

RULES AND REGULATIONS GOVERNING THE CONDUCT OF MEETINGS AND
THE SELECTION OF CITY REPRESENTATIVES
STANISLAUS COUNTY CITY SELECTION COMMITTEE

I. NAME AND ADDRESS OF COMMITTEE:

The City Selection Committee established in Stanislaus County pursuant to Chapter I of Pat 1 of Division 1 of Title 5 of the Government Code shall be known as the Stanislaus County City Selection Committee. The office of the permanent secretary and recording officer shall be the office of the Clerk of the Board of Supervisors, 1010 Tenth Street, Suite 6700, Modesto, CA 95354.

II. MEMBERSHIP:

The membership of the Stanislaus County City Selection Committee shall consist of the mayor of each city within the County of Stanislaus. When the mayor of any city is unable to attend a meeting of the city selection committee, he/she shall designate another member of the city's legislative body to attend and vote at the meeting in his/her place and as their representative.

III. ELECTION OF CHAIRMAN:

At the first organizational meeting of the city selection committee, it shall select from among its members a permanent chairman and vice-chairman, and such other officers, as it deems necessary. The term of office of the chairman and vice-chairman shall be two years. At least sixty (60) days prior to the expiration of the term of office of the chairman and vice-chairman, the city selection committee shall meet and select a successor to the chairman and to the vice-chairman.

IV. QUORUM AND VOTING:

Representatives of a majority of the number of cities within Stanislaus County entitled to representation on the city selection committee shall constitute a quorum of the committee. In order for the city selection committee to make appointments or in any other manner conduct business of the committee, a quorum of members present shall be necessary. Whenever a quorum is not present at a meeting, the meeting shall be postponed or adjourned to a subsequent time and place, as determined by the Chairman. No act of the committee shall be valid unless at least five concur therein.

V. ACTION BY RESOLUTION:

All votes and action taken by the city selection committee shall be recorded in writing by the secretary of the committee. The written record of any vote or action taken by the committee shall include the name of each member voting and how he/she voted. Written records and minutes of the committee's secretary are public records.

VI. MEETINGS:

The Stanislaus County City Selection Committee shall conduct regular meetings once every two years, not less than sixty (60) days prior to the date of expiration of the chairman's term of office, and shall meet upon call of its chairman. The chairman may call a special meeting of the committee at any time, and the chairman shall call a special meeting of the committee upon the written request of 50% of the members of the selection committee. When the chairman is required to call a special meeting of the committee, such a meeting shall be called and held within sixty (60) days after receipt of such written request.

VII. NOTICE OF MEETINGS:

At least two weeks prior to the date of any meeting of the city selection committee, the secretary of the committee shall give notice of the meeting to each member of the committee. Within three (3) weeks prior to the date fixed for a special meeting of the committee, the chairman of the committee shall notify the secretary of the date, time and place of the special meeting. The secretary shall also give reasonable notice to each member of the time and place to which the meeting of the committee is continued.

VIII. COMPENSATION:

Members of the city selection committee shall serve without compensation.

IX. PROCEDURE FOR NOMINATING AND SELECTING CITY REPRESENTATIVES:

"Nominations" for city representatives may be made by the Chairman or from the floor and do not require a second. The Chairman may declare "Nominations Closed," or consider a motion to "Close Nominations" after sufficient time has been given for all who wish to make nominations to do so. A second is required for this motion, and a two-thirds (2/3) vote is necessary for passage.

A majority vote is required to appoint a city representative when two or more have been nominated.

X. ORDER OF BUSINESS:

The order of business at city selection committee meetings shall be as follows, unless other wise directed by the chairman:

1. Pledge of allegiance to the flag
2. Roll call
3. Approval of minutes
4. Correspondence
5. Current business
6. Other business
7. Adjournment

XI. SECRETARY AND RECORDING OFFICER:

The Clerk of the Board of Supervisors shall act as the permanent secretary and recording officer of the city selection committee. All meetings of the committee shall be conducted in the presence of the Clerk of the Board or her deputy.