflict of Interest Code.

5. NEW COMMITTEE MEMBER ORIENTATION

Each committee member shall attend a new committee member orientation. Orientations will be scheduled bi-annually.

V. ORGANIZATION OF STANDING COMMITTEES

The following general rules shall be applicable to the organization and conducting of business by each standing committee:

a) Meeting Time and Place

Each standing committee shall establish a time and place for its regular meetings. Once the standing committee has established a time and place for its regular meetings, the standing committee shall request the City Council to approve the time and place of the regular meeting. The City Clerk shall

cause notice of the schedule of regular meetings to be posted on the bulletin board at Town Hall.

b) Elections

At its first regular meeting in July of each year, each standing committee shall elect, by a simple majority of the members present, from its membership a Chairperson, Vice Chairperson, Secretary, and such other officers as the standing committee deems advisable, who shall not serve for more than two [2] consecutive one [1] year terms. If at the time of the election, it is determined that there are no viable nominations for the slate of officers including the Chairperson, the Committee may request an exemption of the general rule pertaining to the term(s) for the Officers/Chairperson from the City Council. At the July meeting, any subcommittees deemed advisable by the standing committee for specific activities within the purview of the standing committee shall be appointed by the members. At any other meeting an officer may be replaced. However, at any meeting other than the first regular meeting in July, a vote of the majority of the standing committee is necessary to replace or elect an officer.

c) Council Liaison

One member of the City Council shall be designated by the majority of the City Council as a liaison for each standing committee with the exception of the Finance and Investment Committee which shall include two Council liaison members (Mayor/Vice-Mayor). The designated Council liaison(s) may attend meetings of the standing committee to which he or she is assigned, and shall try to do so at least quarterly, but shall not vote. The Council liaison shall contact each member of the standing committee to which he or she has been assigned at least once annually to determine any problems which may exist and to receive information for use in Council evaluations of standing committee actions and direction.

d) Site Visits

A committee may be required to participate in property site visits. Site visits must be performed by only current committee members and are permissible as long as any group of committee members does not contain a quorum of current members. In the event a site visit is necessary, a standing committee chair shall inform Town staff at least one week in advance of any visit. Town staff shall send the homeowner(s) a courtesy postcard notifying them that a site visit will be taking place within a defined time period. The postcard shall be sent a minimum of 72 hours in advance of any visit.

VI. MEETINGS

Meetings of legislative bodies, including standing committees, shall be open to the public. The California law governing open meetings is found in the California Government Code,

(commencing with Government Code Section 54950) and is commonly referred to as the “Brown Act.”

1. QUORUM

At any meeting of a standing committee, a majority of those members currently appointed shall constitute a quorum for purposes of conducting business, and unless otherwise posted, a majority vote of those present and voting shall be sufficient to adopt motions.

2. AGENDAS

Agendas of meetings shall be posted in compliance with the provisions of the Brown Act, as hereafter amended. The Brown Act requires that an agenda for each standing committee be posted at least 72 hours prior to a regular meeting (24 hours for a special meeting). The chairperson of the committee is responsible to prepare the meeting agenda and provide it to the City Clerk’s office for distribution and posting prior to the 72 (or 24) hour deadline. No standing committee meeting shall be considered to have been held unless notice of the time and date of the meeting shall have been properly available pursuant to the Brown Act, as hereafter amended, and unless a quorum shall have been present.

3. REGULAR MEETINGS

Regular meetings are held at the time and place specified in the resolution establishing standing committees and adopting general and special rules pertaining thereto.

4. SPECIAL MEETINGS

Special meetings may be held at a different time or place to discuss specific issues as noted on the meeting agenda, as long as the meeting has been properly noticed.

5. COMMUNICATIONS BETWEEN STANDING COMMITTEE MEMBERS

- i. A “meeting” is considered to take place any time that a quorum of committee members meet to discuss committee business. The Brown Act prohibits a quorum from meeting privately. The Brown Act specifically prohibits “any use of direct communication, personal intermediaries or technological device employed by a majority of the members of the legislative body to develop a collective concurrence as to action to be taken on any item by the members of the legislative body.” Therefore, the prohibition extends not only to personal contacts of the standing committee members themselves outside the public meeting, but it also prohibits “serial” meetings whereby information is ultimately exchanged among a quorum of advisory body members whether or not simultaneously in one another’s presence.
- ii. As email communication can ultimately lead to the exchange of information intended to, or which may create collective concurrence among a quorum of

standing committee members, email communication between standing committee members related to committee business, should be avoided. While two members of a five-member body, for example, may appropriately communicate with one another by way of email, the “forwarding” of such an email message to a third, or subsequent member, would result in a Brown Act violation.

6. ROLE AND RESPONSIBILITIES OF THE CHAIR AND VICE CHAIR

- i. All committee leadership (chairperson and vice-chairperson) shall attend annual training before taking their seats as chair or vice-chair, or as soon after appointment as possible, to ensure they are well versed in managing meetings in an effective, fair, open, and transparent manner in compliance with the Brown Act and Rosenberg’s Rules of Order. Once the training has been completed, the chair and vice-chair are not required to repeat the training annually. The chair will also be responsible for:
 - a) Addressing compliance to these principles both before and after the meeting;
 - b) Assuring all agenda items describe the topic sufficiently to promote proper discussion;
 - c) Making reasonable efforts to ensure that project applicants and residents are given a reasonable opportunity to present and respond to questions raised during the meeting;
 - d) Assuring the committee does not react or respond to comments on topics that have not been agendaized; and
 - e) Assuring that items raised by speakers during presentations from the floor that are not on the agenda are discussed to seek clarification only or to provide public information about prior relevant actions of the committee or the Town.
- ii. The duties of the chairperson shall be consistent with those of a presiding officer as they pertain to the conduct of the committee meetings and adherence to the general powers and duties, organization of standing committees, committee charges and duties and procedures.
- iii. The chairperson shall be responsible for monitoring the attendance of committee members and shall meet with any committee member who the Chairperson believes is negatively impacting the operation of the standing committee due to absences from committee meetings to discuss a plan to eliminate future absences. If following the meeting, the chairperson does not believe the committee member will be able to attend the future meetings and will therefore continue to negatively impact the operation of the standing committee, the chairperson may recommend that the City Council either remove the person from the standing committee or recommend that the standing committee vote to convert the person to associate membership status on the committee.

7. MEETING OPERATING PROTOCOLS

It is the Chair's role to facilitate meeting protocol. The duties of the Chair shall be consistent with those of a presiding officer as they pertain to the conduct of the committee meetings and adherence to the general powers and duties as set forth in the most updated Standing Committee Resolution.

i. Agenda

- a) Agendas will be prepared by the Chair (and where appropriate in conversation with Town staff) in the format approved by the City Clerk and will be provided to the City Clerk's Office for distribution and posting at least 72 hours prior to the meeting for regular meetings and at least 24 hours prior to a special meeting. Items and attachments intended to be discussed at the meeting will be distributed with the agenda.
- b) The chair of each committee shall ensure that items on the agenda are in alignment with the City Council approved workplan for the relevant committee. Should the chair and the City Clerk (or designated staff liaison) disagree regarding the agenda, the City Manager shall have the final authority subject to appeal to the City Council. The City Manager shall have the ability to add any item in alignment with the City Council approved workplan to a committee agenda.
- c) The Brown Act requires that any writings of public record relating to an agenda item for a regular meeting of a legislative/advisory body (City Council as well as Town committees) that are distributed to the majority of that body less than 72 hours prior to the meeting or are distributed at the meeting must be made available for public inspection at the same time. Each committee must either hand deliver, or scan and e-mail a copy of any materials provided to a majority of members, either from staff or a member of the public, to the City Clerk as soon as they become available. In addition, any material provided to a majority of the committee after the distribution of the agenda, should be made available for public review at the meeting.

ii. Committee Members Questions On Agenda Items Prior to Meeting

Committee members should direct any question to the appropriate Town Staff as soon as possible after the agenda is released and at least 24 hours prior to the meeting in order that staff may be able to answer the question at the meeting.

iii. Actions of the Committee at Meetings

- a) All actions and recommendations are by majority vote of the Committee taken at legally noticed meetings. Said actions and recommendations should be clear and include the entirety of the

action and be captured in a motion. Once approved by the committee said motion should be recorded in the minutes.

- b) The Committee Secretary will prepare the minutes according to a template provided by the City Clerk's Office for each meeting that include a record of attendance, brief record of matters discussed, and actions taken by agenda item.
- c) All votes must state who is voting affirmatively or dissenting. The minutes will also list the full names (if available, but shall not be required to be provided) speaking during the public comment period.

iv. **Preparing Motions**

When a member wishes to propose an action on a particular item on the agenda for the committee to consider, the member makes a motion. A motion goes through the following steps:

- i. The member asks to be recognized by the Chair.
- ii. After being recognized, the member makes the motion: "*I move that we (state the motion).*" The chair should announce the name of the member of the committee who makes the motion.
- iii. Another member seconds the motion: "*I second that motion.*" The Chair should announce the name of the member of the committee who seconds the motion.
- iv. The Chair restates the motion and asks for discussion.
- v. When the Chair determines that there has been enough discussion, the debate may be closed with: "*Is there any further discussion?*"
- vi. If no one asks for permission to speak, the Chair then puts the question to a vote.
- vii. The Chair should announce the result of the vote and what action was taken. The minutes should reflect the members who voted in favor, and the members who voted against.

Properly phrasing a motion can be difficult and rephrasing may be necessary before it is acted upon. Only motions that are voted on will appear in the minutes.

v. **Rules for Committee Proceedings**

- a) Start the meeting on time. Keep the agenda in mind in order to give each item the appropriate time.
- b) Committee members should refrain from asking members of the public to identify themselves at committee meetings. When a member of the public provides public comment, the City Clerk or Chair may let the individual know that they may identify themselves if they wish to.

- c) Announce at the start of the meeting if the order of agenda items are to be rearranged either for convenience, response to those attending only for certain items, or for better pacing of the agenda.
- d) Let the Chair run the meeting.
- e) Be fair, impartial, and respectful of the public, staff and each other. Give your full attention when others speak.
- f) Trust your own good judgment on decisions.
- g) Keep in mind that people may be attending a meeting for the first time and may be unfamiliar with the standing committee's procedures. In your discussion, either avoid or explain technical terms or verbal shorthand.
- h) Listen to the audience concerns.
- i) Don't engage in side conversations or otherwise be distracted.
- j) Don't engage the public in debate.
- k) Remember that your committee exists to take actions. It is not simply a discussion group or debating society.
- l) End the meeting at a reasonable hour.

8. MEETING MINUTES

- i. Each standing committee shall keep minutes of its meetings, which shall include its determinations, recommendations, attendance of members and an indication of who prepared the minutes. The minutes shall be reviewed by the City Manager who, in consultation with the City Council liaison to the particular committee, shall determine which items need to be agendaized for a City Council meeting. The minutes shall also be public records.
- ii. The Secretary will have the responsibility of providing the draft minutes via email to the Clerk's Office within 5 days of the meeting for approval at the next committee meeting. Once approved by the Committee, the Chair or the secretary shall send to the City Clerk the day following the approval. Approved minutes of each committee meeting will be placed on the next Council meeting agenda in a designated section of the Council agenda. If Council wishes to discuss an item raised by a committee, it will be referenced at the Council meeting and the City Manager will notify Council of the future agenda placement.

VII. COMMITTEE WORKPLAN REQUIREMENTS

1. Each committee will annually prepare a workplan by the end of the calendar year and it will be presented to and approved by the City Council at the beginning of the following calendar year.
2. Deviation from the approved workplan must be approved by the City Manager (via communication with the Chair) or the City Council, in cases where the Council has requested that the Committee provide advice on a matter after the workplan has been approved.

3. Ideally the approved committee workplan will align with staff's workplan, the Council's priorities, and eventually the approved budget.
4. Committees are free to work on items in the name of research or exploration provided they meet an intended purpose shared with the City Council and do not utilize staff /vendor time or budget.

VIII. RULES FOR COMMITTEE MEMBER INTERACTIONS WITH TOWN STAFF, TOWN VENDORS, THE PUBLIC AND THE COUNCIL

1. INTERACTION WITH TOWN STAFF

- i. Committee members acting in their official capacity as committee members may not direct or request staff to undertake any research or attain information for them. The Chair, on behalf of the committee and with the consent of the committee, may request or authorize a committee member to request that staff assigned to the committee provide information consistent with the committee's approved workplan and needs. Said request should either: (1) be made through the chair at a scheduled and noticed committee meeting, and if the committee agrees to add it to the agenda it should be agendaized at the next available committee meeting, or (2) staff may agree to place it on the agenda for discussion at the next available committee meeting.
- ii. Items not on the workplan should be discussed with staff and elevated to the Council for direction. By majority vote, the council can direct the City Manager and allocation of budget authorization and prioritize as compared to the established workplan. The committee's main role is to help advance those goals proposed by the committee at the beginning of the year, approved and budgeted by the Council. Any items that deviate from that workplan should be discussed with staff and the Council liaison.
- iii. All information requests shall come from the committee chair, shall be made during a noticed meeting and shall support the workplan approved by the Council. Individual committee members shall not issue public record requests in their official capacity on items within the jurisdiction of the committee, but instead may work through the committee chair to request documents that support the established goals of the committee.

2. INTERACTION WITH TOWN VENDORS

Committee members may not contact Town vendors requesting information. Any request to the Town vendor must be made through Town staff.

3. INTERACTION WITH THE PUBLIC OUTSIDE OF COMMITTEE OR BOARD MEETINGS

- i. Members shall represent the official policy or position of their Board or Committee when speaking or interacting with the public in their role as a committee member.
- ii. Members do not have the authority to speak for the Town unless authorized to do so by the City Council.
- iii. Members may express their individual opinions and positions to other committees, the Planning Commission or City Council regarding items that have not come before the committee or board of which they are a member. When stating their own opinion, the member must state that they are not speaking as a member of the committee, board, or the Town but as a member of the public.
- iv. Pursuant to FPPC Regulation 18704(d), a committee member (hereinafter “official”) is authorized to appear as a member of the general public before an agency, such as City Council, in the course of the agency’s prescribed governmental function if the official is appearing on matters related solely to the official’s personal interests, including interests in:
 - a) Real property owned entirely by the official, members of the official’s immediate family, or the official and members of the official’s immediate family;
 - b) A business owned entirely by the official, members of the official’s immediate family, or the official and members of the official’s immediate family; or
 - c) A business over which the official, members of the official’s immediate family, or the official and members of the official’s immediate family solely or jointly exercise full direction and control.
- v. Each committee and board will be provided a webpage on the Town’s website, and the updating of the site with information relevant to the committee’s charter, will be handled by the City Clerk’s Office. Requests for updates should be provided to the Clerk’s Office.

4. INTERACTION AND COMMUNICATION WITH THE CITY COUNCIL

- i. Communication with the Council on behalf of the committee or board will be provided through the Chair, scheduled by the City Manager for the next available Council meeting, who will speak to motions that were taken up by the committee and accompany minutes from the meeting.
- ii. The Council liaisons will attend committee and board meetings as they are able. It is the liaison’s role to update the committee on past actions taken by the Council as well as update the Council on substantive or relevant actions taken by the committees.
- iii. Meeting minutes serve to keep the Council informed on the work of the Committee or Board. Motions made by the committee serve as the official direction of the committee.
- iv. When speaking in their official capacity as a committee member, on a matter within the purview of the committee, an individual committee member shall express the viewpoint as agreed upon by the committee. When speaking in their personal capacity, as a resident of the Town of Los Altos Hills and not in their

official capacity as a committee member, the member may express their personal viewpoint.

- v. The Council and City Manager will hold one meeting annually with all committee and board chairs and vice-chairs to hear their progress on the previous year's goals and recommendations for the following year's goals. Each committee or board will provide Council with a written update on its workplan twice a year or alternatively include the update in the January meeting of the committee.

IX. NORMS OF BEHAVIOR

1. Committee or board members may collaborate on an issue or project within the purview of the committee or board outside of formal meetings, provided that less than a majority of the membership of the committee or board participates, in compliance with the Brown Act, and the project is consistent with the committee's purpose and workplan.
2. Any direction given to staff must be: (1) within the jurisdiction of the committee, and (2) provided as direction by the committee as a whole, and not from individual committee members.
3. A committee member must not attempt to pressure or influence discussions, recommendations, workloads, schedules, or department priorities outside of a committee meeting.
4. A member of a Town committee may attend related trainings and/or conferences in their official capacity, provided that the subject matter pertains directly to the function of the committee and that funds for this purpose have been budgeted by the City Council and the training or conference are approved by the City Manager. Additionally, the set budgeted amount will include funds for small committee gatherings with prior approval from the City Manager.

X. GENERAL CODE OF CONDUCT

In addition to the procedures and rules explicitly laid out in this *Code of Conduct*, appointees agree to:

1. Abide by the laws of the Federal, State or County and the Town's regulations and ordinances and to follow the direction of legal authorities. Accept and follow Town Council defined charters, objectives, and requirements and to provide their service, advice, and recommendations to the Council and, if approved by the Council, to others.
2. Not disclose confidential information that they may discover during their service unless legally authorized to do so. Such confidential information shall not be used to advance the personal, financial, or private interests of themselves or others.
3. Recuse themselves if or when a situation arises in which a member could be perceived to have a conflict of interest.
4. All discussions, decisions and votes must be made in public and shall

follow the provisions of the Brown Act. Appointees shall also complete bi-annual Ethics and Brown Act training.

5. Keep official discussions within the body's charter.
6. Consider issues that come before the body by using an objective, responsible and equitable process.
7. Treat all persons in a courteous, dignified, and professional manner.
 - i) Confront Ideas and Issues – but not People.
 - ii) A Personal attack, in any form, by an appointee to any other person(s) is unacceptable behavior.
8. Use Town bestowed titles or positions only when conducting Town business, for information purposes or to qualify their background and expertise and not for personal gain or to promote ideas that their committee have not approved.
9. Reject any form of gifts or compensation from any entity or person for their service except when authorized by the Town Council.
10. Respect and follow established channels of communication with Town staff.
11. Use Town equipment, supplies, personnel, or facilities for approved Town activities only.
12. Care should be exercised when requesting Town staff services.
13. Satisfy all participation requirements that the Town or the body may impose upon its members.
14. Respect others by being on time and properly prepared to conduct the body's business.

SIGNATURE ON FOLLOWING PAGE

Code of Conduct for Standing Committees Signature Page

Committee Member Signature

Date

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