

**BYLAWS OF THE  
SAN MATEO COUNTY  
CITY SELECTION COMMITTEE**

**At their meeting of September 23rd 1994, the San Mateo County City Selection Committee adopted as bylaws, the bylaws of the San Mateo County Council of Cities, a separate and independent organization from the City Selection Committee, and the successor organization to the San Mateo County Council of Mayors, except when they conflicted with state law. By that same motion it was agreed and understood that any changes, deletion, or amendments made by the Council of Cities to their bylaws shall also apply to the City Selection Committee unless or until they are changed by separate action by the City Selection Committee.**

The only purpose of the City Selection Committee, besides normal administrative duties, is to make appointments to various county wide and regional governmental organizations; appoint an agency, in conjunction to with the Board of Supervisors, to prepare and approve, a county wide Transportation Management Plan; and to make recommendations to the Governor, Speaker of the State Assembly, and the State Senate Rules Committee, for appointments to the State Coastal Commission.

Additionally, the San Mateo County Council of Cities, the successor to the San Mateo County Council of Mayors, has requested that the City Selection Committee, conduct the elections for the various appointments it is required to make.

When the City Selection Committee acts on behalf of the Council of Cities, it is so noted on the agenda. Also, the rule allowing a City Council to direct the Mayor, or the Mayor's duly appointed representative, how a vote must be cast will apply. (Article 7 Sec 9)

The Clerk of the Board of Supervisors, by state law, is the ex-officio Secretary of the San Mateo County City Selection Committee. All agendas, minutes, rosters and records are prepared and maintained by the Secretary.

These bylaws were originally adopted by the Council of Cities, formerly named Council of Mayors of the Cities of San Mateo County, on the second day of December, 1966 and amended several times thereafter. The last prior revision was adopted November 18th 1994.

**BYLAWS OF THE  
SAN MATEO COUNTY  
COUNCIL OF CITIES**

For the purpose of providing for the orderly conduct of the affairs of the existing San Mateo County Council of Cities, there are hereby adopted the following Procedural Bylaws.

**ARTICLE I - Name**

The name of the organization shall be the "San Mateo County Council of Cities", and may be referred to as the "Council of Cities", successor to the Council of Mayors of the Cities of San Mateo County.

**ARTICLE II - Purposes**

Section 1. The Council of Cities shall have as its principal purpose the promotion of a spirit of cooperation among the cities of the San Mateo County and enhancement of the public health, safety and welfare.

Section 2. In addition, the Council of Cities shall have the following purposes:

- (a) To provide a forum for the elected officials for the discussion and dissemination of information of county wide or area wide interest and to make recommendations thereon for the guidance of the officials of the Federal Government, the State Government, the County Government, cities and other agencies;
- (b) To make recommendations for the guidance of the various cities in San Mateo County for the purpose of establishing a uniformity of operation where such uniformity is deemed desirable to the inhabitants of the County;
- (c) To make recommendations for appointments, or to make appointments where appropriate, or required by law, to various commission, boards, groups, agencies or entities deemed in the public welfare by the Council of Cities.

Section 3. The Council of Cities is an informal organization and shall not have the authority to enter into contracts or to create obligations binding on either itself or its membership other than those obligations expressly provided by Federal, State or Local laws and then only when formally approved in accordance with law.

Section 4. The Council of Cities shall not participate in or endorse any political activity involving any individual candidate for public office. The selection of officers within Article IV herein shall not be considered a political activity subject to this section.

### ARTICLE III - **Membership**

Section 1. Each city in San Mateo County which subscribes to the purposes of the organization shall be eligible for membership.

- (a) Participating member. Participating members are all of the Mayors and Council members of the Cities of San Mateo County.
- (b) Voting members. The Mayor of each member city in San Mateo County, current in assessment, shall be the voting member and shall be entitled to one vote. In the absence of the Mayor, the chairperson of the organization must receive written notification authorizing a council member as the designated alternate to vote on behalf of the city.\*

Section 2. Any City may terminate its participation at any time by giving written notice reflecting formal action by the council.

### ARTICLE IV - **Officers**

Section 1. The offices of the organization shall consist of a chairperson, vice-chairperson, secretary, treasurer and parliamentarian.

Section 2. The chairperson and vice-chairperson shall be mayors or councilmembers at the time of taking office and shall be elected by the membership at the December meeting to serve for a term of twelve (12) months commencing on January 1st.

Section 3. The secretary and the treasurer shall be members appointed by the chairperson, and shall serve during the term of the Chairperson.

Section 4. The parliamentarian shall be a city council member, and shall be appointed annually by the chairperson. In the absence of the parliamentarian, the chairperson shall appoint an acting parliamentarian.

Section 5. Nominations for officers of the organization shall be made from the floor at the December meeting. All nominations and seconds shall be made by voting members only.

Section 6. An election for each office, beginning with that of chairperson, shall be immediately after all nominations for that office have been closed. Voting for contested offices shall be by ballot as prescribed by Article VII, Section 8, collected and counted by the secretary-treasurer in the presence of two non-candidates selected by the chairperson.

Section 7. The chairperson shall preside at all meetings, may call special meetings and must call special meetings when requested by eleven (11) member cities. The chairperson shall

appoint a secretary and a treasurer and shall have such other duties as are usual incident to such office and as elsewhere herein provided.

Section 8. The vice-chairperson shall perform the duties of the chairperson in the absence of the chairperson and shall chair the program committee as set forth in Section V. Section 1(b).

Section 9. All officers shall serve without compensation.

Section 10. The chairperson or vice-chairperson may be removed from office at any time by the affirmative vote of eleven (11) member cities.

#### ARTICLE V -Committees

##### Section 1. **Standing Committees.**

- (a) **Legislative Committee.** A legislative committee shall be established to define and communicate the interests of the member cities to county, state and federal representatives and shall operate as follow:
- (i) The committee shall bring to the attention of member cities any legislation that will impact cities;
  - (ii) The committee may act, without a vote by member cities, on specific legislation which appears in by the League of California Cities legislative bulletin;
  - (iii) Each member city has the right to appoint a member to the committee. The committee chairperson shall be elected by the committee members; and
  - (iv) A quorum shall consist of six (6) members.
- (b) **Program Committee.** A program committee shall be established to develop timely and informative programs for the monthly meetings and shall operate as follows:
- (i) The committee may consist of three or fewer members;
  - (ii) The vice-chairperson of the organization shall be one of the committee members and its chairperson;
  - (iii) The vice-chairperson of the organization may appoint, the remaining committee members;
  - (iv) Mayors, council members and city managers shall be eligible to serve on the committee.

**Section 2. Special Committees.**

- (a) The organization may from time to time establish one or more special committees. The Chairperson of the organization, with the consent of the member cities, shall make all appointments to each special committee and shall designate the chairperson thereof.
- (b) Mayors, council members and city managers are eligible to serve on special committees.

**ARTICLE VI - Meetings**

Section 1. Except as may be necessary to meeting jointly with the Peninsula Division of the League of California Cities and to avoid meeting during holiday persons, regular meetings of the Council of Cities shall be held on the fourth Friday of each month. The Mayor and city council of each member city shall be given at least ten (10) days notice of the time and place of each meeting, together with an agenda of the matters to be considered, including any election to be conducted or appointment to be made.

Section 2. With its consent a joint regular meeting shall be held annually with the Peninsula Division of the League of California Cities. With the consent of the member cities and the Peninsula Division, joint regular meetings may be held more often than annually.

Section 3. Meeting shall be held throughout the county and shall to the greatest extent practicable alternate between the northern and southern parts of the county. For the purpose of this section the northern part of the county includes the cities of Half Moon Bay, San Mateo and Foster City and all cities to the north thereof.

Section 4. Any meeting may be canceled by the affirmative vote of eleven (11) member cities.

**ARTICLE VII - Conduct of Business**

Section 1. A quorum for the conduct of any business of the Council of Cities shall consist of voting members from eleven (11) member cities.

Section 2. Except as provided herein, action shall be taken by motion or resolution passed or adopted by a majority of voting members present and voting.

Section 3. The City Managers' Association of San Mateo County may be requested to prepare background information and policy options prior to the consideration and adoption of any policy by the organization.

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Section 4. Prior to taking any action and except as provided Article VII Section 6, sufficient time should be allowed for member cities to agendaize and discuss at their respective city council meetings, matters which will be coming before the organization.

Section 5. Members of the San Mateo County Board of Supervisors, other elected officials, city stall members, and media representatives are welcome to attend any regular or specially called meeting of the Council of Cities. Appointed representatives of the Council of Cities or City Selection Committee who have reports should request placement on the agenda. A report from a member of the San Mateo County Board of Supervisors shall be placed on the agenda of each meeting and a member shall be recognized at each meeting of the organization. Voting members and other individuals may address the members when recognized by the chairperson.

Section 6. The Council of Cities shall not act on any item not previously posted on the agenda (i.e., endorse, nominate, appoint, support, or pass any resolution of support, or motion in connection therewith) unless permission to so act has been received by two-thirds (2/3) of the voting members present with a minimum of eleven (11) votes. In the event such approval is not obtained, the matter must be included in the minutes of the meeting and added to the agenda at the next regular meeting.

Section 7. All appointments made by the Council of Cities to county wide or area wide agencies shall require the affirmative vote as prescribed below.\*

- (a) When not required by Statute to be a set number, the affirmative vote required will be eleven (11) member cities. (G.C. 50272)
- (b) The agenda of any meeting of the organization may allow for the joint conduct of business of the City Selection Committee.
- (c) Unless otherwise prescribed by legislation, appointments made by the Council of Cities shall be for terms of two years.

Section 8. Voting on issues or appointment of city representative to boards, commission, committees and agencies shall be done in the following manner:

- (a) All contested voting shall be done by written ballot, and shall include the name of each person casting the ballot and how that person voted;
- (b) After all votes have been counted the chair will announce the vote of each person casting a ballot. Those votes shall be included in the minutes of the meeting.

Section 9. In the event a member city has directed its mayor or designated elected alternate to vote in a particular manner and prior to any vote has notified the chair person in writing thereof, no vote to the contrary shall be recognized or recorded, except in the case of an election of officers or appointment of representatives where the candidate withdraws or is declared to be ineligible.

Section 10. Except as provided herein, or by the affirmative vote of eleven (11) member cities, *Roberts Rules of Order, Revised*, shall constitute the parliamentary authority for the Council of Cities.

**ARTICLE VIII - Finances**

Section 1. There shall be no regular dues payable by any member city.

Section 2. No member shall receive compensation or reimbursement from the organization for regular expenses incurred in attending any meeting or other function.

Section 3. Operating expenses of the organization, may be assessed by a vote of eleven (11) member cities and are due and payable within 45 days for the City to be current for the purpose of determining voting membership.

Section 4. Any expenditure of the organization in excess of \$100.00 must be approved by the Council of Cities.

**ARTICLE IX - Amendments**

These bylaws or any amendments thereto shall be in effect when adopted by the affirmation vote of fourteen (14) member cities.

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\*The designated alternate may be different from the alternate designated for the City Selection Committee proceedings.