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Council of  
Governments

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## **A Dynamic Forum for Regional Planning and Collaboration**

The Sacramento Area Council of Governments (SACOG) serves many functions as a Metropolitan Planning Organization and a Council of Governments. It is the single place where elected officials from throughout the six-county area can come together for regional dialogue. The agency's signature strengths are high-caliber technical modeling and forecasting; integrated transportation, land use and air quality planning; excellent regional delivery of projects; and very robust public education and engagement that informs regional planning and collaboration in the greater Sacramento Metropolitan Area.

Since 1963, the region has had a regional transportation planning agency, but SACOG has evolved over the last two decades into a truly regional agency with a broad perspective on the needs of local governments and the opportunities for policy coordination across transportation, air quality, land use and the variety of quality of life issues that influence local governments in their policy making.

Ultimately responsible for transportation planning and programming of state and federal funds, air quality conformity and housing allocations, SACOG has worked to consider land use and performance-based measures in identifying transportation investments that improve mobility, reduce congestion, protect our air quality, and conserve our natural resources. In 2002, the SACOG Board of Directors adopted the Metropolitan Transportation Plan for 2025 (MTP2025) establishing four regional funding programs, incentivizing smart growth, and increasing commitments to bicycle and pedestrian investments, air quality programs and transportation demand management. The MTP2025 was a true regional plan and not, as some had described prior plans, a stapled compilation of the individual plans of the cities, counties, and transit operators.

Despite the progress in the MTP2025, traffic congestion levels per household were projected to increase by 58 percent over current levels. The location of housing relative to jobs and services was not balanced around the region. That same year, the SACOG Board of Directors undertook the Blueprint visioning project, working collaboratively with civic partner Valley Vision and over 5,000 residents, community leaders and elected officials to study future land use patterns and their potential effects on the region's transportation, air quality, housing, agricultural lands, open space, and other resources.

The Preferred Blueprint Scenario, unanimously adopted by the board in 2004, links land use and transportation planning, and brings jobs, housing, and daily needs closer together. Computer traffic modeling revealed that these strategic transportation investments can significantly improve our travel by increasing transit, walk and bicycle trips, shortening our remaining car trips, and reducing the time we spend in heavy traffic congestion.

In 2012, SACOG adopted the first MTP to include a Sustainable Communities Strategy (SCS) in compliance with Senate Bill 375, further considering the linkages between housing, employment, transportation and the impacts on greenhouse gas emissions as well as air quality. The land use pattern that forms the foundation for the MTP/SCS, is based on the policy directions cities and counties are pursuing voluntarily in their commitment to a high quality of life for their residents. In 2020, SACOG will adopt the third MTP/SCS.

This evolution has not come about on its own, but rather because of the leadership of the SACOG Board of Directors. The board voluntarily took on the Blueprint process because of the bleak forecast from the MTP2025, and it continues this regional approach through the Rural-Urban Connections Strategy, which some see as the rural complement to the Blueprint.

Regional planning and collaboration does not stop at the board. SACOG regularly convenes city and county managers, transit operators, public works directors, planning directors and other key public and private groups. These groups inform program and planning decisions based on regional priorities and serve as a forum for coordinating or sharing information.

## **SACOG Plans, Funds, Coordinates, Operates, and Advocates in the Sacramento Region**

### **SACOG Plans**

Any major transportation project in the region must be included in the SACOG MTP before it can move forward as required by federal law to ensure conformity with air quality regulations. SACOG updates this long-range plan every four years to guide regional transportation investments. In addition to preparing the MTP, SACOG evaluates specific travel routes, weighing regional needs for road maintenance and improvements with demand for new capacity including paths, roads, transit lines or railways.

### **SACOG Funds**

SACOG allocates millions of dollars every year to fund transit, local streets and roads, highways, and bicycle and pedestrian routes in the region.

## **SACOG Coordinates**

SACOG works with public and private organizations involved in transportation, land use, air quality, flood control and other issues. SACOG staff work with dozens of committees, commissions, and organizations. SACOG works directly with staff from city and county planning and public works departments, as well as transit agencies, to ensure planning and funding are coordinated throughout the region. SACOG also brings together local government staff on issues of shared concern, which since 2012 has included alternative service delivery approaches to realize cost efficiencies and/or service improvements through shared services working groups.

## **SACOG Operates**

SACOG also provides direct service to individuals using the region's roadways, transit and bicycle facilities through the Sacramento Region 511 and Capitol Valley Regional Service Authority for Freeways and Expressways (SAFE). SACOG and San Joaquin County formed SAFE and partnered with the California Highway Patrol and Caltrans to oversee the installation and operation of call boxes along Sacramento regional freeways. Sacramento Region 511 provides information online and by phone about local highway and transit options, including carpool and vanpool ride matching services.

## **SACOG Advocates**

SACOG promotes regional interests to state and federal governments. Staff, board members and lobbyists work together to present a unified message from the region on the multitude of issues represented by SACOG. By working with public and private organizations to develop advocacy priorities, the region is in a better position to garner support from the state and federal government for regional priorities.

## **SACOG Informs**

SACOG collects information on the housing and transportation infrastructure in the six-county region. While this information is collected to support the transportation and land use forecasting system, it also has significant value to local public safety and utility planning. As a service to each of the 28 member jurisdictions, local governments receive information datasets of parcel level activity and new geographic information system tools to assist in their individual planning and information management efforts. SACOG staff also support member jurisdictions in education and engagement to encourage Blueprint and SCS implementation as a regional

priority for providing a variety of transportation choices, housing choices, compact development, use of existing assets, mixed land uses, conservation of natural resources and unique communities with quality design.

This handbook is intended to guide you through the responsibilities of the SACOG Board of Directors and the inner-workings of the agency. It is also accompanied with a personal invitation from the SACOG staff for you to share your inquiries and ideas directly with us. We look forward to working together.

Sincerely,

**James Corless**  
Executive Director

# Statutory Responsibilities

## Federal and State Requirements

### **Federal, State and Local Programs**

#### **Council of Governments (COG)**

A Council of Governments (COG) delivers a variety of federal, state and local programs to its member local governments. Through technical assistance and forging collaboration, COG efforts provide a regional approach to support member agency activities. SACOG is the COG for the 22 cities and six counties in the Sacramento region.

SACOG's role as the region's COG is broader than its role as the Metropolitan Planning Organization (see below), but complementary in the range of efforts. For example, its COG efforts related to regional forecasting and monitoring not only support air quality and transportation, but also serve to improve mobility through the coordination of land use, transportation and air quality decisions.

Other COG efforts at SACOG include the Regional Housing Needs Allocation (RHNA) and planning efforts related to environmental protection and land use planning. Blueprint Preferred Scenario implementation, the Rural-Urban Connections Strategy (RUCS), and Shared Services have been key focus areas for the agency's COG efforts in recent years.

### **Federal Requirements**

#### **Metropolitan Planning Organization (MPO)**

Federal transportation law requires the Governor to designate a Metropolitan Planning Organization (MPO) for all urban regions with population greater than 50,000 (Title 23 U.S. Code).

MPO is a transportation policy-making body made up of representatives from local government and transportation agencies with authority and responsibility in metropolitan planning areas. MPOs perform significant planning and programming of federally funded highways and transit projects.

SACOG is the MPO for the six-county Sacramento region. Through the MTP/SCS and its link to the Metropolitan Transportation Improvement Program (MTIP), SACOG is responsible for approving significant expenditures of federal dollars. The required MPO activities include:

- Preparing a long-range MTP which must also include an SCS
- Approving an MTIP, to spend transportation funds in the region
- Analyzing and determining regional air quality conformity of the MTP/SCS and MTIP
- Approving population and employment forecasts for the region
- Directing federally funded planning activities through an Overall Work Program (OWP)

### **Fixing America's Surface Transportation (FAST) Act**

SACOG receives federal transportation funding to fund part of its operations as well as to support projects in the region. The current federal surface transportation act, the FAST Act, is a five-year funding source through September 2020. The FAST Act maintained existing funding programs and provides inflationary increases each year.

## **State Requirements**

### **Regional Transportation Planning Agency (RTPA)**

State transportation law requires the State Transportation Agency to designate a Regional Transportation Planning Agency (RTPA) for each region of the state (Government Code Sections 29532 and 65080).

SACOG is the RTPA for four counties (Sacramento, Sutter, Yolo, and Yuba counties), with the El Dorado County Transportation Commission (EDCTC) and the Placer County Transportation Planning Agency (PCTPA) serving as RTPAs for these counties respectively. The distinction between SACOG's federal responsibilities as an MPO and its state responsibilities as an RTPA is important, because of the considerable overlap between the two roles. Memorandums of Understanding (MOUs) between SACOG, EDCTC and PCTPA guide the coordination between the region's three RTPAs.

RTPAs are responsible for:

- Preparing a long-range Regional Transportation Plan (RTP) that meets state guidelines, including environmental studies and report of impacts
- Approving programs of projects for both the regional share of the State Transportation Improvement Program (STIP) and federal funds passed through by state law to regions

- Adopting an Airport Land Use Compatibility Plan (ALUCP) to forestall incompatible developments around public airports

# Governing Authority

How the three-threshold voting structure works

The Sacramento Area Council of Governments (SACOG) was established on January 15, 1981, by a Joint Powers Agreement (JPA) approved by four member counties and 14 member cities pursuant to the authority in Title 1, Division 7, Chapter 5 of the California Government Code (commencing with Section 6500 et seq.). Currently, the JPA is between six member counties and 22 member cities. (See History on page 40.)

## Membership

Article 4 of the Joint Powers Agreement provides that any city or county within the area may petition to become a member of SACOG by submitting to the SACOG Board of Directors (board) a resolution adopted by its governing body. Article 4 further provides that the board shall review the petition for membership and shall vote to approve or disapprove the petition. If the petition is approved by the board, the city or county shall become a member of SACOG.

A city or county not within the area may petition to become a member of SACOG by submitting to the board a resolution adopted by its governing body. The board shall review the petition for membership and shall prepare recommended amendments to this Agreement regarding the proposed additional member. The board shall vote to approve or disapprove the petition, together with the recommended amendments to this Agreement. If the petition and the recommended amendments are approved, the board shall submit the amendments to each member city and county. A city or county shall only become a member of SACOG after such amendments have been approved by at least three-quarters (3/4) of the governing bodies of member counties and three-quarters (3/4) of the governing bodies of member cities.

## Board of Directors

Section 5.0 of the Joint Powers Agreement provides that all actions of SACOG shall be exercised by the SACOG Board of Directors. The board shall be composed of Directors as follows:

- a) Each member county, except Sacramento County, is entitled to one (1) Director who shall be a supervisor of the appointing county and who shall be appointed by the Board of Supervisors of the appointing county.

- b) The Board of Supervisors of Sacramento County shall appoint one (1), two (2), or three (3) Directors each of whom shall be a supervisor.
- c) The City Council of the City of Sacramento shall appoint one (1) or two (2) Directors, each of whom shall be the mayor or one or two members of the city council.
- d) Each member city except the City of Sacramento, shall be entitled to one (1) Director who shall be a mayor or a city council member of the appointing city and who shall be appointed by the city council or the mayor of the appointing city, based on the procedures for appointment used by the city. The Director's seat for each member city shall be activated upon adoption of a resolution of that member city's city council activating the Director's seat and appointing one of its members to that Director's seat. A city council may by resolution later de-activate its seat. De-activation does not constitute withdrawal from SACOG. If a city has not activated its Director's seat or has de-activated its seat, the population of that city shall be included in the population of the county in which that member city is situated for the purpose of the SACOG Board of Director's voting based on population.

## **Terms and Board Membership**

Directors shall serve at the pleasure of their appointing authority.

## **Vacancies and Removal**

If a person who has been appointed as a SACOG Director ceases to serve as a supervisor, mayor or city council member, he/she shall no longer serve on the SACOG board. Any Director may be removed at any time by a majority vote of the appointing authority. A vacancy shall be filled in the same manner as the original appointment.

## **Alternate Directors**

Each city and county which is entitled to appoint a SACOG Director shall be entitled to appoint one Alternate Director for each Director so appointed. An Alternate Director shall be a council member, mayor or supervisor of the appointing city or county.

The terms, manner of appointment and removal, and the filling of vacancies of Alternate Directors shall be governed by the provisions of Section 5.0, 5.1, and 5.2 of the Joint Powers Agreement.

Alternate Directors shall electronically receive all meeting notices and written material sent to Directors and shall have the right to participate and vote at meetings of the board in the absence of the Director for whom the Alternate Director serves.

All provisions of law relating to conflicts of interest that apply to a Director shall apply to an Alternate Director.

An Alternate Director shall be entitled to receive expenses reasonably and necessarily incurred in the conduct of the business of SACOG in the same manner and method as a Director. However, if both a Director and an Alternate attend a meeting, only the Director shall be entitled to such a payment or reimbursement.

## **Ex Officio Directors**

The Director of Caltrans District 3 may sit as an Ex Officio member of the SACOG board. He or she shall receive all meeting notices, shall have the right to participate in board discussions, and the right to place matters on the agenda, but shall not be counted toward a quorum of the board and shall have no vote.

## **Officers**

### **Chair**

The Chair of the SACOG Board shall be elected annually at the last regular meeting in each calendar year and shall begin serving as Chair at the first regular meeting in the next calendar year. Any Director may be authorized to represent the Board upon approval by the board Chair.

### **Vice Chair**

The Vice Chair of the Board shall be elected annually at the last regular meeting in each calendar year and shall begin serving as Vice Chair at the first regular meeting in the next calendar year. He/she will have all the powers and act in the place of the Chair in his/her absence.

**Secretary**

SACOG's Executive Director shall serve as Secretary. Under direction of the Executive Director, the Clerk of the Board will keep a public record of the board's resolutions, transactions, findings and determinations, and prepare minutes of every meeting.

# Joint Powers Agreement

July 1, 2003

This AGREEMENT is entered into by and between the Counties of El Dorado, Placer, Sacramento, Sutter, Yolo, and Yuba, and the Cities of Auburn, Citrus Heights, Colfax, Davis, Elk Grove, Folsom, Galt, Isleton, Lincoln, Live Oak, Marysville, Rocklin, Roseville, Sacramento, West Sacramento, Wheatland, Winters, Woodland and Yuba City and such other cities and counties as may become members as herein provided ("Member Cities and Counties"). The member cities and counties agree as follows:

## **ARTICLE 1: ESTABLISHMENT**

There is hereby created an organization known and denominated as the Sacramento Area Council of Governments which shall be a public entity, separate and apart from any member city or county. The Sacramento Area Council of Governments shall be governed by the terms of this Joint Powers Agreement and the Rules, duly passed and adopted by the Board.

## **ARTICLE 2: AUTHORITY AND DEFINITIONS**

### **Section 2.0- Authority**

This Agreement is entered into pursuant to the authority in Title 1, Division 7, Chapter 5 of the Government Code (commencing with Section 6500 et seq.) of the State of California.

### **Section 2.0- Definitions**

The following words or terms shall have the meaning ascribed to them within this Section unless the content of their use dictates otherwise:

- a) "Area" means the territory lying within the Counties of El Dorado, Placer, Sacramento, Sutter, Yolo and Yuba, and such additional territory as may be added from time to time pursuant to section 4.0.b.
- b) "Board" means the Board of Directors of the Sacramento Area Council of Governments.

- c) "Council" means the Sacramento Area Council of Governments.
- d) "Director" means a member of the Board of Directors.
- e) "Fiscal Year" means July 1st through June 30th.
- f) "Member city or county" means a city or county which, pursuant to this Agreement, has become a member of the Sacramento Area Council of Governments.
- g) "Population" means the population as determined annually by the State Department of Finance. The population of a member county does not include the population of any city within that county. Revision of member agency populations used for voting and annual membership assessments shall occur immediately upon receipt of new determinations from the State.

### **ARTICLE 3: PURPOSE**

The member cities and counties have joined together to establish the Council for the following reasons:

- a) A number of problems and issues within the area are either areawide in nature or have areawide aspects or implications such as, but not limited to, transportation, air quality, water quality, land use, housing and employment.
- b) There is a demonstrated need for the establishment of an organization of cities and counties within the area to provide a forum for the discussion and study of areawide problems of mutual interest and concern to the cities and counties and to facilitate the development of policies and action recommendations for the solution of such problems.
- c) The member cities and counties wish to create an areawide organization which will independently review and make comments to the member cities and counties regarding projects which receive federal or state funding.
- d) The member cities and counties believe that an areawide planning organization, governed solely by elected officials from the member cities and counties, with a staff independent of any member city or county, is best suited for this areawide planning and review.

- e) Member cities and counties, working together through this organization, can exercise initiative, leadership, and responsibility. for solving areawide problems.
- f) Member cities and counties share common areawide problems, and issues, and, at the same time, have different needs and priorities and are affected in different ways by these common areawide problems and issues. The resources of the Council should be allocated in such a manner so that the needs of any portion of the area are not ignored, recognizing, however, that resources are limited and that not all needs can be met, nor all portions of the area assisted equally at any one time.

## **ARTICLE 4: ORGANIZATION**

### **Section 4.0 - Membership**

- a) A city or county within the area may petition to become a member of the Council by submitting to the Board a resolution adopted by its governing body. The Board shall review the petition for membership and shall vote to approve or disapprove the petition. If the petition is approved by the Board the city or county shall become a member of the Council.
- b) A city or county not within the area may petition to become a member of the Council by submitting to the Board a resolution adopted by its governing body. The Board shall review the petition for membership and shall prepare recommended amendments to this Agreement regarding the proposed additional member. The Board shall vote to approve or disapprove the petition, together with the recommended amendments to this Agreement. If the petition and the recommended amendments are approved, the Board shall submit the amendments to each member city and county. A city or county shall only become a member of the Council after such amendments have been approved by at least three-quarters (3/4) of the governing bodies of member counties and three-quarters (3/4) of the governing bodies of member cities.

### **Section 4.1 - Withdrawal from Membership**

Any member city or county may, at any time, withdraw from the Council. The withdrawal of a member city or county shall become effective ninety (90) days after a resolution adopted by its governing body which authorizes withdrawal is received by the Secretary of the Board. A city or county which withdraws shall not be entitled to the return of any assessments paid to the Council pursuant to Section 8.0 unless said resolution authorizing withdrawal is received by the Secretary of the Board prior to July 1st of the fiscal year for which the assessment was paid.

## **Section 4.2 -Successor Agency**

The Council is hereby designated the successor in interest to all remaining obligations, powers, duties, responsibilities, benefits and interests of any sort, including, but not limited to, any rights, title and interest in real and personal property, of the Sacramento Regional Area Planning Commission.

## **ARTICLE 5: BOARD OF DIRECTORS**

### **Section 5.0 - Board of Directors**

All powers of the Council shall be exercised by the Board of Directors. The Board shall be composed of Directors as follows:

- a) Each member county, except Sacramento County, is entitled to one (1) Director who shall be a Supervisor of the appointing county and who shall be appointed by the Board of Supervisors of the appointing county.
- b) The Board of Supervisors of Sacramento County shall appoint one (1), two (2), or three (3) Directors each of whom shall be a Supervisor.
- c) The City Council of the City of Sacramento shall appoint one (1) or two (2) Directors, each of whom shall be the Mayor or a member of the City Council.
- d) Each member city except the City of Sacramento, shall be entitled to one (1) Director who shall be a mayor or a City Council member of the appointing city and who shall be appointed by the city council or the mayor of the appointing city, based on the procedures for appointment used by the city. The director's seat for each member city shall be activated upon adoption of a resolution of that member city's city council activating the director's seat and appointing one of its members to that director's seat. A city council may by resolution later deactivate its seat. De-activation does not constitute withdrawal from SACOG. If a city has not activated its director's seat or has de-activated its seat, the population of that city shall be included in the population of the county in which that member city is situated for the purpose of Board of Director's voting based on population.

### **Section 5.1 - Terms and Board Membership**

Directors shall serve at the pleasure of their appointing authority.

## **Section 5.2 - Vacancies and Removal**

If a person who has been appointed as a Director ceases to serve as a Supervisor, Mayor, or City Council member, he/she shall no longer serve on the Board. Any Director may be removed at any time by a majority vote of the appointing authority. A vacancy shall be filled in the same manner as the original appointment

## **Section 5.3 - Alternate Directors**

Each city and county which is entitled to appoint a Director pursuant to subsections a. through d. of Section 5.0 shall be entitled to appoint one alternate Director for each Director so appointed. An Alternate Director shall be a Council member, Mayor or Supervisor of the appointing city or county.

The terms, manner of appointment and removal, and the filling of vacancies of Alternate Directors shall be governed by the provisions of Section 5.0, 5.1, and 5.2.

Alternate Directors shall receive all meeting notices and written material sent to Directors and shall have the right to participate and vote at meetings of the Board in the absence of the Director for whom the Alternate Director serves.

All provisions of law relating to conflicts of interest that apply to a Director shall apply to an Alternate Director.

An Alternate Director shall be entitled to receive expenses reasonably and necessarily incurred in the conduct of the business of the Council in the same manner and method as a Director. However, if a Director and an alternate attend a meeting, only the Director shall be entitled to such a payment or reimbursement.

## **Section 5.4 - Ex Officio Directors**

The Director of Caltrans District 3 may sit as an Ex Officio member of the Board. He or she shall receive all meeting notices, shall have the right to participate in Board discussions, and the right to place matters on the agenda, but shall not be counted toward a quorum of the Board and shall have no vote.

## **Section 5.5 - Officers**

- a) **Chair.** The Chair of the Board shall be elected annually at the last regular meeting in each calendar year and shall begin serving as Chair at the first regular meeting in the

next calendar year. Any Director may be authorized to represent the Board upon approval by the Chair. The Board may determine, by Rule, that the Chair shall alternate or rotate between directors representing city and county member agencies.

- b) **Vice Chair.** The Vice Chair of the Board shall be elected annually at the last regular meeting in each calendar year and shall begin serving as Vice Chair at the first regular meeting in the next calendar year. He/she will have all the powers and act in the place of the Chair in his/her absence. The Board may determine, by Rule, that the Vice Chair shall alternate or rotate between directors representing city and county member agencies.
- c) **Secretary.** The Executive Director shall serve as Secretary. The Secretary will keep a public record of the Board's resolutions, transactions, findings, and determinations, and prepare minutes of every meeting.

### **Section 5.6 - Quorum**

A majority of the Directors in each of the following categories must to present to constitute a quorum for action on the business of the Board:

- (1) Directors representing a majority of the total population of the SACOG member agencies
- (2) A majority of the Directors of the member cities who have activated and appointed their Director(s); and
- (3) A majority of the Directors of the member counties.

If the Board consists of an even number of Directors in any of the categories listed above, a majority shall be one more than half the number of Directors on the Board who represent the member agencies in the applicable category.

### **Section 5.7- Approval of Areawide Plans, Standards, and Programs**

- a) Federal or state mandated plans or standards which establish requirements which member cities or counties must implement or meet in order to avoid sanctions or qualify for funds shall only be adopted after receiving the affirmative vote of the Board, as provided in Section 5.8, and after receiving the approval of at least two-thirds (2/3) of the governing bodies of member cities and two-thirds (2/3) of the governing bodies of member counties which are affected by such plan or standard. Such mandated plans or standards requiring approval pursuant to this sub-section shall be identified by rule by the Board.

- b) In all matters pertaining to the adoption or amendment of areawide plan and programs, should a plan adopted by the Board subsequently become mandatory by federal or state law, ratification of such plan shall be required in the manner provided in subsection a. of this Section.

### **Section 5.8 - Voting**

- a) All actions taken by the Board shall be pursuant to the following procedures. A vote shall be taken of all directors present. Each director's vote shall be counted toward the population vote and toward the vote of either the member cities or the member counties, depending on whether the director is appointed by a city or a county. Action by the Board shall require an affirmative vote in each of the following three categories as set forth below.
  - 1. Population: Each Director's vote shall be counted as the total population of the Director's appointing member agency, as determined using the population figures used to determine membership assessments pursuant to section 8.0 of this Agreement, except as provided below for the City and the County of Sacramento. In addition, if a city has not activated its director's seat or has de-activated its seat, the population of that city shall be included in the population of the county in which that member city is situated. Action by the Board shall require an affirmative vote of at least a majority of the population of the member agencies whose Directors are present and voting.
  - 2. Member Cities: Each Director appointed by a City shall have one vote, except as provided below for the City of Sacramento. To pass, there must be an affirmative vote from at least a majority of the Directors representing member cities present and voting.
  - 3. Member Counties: Each Director appointed by a County shall have one vote, except as provided below for the County of Sacramento. To pass, there must be an affirmative vote from at least a majority of the Directors representing member counties present and voting.

- b) The Director(s) appointed from the County of Sacramento shall have a total of three (3) votes. Votes, for both the population vote and the member county vote shall be divided equally among those Directors from 'Sacramento County present and voting.
- c) The Director(s) appointed from the City of Sacramento shall have a total of two (2) votes. Votes, for both the population vote and the member city vote shall be divided equally between the Director(s) from the City of Sacramento present and voting.

### **Section 5.9 - Subarea Voting on Transportation and Air Quality Issues**

- a) For the purposes of this Section, the area within the jurisdiction of the Council shall be comprised of two subareas: the Sutter-Yuba subarea and the Sacramento subarea. The Sutter-Yuba subarea shall mean the territory lying within Sutter and Yuba Counties and the member cities within those two counties. The Sacramento subarea shall mean the territory lying within the remaining member cities and counties.
- b) Unless prohibited by federal or state law, the Board may determine, in accordance with Section 5.8, that a transportation or air quality plan, program or issue affects only one subarea and that action upon such plan, program or issue should be made only by the Directors representing that area.
- c) If the Board determines that a transportation or air quality plan, program or issue affects only a subarea pursuant to subsection b., action upon the plan, program or issue shall be voted upon only the Directors who represent member cities and counties within the subarea. The provisions of Sections 5.6, 5.7, and 5.8 shall be applicable to actions taken by Directors from the subarea, except that the phrase "the Board," as used in those Sections, shall be deemed to be the total number of Directors representing member cities and counties within the appropriate subarea. Actions by the Directors of the subarea shall be deemed to be actions of the Board.

### **Section 5.10 - Creation of Additional Subareas**

- a) The Board may, from time to time, by Rule adopted pursuant to Section 5.11, designate additional subareas if the Board finds that there is a function or functions that SACOG performs that affects one group of member agencies or one area within the SACOG region and does not similarly affect the other member agencies or other regions. The Board shall state the reason or rationale for the creation of the subarea or subareas in the Rule.

- b) Once a subarea has been established by Rule, unless prohibited by federal or state law, the Board may determine, by majority vote in accordance with Section 5.8, that the issue before the Board affects only the particular subarea so designated and that action on the issue should be made by the Directors representing that subarea. If the Board determines that subarea voting is appropriate, the provisions of Sections 5.6, 5.7 and 5.8 shall be applicable to the Directors from the subarea, except that the phrase "the Board," as used in those Sections shall be deemed to be the total number of Directors representing the member cities and counties within the applicable subarea. Actions by the Directors of the subarea shall be deemed to be actions of the Board.

### **Section 5.11- Meetings**

- a) **Regular Meetings.** Regular meetings of the Board shall be held monthly. The By- Laws of the Board shall provide for the notice, time and place of the regular meetings.
- b) **Special Meetings.** Special meetings may be called by the Chair or a majority of the members of the Board.
- c) **Brown Act.** All meetings shall be called and conducted in accordance with the Ralph M. Brown Act (commencing with Section 54950 of the Government Code).

### **Section 5.12 - Rules**

The Board may adopt, from time to time, rules for the conduct of its meetings and the operation of the Council. Copies of such rules shall be maintained by the Secretary, and copies thereof shall be filed with each member city and county. Written notice of a proposed rule amendment shall be sent to each Director and member city and county at least three (3) weeks prior to the vote by the Board on the proposed rule amendment. Such rules shall be consistent with the provisions of this Agreement and, in the event of any conflict between the provisions of the Rules and the provisions of this Agreement, the provisions of this Agreement shall control.

### **Section 5.13 - Executive Director**

The Board shall appoint an Executive Director who shall serve at the pleasure of the Board. The Executive Director shall be the Chief Executive Officer of the Council and shall have such duties as may be prescribed by the Board. The Executive Director shall employ such

other staff members as necessary to accomplish the Council's program, consistent with the annual budget, personnel rules, position plan and salary plan. The Executive Director shall be responsible for all projects and property of the Council and shall file with the Treasurer of the Council, as required by the Board, an official bond in an amount to be determined by said Board, guaranteeing the faithful performance of his duties.

#### **Section 5.14 - Work Program Report**

Prior to the adoption of a final work program for each fiscal year, the Executive Director shall report to each member city and county on the work program of the preceding year with emphasis on those portions which have affected the applicable member city or county by addressing either local needs or an areawide need of local interest. Each member city or county shall have an opportunity to comment and identify problems, issues and needs which the member city or county determines have not been addressed and which should be considered for inclusion in future work programs and funding allocations. The comments of each member city and county shall be transmitted to and considered by the Board prior to the adoption of the formal work program.

### **ARTICLE 6: FUNCTIONS**

The functions of the Council shall include, but not be limited to:

- a) Identify, study and recommend solutions to areawide problems through the development of comprehensive areawide plans and action programs. Such plans and programs shall be developed in close consultation with each member city and county and will include the following.
  1. Transportation planning and administration of funds
  2. Housing planning
  3. Water quality planning
  4. Land use planning
  5. Air quality planning
  
- b) Serve as the regional, areawide, or umbrella multi-jurisdictional organization which may be required by state or federal law or regulation so that local governments can continue to qualify for state or federal funds and programs, and serve as the designated organization to review and comment on local applications for federal or state funds or programs when required by law or regulation.

- c) Provide assistance to member cities and counties; to collect, analyze and disseminate information which will be of value to member cities and counties, including federal census data and information on state and federal aid programs, and provide technical assistance as may be requested by member cities and counties.
- d) Represent the area before state and federal governments; vigorously express to state and federal agencies the local government point of view on areawide problems, issues and needs, and, in this representation, strengthen the effectiveness of local government.
- e) Serve as the Airport Land Use Commission for Sacramento, Sutter, Yolo, and Yuba Counties, and for such other member counties that request and fund this service.
- f) To provide, with Council approval, services similar to those described in a. through e. above to non-member cities, counties, and special districts on a full or partial cost-reimbursement basis.

## **ARTICLE 7: POWERS**

### **Section 7.0 - General Powers**

The Council shall have such powers as may be necessary for the accomplishment of the purpose and functions of this Agreement, including, but not limited to, the power in its own name to make and enter into contracts; to employ agents and employees under an adopted personnel system; to provide for employee retirement, health and welfare benefits; to acquire, hold and dispose of property, both real and personal; to sue and be sued in its own name; to hire legal counsel; am to incur debts, liabilities or obligations. The debts, liabilities and obligations of the Council shall not constitute any debts, liabilities or obligations of its predecessor, the Sacramento Regional Area Planning Commission, unless expressly authorized by the Board. The Council may accept grants, gifts, donations, and other monies made in the public interest to carry out the purposes and functions as provided in this Agreement. To the extent budgeted, and as provided by rule, the Board is authorized to pay expenses reasonably and necessarily incurred in the conduct of business, including travel expenses to attend meetings and conferences relating to the business of the Council.

### **Section 7.1 - Limitations**

Pursuant to Government Code Section 6509, the powers of the Council are subject to the restrictions upon the manner of exercising such powers of one of the designated member

cities or counties. For such purpose, the City of Sacramento is hereby designated, except as to the manner of exercising powers which relate to the employment of personnel and as to those powers, the County of Yuba is hereby designated.

## **ARTICLE 8: FINANCIAL**

### **Section 8.0 - Assessments**

Contributions, in the form of assessments, shall be made annually by member cities and counties in amounts sufficient to provide the funds necessary to carry out the functions of the Council. The annual assessment for each member city and county shall be based on population. Each year, not later than April 1st, the Board shall fix the membership assessment rate for each member city and county. Prior to July 1st, each member city and county shall be notified of its assessment amount.

### **Section 8.1 - Budget**

Prior to July 1st of each fiscal year, the Board shall adopt a preliminary budget. Prior to September 1st of each fiscal year, the Board shall adopt a final budget.

### **Section 8.2 - Treasury**

The Treasury of the County of Sacramento shall be the depository of funds of the Council and the Treasurer of the County of Sacramento shall be the ex-officio Treasurer of the Council. The Auditor of the County of Sacramento shall be the ex-officio Auditor of the Council and shall draw warrants against the funds of the Council in the treasury when the demands are approved by the Executive Director or his designee. The Auditor and Treasurer shall comply with all duties imposed under Article 1, Chapter 5, Division 7, Title I of the Government Code, commencing with Section 6500. The County of Sacramento may determine reasonable charges to be made against the Council for the services of the Treasurer and Auditor. At the close of each fiscal year, as provided in Government Code Section 6505, the Auditor of Sacramento County shall make an audit. In the alternative, the Board may contract with a public accountant or certified public accountant to make an audit of the accounts and reports of the Council.

### **Section 8.3 - Funds**

The Treasurer of the Council shall receive and have the custody of and disburse Council funds on the warrant of the Auditor and shall make disbursements required by this Agreement. The Treasurer of the Council shall invest Council funds in accordance with the general law. All

interest collected on Council funds shall be accounted for and deposited to the account of said funds.

#### **Section 8.4 - Accounts and Reports**

The Council shall establish and maintain such records and accounts which are deemed necessary to account for and report on the various sources of funds, expenditures, grants, programs and projects and as may be required by good accounting practice, the State Controller or the United States Government. The books and records of the Council shall be open to inspection by representatives of the member cities and counties at all reasonable times.

### **ARTICLE 9: DURATION, DISPOSITION, AND AMENDMENT**

#### **Section 9.0 - Effectiveness**

This Agreement became effective and the Council was established on January 15, 1981.

#### **Section 9.1 - Duration**

This Agreement shall continue in effect until it is rescinded or terminated; provided that the withdrawal from membership in the Council by any city or county shall not operate to terminate this Agreement.

#### **Section 9.2 - Disposition of Assets Upon Termination**

Upon termination of this Agreement, any money or assets in possession of the Council after payment of all liabilities, costs, expenses, and charges validly incurred pursuant to this Agreement shall be returned to the member cities and counties in proportion to their contributions determined as of the date of termination.

#### **Section 9.3 - Amendment**

This Agreement may be amended by the adoption of the amendment by three fourths (3/4) of the governing bodies of the member counties and three fourths (3/4) of the governing bodies of the member cities, each acting by resolution. The amendment shall become effective on the first day of the month following the last required member agency approval. If a proposed amendment has not been approved by the member agencies as provided in this section 120 days after the date the first member agency approves the amendment, the proposed

amendment shall be null and void and shall not become effective unless first resubmitted to the member agencies by the Board and then adopted as set forth in this Section.

#### **Section 9.4 - Review of Board Composition and Voting Structure and Procedures**

Twelve months after the implementation of the Board composition and voting procedures set forth about, including the voting by population, by cities and by counties, the Board of Directors shall review the Board composition and the voting structure and procedures and whether the Board composition and the voting structure and procedures are promoting the purpose and mission of SACOG, including but not limited to regionalism and good working relationships to the benefit of the region and SACOG. The Board may determine that the Board structure and/or the voting structure and procedures should be altered or amended to better promote or implement the purpose and mission of SACOG and the region and the Board may make suggestions for amendment of the Agreement to the member agencies.

IN WITNESS WHEREOF, each of the following member cities and counties have caused this Joint Powers Agreement to be executed by having affixed thereto the signatures of the agent of said city and county authorized therefor by resolution of the governing body of said city and county.

#### **AS ADOPTED BY THE ELIGIBLE CITIES AND COUNTIES**

October 21, 1980

Revised January 20, 1983

Revised February 1, 1988

Revised June 16, 1988

Revised March 18, 1999

Revised October 2, 2002

Revised June 24, 2003

#### **AMENDMENT NO. 6, JULY 1, 2003**

City of Citrus Heights Resolution No. 2003-50

May 28, 2003

City of Colfax Resolution No. 21-20003

June 10, 2003

City of Davis Resolution No. 03-79  
May 28,2003

City of Elk Grove Resolution No. 2003-121  
June 18, 2003

City of Folsom Resolution No. 7091  
May 27,2003

City of Galt  
Resolution No. 2003-72  
June 3, 2003

City of Isleton Resolution No. 1577  
June 11, 2003

City of Lincoln Resolution No. 2003-111  
June 10, 2003

City of Live Oak Resolution No. 17-2003  
June 4, 2003

City of Marysville Resolution No. 2003-36  
June 17, 2003

City of Rocklin Resolution No. 2003-152  
June 10, 2003

City of Roseville Resolution No. 03-235  
June 4, 2003

City of Sacramento Resolution No. 2003-395  
June 17, 2003

City of West Sacramento Resolution No. 03-51  
May 21,2003

City of Wheatland Resolution No. 23-03  
June 12, 2003

City of Winters Resolution 2003-32  
June 17, 2003

City of Woodland Resolution No. 4442  
May 27, 2003

City of Yuba City Resolution No. 03-076  
June 3, 2003

County of El Dorado Resolution No. 119-2003  
June 3, 2003

County of Placer Resolution No. 2003-140  
June 10, 2003

County of Sacramento Resolution No. 2003-0687  
June 10, 2003

County of Sutter Resolution No. 03-040  
July 1, 2003

County of Yolo Resolution No. 03-99  
June 3, 2003

County of Yuba Resolution No. 2003-96  
June 24, 2003

NOTE: These Rules are intended to provide for the orderly conduct of Council meetings and for the orderly operation of the Council. SACOG was established on January 15, 1981, by a Joint Powers Agreement (JPA) approved by four member counties and fourteen member cities. These Rules are adopted in accordance with relevant provisions of JPA.

## 1. Time, Place, and Notice of Meetings:

- a) Time and Place of Meetings. Regular meetings of the Board shall be held on the third (3rd) Thursday of each month unless another date is determined by the Chair or determined by the vote of the Board. The agenda of each regular meeting shall specify the time and place of the subsequent meeting. All regular and special meetings shall be held at a time and place convenient to the public within the jurisdiction of a member city or county.
- b) Notice of Special Meetings. Notice of a special meeting shall be delivered personally or by mail to each member of the Board, and to each local newspaper of general circulation, radio or television station requesting notice in writing. The call and notice shall specify the time and place of the special meeting and the business to be transacted. Such notice shall be received at least 24 hours before the time of such meeting as specified in the notice.
- c) Notice of Regular Meetings. Notice of the time and place of any regular meeting, or adjourned regular meeting, shall be given to any newspaper of general circulation, radio or television station requesting notice in writing in the manner provided for notice of special meetings.

## 2. Conduct of Meetings:

- a) All meetings of the Board shall be open and public and all persons shall be permitted to attend any meeting of the Board except as otherwise provided by law.
- b) In all matters, it shall be the policy of the Board that the Chair shall have the right to open and close meetings and public hearings.

- c) A reasonable time near the beginning of each regular meeting shall be set aside for public input and comment on matters within the Council's subject matter jurisdiction. Except for matters scheduled for formal public hearing, all public input and comment on matters on the agenda shall be made during the public comment period unless the Chair directs that public comment on a matter or matters appearing on the agenda be made when the matter regularly comes up on the agenda.
- d) The Chair may limit the number of witnesses or the time of testimony upon a particular issue.
- e) The Chair may, with the approval of a majority of the members present, adjourn any meeting to a time and place of his choice within the jurisdiction of the Council. Less than a quorum of the members may adjourn a meeting.
- f) Matters raised at a meeting which may not be acted upon pursuant to the Brown Act (Gov. Code, § 54950 et seq.) shall, at the direction of the Chair, be referred to staff or placed on the agenda of the Council's next meeting.

### **3. Agenda; Posting of Agenda:**

- a) An agenda shall be prepared by the Secretary and approved by the Chair before each meeting of the Council. The agenda shall include a brief substantive description of each item of business to be transacted or discussed at the meeting together with the time and location of the meeting.
- b) The Secretary shall post a copy of the agenda in a location accessible to the public at the Council offices, 1415 L Street, Suite 300, Sacramento, California, at least 72 hours before each regular meeting and at least 24 hours before each special meeting. The Secretary shall keep a record of the posting of agendas.

### **4. Order of Business:**

The regular order of business of the Council shall be:

- Roll Call
- Public Communications
- Agenda of the Council

## Adjournment

### **5. Chair:**

The Chair shall be entitled to vote on all matters before the Council, may make or second any motion, and present and discuss any matter as a member of the Council. The Chair shall preserve order and decorum and shall decide questions of order and procedure not otherwise provided in the Council Rules.

### **6. Alternate Directors:**

Each appointing authority is entitled to appoint one alternate director for each director appointed.

With respect to the City and the County of Sacramento, because these two member agencies may appoint one, two, or ( in the case of the County of Sacramento), three directors, each of whom represents the same member agency and each of whom would vote in an unweighted vote, the Sacramento City Council or the Sacramento Board Supervisors may elect to appoint "cross alternates" (i.e. the SACOG members are appointed each other's alternate) or the Sacramento City Council or Board of Supervisors may appoint different members of their respective Council or Board as alternate SACOG Board directors. If cross alternates are appointed, the director who is present may vote for him or herself and, in the absence of a director for whom the director serves as an alternate, may also vote as the alternate for the absent director in an unweighted vote. A director who serves as a "cross alternate" for an absent director shall only be counted as one director (and not also as an alternate) for the purposes of establishing a quorum of the Board.

### **7. Referrals:**

The Council may accept, by letter or resolution, referrals for study and report from any duly constituted advisory or legislative body or their representatives. Reports will be made and returned to the referring body within a reasonable time.

### **8. Annual Report:**

At the close of each calendar year, the Council shall render a written report on its activities to each member city and county.

## **9. Initiative:**

The Council may, upon its own initiative, institute action to carry out any routine or special study or project.

## **10. Coordination:**

It is the policy of the Council to establish technical and advisory liaison with any other agency or body seeking to improve the quality of planning, health, safety, welfare, and government services for the Sacramento area.

## **11. Transmittal of Planning Information:**

- a) The Council hereby approves, as a regular operating procedure, the transmittal of planning information to respective Boards of Supervisors, City Councils, City and County Planning Commissions of its members, the California Office of Planning and Research, and any other agency which may request in writing such information.
- b) Further, it is the Council policy that:
  1. Its staff should work closely, in an advisory role, with local agencies during the preparation and revision of local plans, and seek the participation of local agencies in the preparation of areawide plans.
  2. Its staff should participate in public hearings on local plans to:
    - i. explain the major findings, goals, and recommendations of areawide plans;
    - ii. describe the interrelationships between areawide plans and the proposed local plans;
    - iii. describe differences between the plans; and
    - iv. advocate implementation of areawide plans through local plans.

## **12. Directors' Expenses:**

- a) Directors shall receive a fee for meeting expense for each Council meeting, committee meeting or other meeting authorized by the Board in an amount not to exceed \$100 per meeting. Directors shall also be reimbursed for mileage in an amount not to exceed the IRS approved rate. Only those directors whose local jurisdiction does not reimburse for mileage to attend a SACOG meeting are eligible for mileage reimbursement.

- b) In cases where a director attends two or more contiguous meetings at SACOG, mileage shall be reimbursed only for one round trip. If a director rides with others or utilizes a publicly owned vehicle no mileage reimbursement will be given.
- c) When attending various conferences and meetings outside of the area, including those of State and National Associations, directors shall be reimbursed for actual and necessary expenses when deemed essential to the conduct of the Council business and when authorized by the Board. Such expenses shall be subject to the procedures and limitations established in the Personnel Rules.
- d) An alternate director shall be entitled to receive the same expenses as a director. However, if both a director and an alternate attend a Board meeting, only the director shall be entitled to such expenses.
- e) Reimbursement of directors' expenses for a., b., and c. above, shall be limited to funds budgeted for that purpose.
- f) Reimbursement of a director's expenses may be waived by an individual Director, and in no event shall a reimbursement from Council funds duplicate reimbursement by another public agency.

### **13. Citizen Participation and Public Information:**

It is Council policy that every reasonable effort possible shall be made to involve a broad cross section of the area's citizenry in its planning program. This effort shall provide for low income and minority group involvement. This effort shall include, but not limited to:

- a) Publication of news releases to all news media in the region as appropriate.
- b) Sponsorship of workshops on timely issues as appropriate.
- c) Appointment of citizen representatives to Council policy committees.
- d) Close Council liaison and cooperation with groups and organizations representing low income and minority group citizens.
- e) Soliciting the broadest possible review and comment on all significant reports, studies, and plans prepared by the Council.

- f) Continuous evaluation and improvement of the Council's citizen participation program.

#### **14. Committees:**

- a) Board Standing Committees. The Council has identified the need to establish standing committees of the Board to assist the Board in the conduct of its business. The Chair may establish one or more standing committees as the Chair deems appropriate and may appoint to these standing committees Council directors or official representatives of the member agencies. No standing committee shall include a quorum of the directors of the Board. Each standing committee shall be advisory to the Council and shall be chaired by a Board member. The Chair may create, modify or disband standing committees as the Chair deems appropriate.
  - 1. Each standing committee shall have a written statement which identifies the standing committee's charge, mission, duties or responsibilities.
  - 2. Standing committee members shall serve for one (1) year or as determined by the Chair.
  - 3. All standing committee meetings shall be held in accordance with the Brown Act (Gov. Code, § 54950 et seq.).
  - 4. Each standing committee member shall have one (1) vote unless otherwise specified.
  - 5. A standing committee member shall no longer hold membership should one of the following occur: resignation; three (3) consecutive unexcused absences; expiration of a term; dissolution of the committee; or ceasing to represent the member jurisdiction. The Board Chair shall rule on the excusability of absences.
  - 6. Directors, alternate directors and elected officials who are designated as official representatives to SACOG from their member agency when appointed to a standing committee shall be entitled to receive the same reimbursement for expenses as a director for attendance at a standing committee meeting as set forth in Section 12 of these rules.
  
- b) Policy, Technical and Ad Hoc Committees. The Council has also identified the need to establish various policy, technical and ad hoc committees to assist the Council in formulating solutions to current planning issues. To ensure that a broad cross section of the area's citizenry is involved in Council committees, the Council hereby set forth several policies which govern all committees. The Council shall require each committee to develop its own set of bylaws to ensure its smooth operation, subject to Council

approval. Specifically, the Council shall require each committee to adhere to the following:

1. The Council shall prepare and maintain a written statement for each committee which identifies the committee's charge, mission, duties or responsibilities.
2. The Council shall identify the number and composition of members of each committee necessary to accomplish the stated purpose.
3. The Council's Affirmative Action Policy and Program shall apply to all committees.
4. Committee members shall serve a fixed term not to exceed three (3) years. Membership terms of committee members shall be staggered as determined by the committee. The provisions of this section requiring fixed terms and the staggering of terms shall not apply to committee members who are staff representatives of public agencies and who serve as members of a committee by virtue of their positions.
5. Committees shall meet on a regular basis. All meetings shall be open to the public.
6. Each committee member shall have one (1) vote unless otherwise specified. Votes of alternates shall not be counted except for those alternates representing public agencies in the absence of the regular member. A
7. member shall no longer hold membership should one of the following occur: resignation; three (3) consecutive unexcused absences; expiration of a term; dissolution of the committee; or ceasing to represent the jurisdiction or the capacity to which one was selected.
8. Citizens who serve on Council committees, who are not reimbursed by another public agency, shall be eligible to request reimbursement for actual mileage and meeting expenses incurred in attending Council committee meetings. Use of Council funds shall be limited to funds budgeted and shall be subject to the procedures and limitations established in the Personnel Rules.

## **15. Executive Director:**

The Board shall appoint an Executive Director who shall serve at the pleasure of the Board. The Executive Director shall be the Chief Executive Officer of the Council and shall have such duties as may be prescribed by the Board. The Executive Director shall employ such other staff members as necessary to accomplish the Council's program, consistent with the annual budget, personnel rules, position plan and salary plan. The Executive Director shall be responsible for all projects and property of the Council and shall file with the Treasurer of the Council, as

required by the Board, an official bond in an amount to be determined by said Board, guaranteeing the faithful performance of his duties.

## **16. Staff:**

- a) In the Executive Director's absence, he/she shall appoint a Director to serve as Acting Executive Director. Should the absence exceed 30 days, the Council shall appoint an Acting Executive Director.
  
- b) The Executive Director shall maintain the Council operating budget. He/she shall be responsible for submitting a preliminary budget to the Council in April and a final budget no later than June of each year. The Executive Director is authorized to make necessary adjustments to the various budgetary line items for each program sub-element. Adjustments which are made shall be for the purpose of carrying out the objectives of the program or in order to close out budget accounts. The Executive Director shall advise the Council when such adjustments are made. All other adjustments to the budget shall require prior approval of the Council.
  
- c) The Executive Director shall include as part of the agency's budget an amount of funds to be held in either a general fund reserve account or in an SB-325 reserve account. The amounts shall represent those funds which are in excess of funds needed to support the programs and activities of the Council for the current budget year. Expenditures made out of reserve accounts will require the express approval of the Council, and, generally, will be available for the following purposes:
  1. Reducing cash flow difficulties.
  2. Grant program opportunities which may occur during the program year.
  3. Audit reconciliations.
  4. Any other matter which this Council may determine at a future date.

Adopted Feb. 19, 1981

Amended July 1, 1983

Amended July 1, 1984

Amended Aug. 21, 1986

Amended Feb. 19, 1987

Amended April 1, 1988

Amended Oct. 21, 1993

Amended Jan. 19, 1995

Amended Sept. 17, 1998  
Amended Dec. 16, 1999  
Amended Dec. 12, 2002  
Amended July 21, 2005

# Nominating Committee Framework

Sacramento Area  
Council of  
Governments

On an annual basis the Board of Directors of the Sacramento Area Council of Governments selects a Chair and Vice-Chair no later than the regular December meeting of the Board. The new Chair and Vice Chair are sworn in and assume their roles at the January Board meeting following that selection. The Bylaws of the Joint Powers Agreement (Section 5.5 Officers) establishing the Sacramento Area Council of Governments states:

- ***Chair. The Chair of the Board shall be elected annually at the last regular meeting in each calendar year and shall begin serving as Chair at the first regular meeting in the next calendar year. Any Director may be authorized to represent the Board upon approval by the Chair. The Board may determine, by Rule, that the Chair shall alternate or rotate between directors representing city and county member agencies.***
- ***Vice-Chair. The Vice-Chair of the Board shall be elected annually at the last regular meeting in each calendar year and shall begin serving as Vice-Chair at the first regular meeting in the next calendar year. He/she will have all the powers and act in the place of the Chair in his/her absence. The Board may determine, by Rule, that the Vice-Chair shall alternate or rotate between directors representing city and county member agencies.***

## Nominating Committee

In order to support a smooth annual transition of leadership, the Board Chair appoints an Ad Hoc Nominating Committee from among the interested members of the Board in a timely fashion, typically prior to the November Board meeting. Members of the Nominating Committee shall not be seeking Board Chair or Vice-Chair roles themselves. The Board Chair may determine the number of members of the Nominating Committee and shall endeavor to appoint a broadly representative Committee. The Nominating Committee is responsible for reviewing candidates for the roles of Chair and Vice-Chair and making recommendations to the full Board. The Nominating Committee will assure that all members of the Board are informed in advance of the annual process, timelines and due dates, and other information.

## **Board Chair Nomination**

The election of the Chair requires a nomination and a vote by the full Board at a regularly scheduled and posted public meeting. The Nominating Committee will consider the nomination of the Chair as part of its deliberations. Customarily, the Vice-Chair will advance to nomination as Board Chair. The Nominating Committee shall confirm the Vice-Chair's interest in continuing in this role.

## **Vice-Chair Nomination**

The election of the Vice-Chair requires a nomination and a vote by the full board at a regularly scheduled and posted public meeting. The Nominating Committee will consider the nomination of the Vice-Chair and make a recommendation to the full Board. The Nominating Committee will establish their selection process. This has typically included requesting a written statement of interest from Board Members interested in serving as Vice-Chair and has sometimes included in-person interviews.

## **Qualifications for Board Vice-Chair**

The Nominating Committee is charged with considering all relevant factors in selecting their nominees. All members of the Board expecting to continue service through the term of the Vice-Chair and Chair rotation are eligible for consideration for appointment to the position of Vice-Chair. Each Nominating Committee is faced with unique circumstances in choosing individuals to assume Board leadership and is charged with exercising their discretion. Some factors that have been considered in the past are:

- Balance over time of Board Members representing cities and those representing counties.  
Section 5.5 of the SACOG Bylaws states that the Board may determine by Rule that the Vice-Chair role alternate between City and County members. Past practice has been that County and City representatives alternate in the Chair role.
- Geographic representation of jurisdictions in leadership roles each year. Typically, one consideration has been desirability of having each year's Chair and Vice-Chair represent two different sub-regions or counties in the region.

- Prior representation in Chair and Vice-Chair roles from home jurisdictions. Past Nominating Committees have considered whether individual jurisdictions' Directors have served in these leadership roles and how long it has been since that service by any representative of the jurisdiction.
- Prior service by the individual as Board Chair and Vice-Chair. Past practice has been to preclude repeat service in these leadership roles by past Chairs. This has been guided by the principle of sharing leadership among individuals and jurisdictions.
- Demonstrated commitment to SACOG service and regional leadership. This may be demonstrated by length of tenure of service on the SACOG Board, attendance at Board and Committee meetings, and experience as a SACOG Committee Chair, Vice-Chair and other leadership roles.
- Diversity among those who serve in the SACOG leadership roles.

# Strategic Goals and Priorities/Work Plan

Sacramento Area  
Council of  
Governments

## SACOG'S AGENCY GOALS AND PRIORITIES ARE:

- Economic Prosperity - Develop a diversified regional economy by supporting the expansion of key economic clusters including agriculture and food, health sciences, and innovative mobility. Support development that provides a high quality of life for all and is attractive to both new and existing businesses.
  - Objectives:
    1. Invest in and protect the transportation infrastructure needed to implement the region's economic prosperity plan.
    2. Establish the Sacramento region as a testbed and scale-up location for innovative mobility solutions.
    3. Improve people's ability to get to jobs, schools, and other economic opportunities.
    4. Support the development of employment centers that include housing and other services.
  
- Connected Communities - Better connect the region through a safe, well-maintained, multimodal transportation network, and an abundance of clean mobility options that provide for the efficient movement of people and goods.
  - Objectives:
    1. Develop more sustainable sources of future transportation funding while winning new competitive state and federal transportation grants.
    2. Support innovative mobility options that develop equitable, accessible transportation options for all residents.
    3. Prioritize cost-effective transportation investments that enhance mobility while improving safety, air quality, and the condition of transportation infrastructure and assets.

- Vibrant Places - Ensure the region's growth patterns enhance the vitality of existing communities and foster multi-modal mobility. Ensure new development encourages a healthy mix of uses that include a diversity of housing, businesses, essential services, and amenities near one another.
  - Objectives:
    1. Develop tools and funding to help revitalize older commercial and retail corridors throughout the region.
    2. Identify incentives and help remove barriers to infill and affordable housing in cities, suburbs, and towns throughout the region.
    3. Encourage development patterns that promote walkable neighborhoods.

# 2021 Work Plan



## Goal 1: Economic Prosperity

The goal of economic prosperity means developing a diversified regional economy by supporting the expansion of key economic clusters including agriculture and food, health sciences, and innovative mobility. It also means supporting development that provides a high quality of life for all and is attractive to both new and existing businesses.

### Objectives:

1. Invest in and protect the transportation infrastructure needed to implement the region's economic prosperity plan.

2. Establish the Sacramento region as a testbed and scale-up location for innovative mobility solutions.

3. Improve people's ability to get to jobs, schools, and other economic opportunities.

4. Support the development of employment centers that include housing and other services.

5. Begin sustained effort to address the racial inequities related to economic prosperity indicators associated with housing, transportation, and opportunity.

### Sample Indicators:

- Total transportation investment that enhances job and labor market access, supports economic clusters, and enhances the infrastructure projects with the highest economic benefits.

- Number of new mobility pilot projects and programs launched, expanded, or extended.

- Improved worker access to job centers, education institutions, and other regional destinations, from all communities and from disadvantaged communities.

- Amount of new employment development planned for and constructed that include housing and other services.

- Baseline data on demographics, income, mobility, housing, and education by race/ethnicity.

## Illustrative Projects and Programs

### *Project: Economic Prosperity Plan Implementation (timeframe: 2021-2024)*

Participate as a regional partner in implementation of the Greater Sacramento Area Prosperity Strategy by identifying and supporting infrastructure investment that supports economic clusters and market drivers. This includes grant funded work with Yuba and Sutter counties to conduct transportation infrastructure planning aimed at facilitating economic development.

### *Program: Rural-Urban Connections Strategy (timeframe: ongoing)*

Develop a Coordinated Rural Opportunities Plan (CROP) identifying strategies and priorities that will help members and partners compete for grants and secure available funding to preserve and expand critical agricultural infrastructure necessary for commodity production, local grown initiatives, agritourism, and other related efforts.

### *Program: Civic Lab Innovative Mobility Accelerator (timeframe: 2021-2024)*

Expand testing and private sector partnership to bring new mobility to the region.

### *Program: Race, Equity, and Inclusion Initiative (timeframe: 2021)*

Develop a racial equity action plan consistent with SACOG's racial equity framework.

### *Program: Megaregion Working Group (timeframe: 2021)*

Strengthen the coordination of regional planning, programming, and advocacy activities among the three metropolitan planning organizations in the Megaregion (San Joaquin, Bay Area, Sacramento Area). This includes leveraging existing relationships and partnerships with the business community to identify and execute on opportunities to support the megaregional economy.

## Goal 2: Connected Communities

The goal of **Connected Communities** means better connecting the region through a safe, well-maintained, multimodal transportation network, and an abundance of clean mobility options that provide for the efficient movement of people and goods.

### Objectives:

1. Develop more sustainable sources of future transportation funding while winning new competitive state and federal transportation grants.
2. Support innovative mobility options that develop equitable, accessible transportation options for all residents.
3. Prioritize cost-effective transportation investments that enhance mobility while improving safety, air quality, and the condition of transportation infrastructure and assets.

### Sample Indicators:

- Successful completion of a pricing pilot project in our region, including data and lessons learned.
- Amount of funding the region wins, collectively, in federal and state grants.
- Progress in implementing managed lanes projects in the region, including facility pricing (e.g. HOT or express lanes)
- Number of new and innovative transportation demand management programs including data and lessons learned from pilots.
- New high-frequency bus service, including Bus Rapid Transit (BRT), miles of express bus routes, and zero-emission bus shuttles.
- Improved travel times and reliability on major corridors.
- Number and rate of fatal and injury collisions on region's roadways, and to pedestrians/bicyclists.
- Average transit vehicle age and condition. Road pavement condition index improves.

## Illustrative Projects and Programs

### Program: Innovative Mobility Solutions (timeframe: 2021-2024)

Continue to assist transit and local agencies in finding ways to develop, test, pilot, and scale up new mobility solutions such as microtransit, bike/scooter share, micromobility, and other shared mobility options. Develop and implement cost effective telework technical assistance and new employer- and residential-based transportation demand management programs.

### Project: Next Generation Transit Initiative (timeframe: 2021-2024)

Lead a collaborative effort to shape a vision of next generation transit for the region that includes strategies to integrate traditional transit services with new mobility options. Work with cities, counties, and transit operators to identify improvements in service delivery, routing, and transit-oriented development.

### Program: Technical Assistance for Transportation Project Sponsors (timeframe: ongoing)

Continue to pursue grant funding to implement high-performing transportation projects consistent with the performance goals of the MTP/SCS. Continue to pursue grant funding specified for disadvantaged communities to implement community supportive projects.

### Project: Mileage Based Pricing Pilot (timeframe: ongoing)

Work with regional partners to develop pilots focused on innovative tolling and Pay-As-You-Go concepts. Collaborate with the state agencies, metropolitan planning organizations, and other organizations on efforts to study and advocate for a sustainable replacement to fuel taxes (e.g., Pay-As-You-Go fees).

## Continued - Goal 2: Connected Communities

### *Program: 2020-2021 Funding Round (timeframe: 2021)*

Updated policy framework and process for Community Design and Regional Program (Transformative and Maintenance & Modernization categories) with funding award recommendations in Spring of 2021. Disadvantaged Communities Pipeline Projects program and Innovative Mobility program will be implemented during the 2021-2022 fiscal year.

### *Project: Sacramento Region Parks and Trails Strategic Development Plan (timeframe: 2021-2022)*

Identify a regional trail network that connects residents, particularly residents of disadvantaged communities, to daily destinations and recreational opportunities.

### Goal 3: Vibrant Places

The goal of Vibrant Places means ensuring the region's growth patterns enhance the vitality of existing communities and foster multi-modal mobility. We want to ensure new development encourages a healthy mix of uses that include a diversity of housing, businesses, essential services, and amenities near one another.

#### Objectives:

1. Develop tools and funding to help revitalize older commercial and retail corridors throughout the region.
2. Identify incentives and help remove barriers to infill and affordable housing in cities, suburbs, and towns throughout the region.
3. Encourage development patterns that promote walkable neighborhoods.

#### Sample Indicators:

- Increased production of housing and businesses in existing communities, centers and commercial corridors.
- Number of local housing policy and or ordinance changes that result from planning work funded by state funding programs.
- New housing starts in small lot and attached products in infill areas. New affordable housing starts.
- Amount of new development that includes housing and other services.
- Share of trips by walking and bicycling in those areas.

### Illustrative Projects and Programs

#### *Project: Housing Program (timeframe: 2021-2023)*

Support regional and local efforts to accelerate infill and affordable housing production with help accessing CEQA benefits offered by the MTP/SCS, technical assistance supporting updates to housing elements, funding for housing planning activities, state and federal advocacy, and other tools and resources.

specific plans throughout the region as we approach the 20th anniversary of the Sacramento Region Blueprint project.

#### *Program: Green Means Go (timeframe: 2021-2024)*

Secure funding and implement the Green Means Go Pilot Program and conduct state and federal advocacy to encourage and facilitate infill development and revitalization of commercial corridors. Provide technical assistance to support urban, suburban, and rural commercial corridor revitalization, with particular support for Green Zones identified by local jurisdictions.

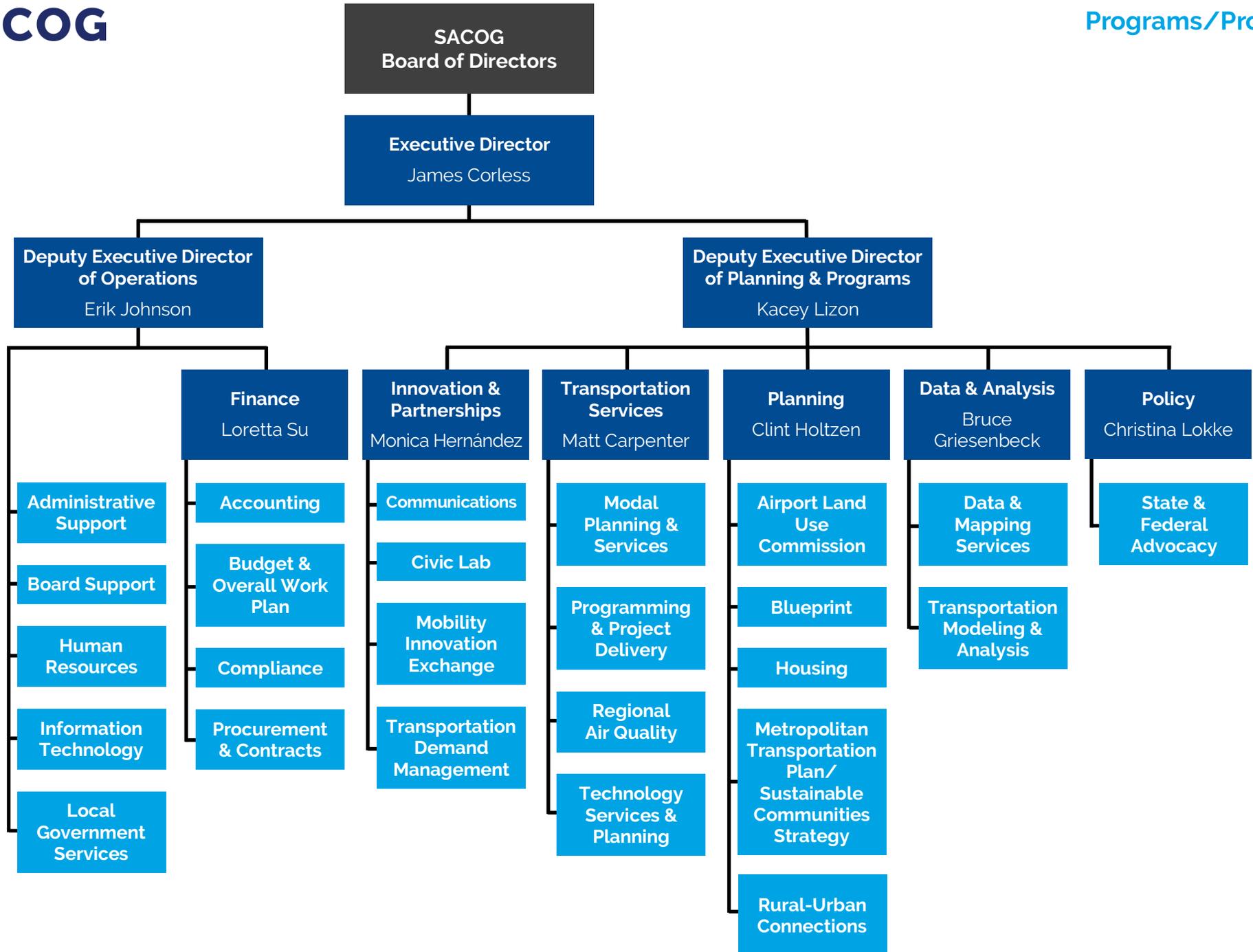
#### *Project: Blueprint Revisit (timeframe: 2021-2022)*

Develop a spatial inventory of local plans representing the total housing, employment, and transportation capacity contained in general and



# Organizational Chart

Management  
Programs/Projects



# History

## Of SACOG's Composition and Structure

- 1962** Federal Highway Act of 1962 requires area-wide “cooperative, comprehensive and continuing” planning process in order to access Highway Trust Fund money.
- 1963** Sacramento County Planning Commission recommends, and Sacramento Board of Supervisors approves, the formation of a four-county Sacramento Regional Area Planning Commission (SRAPC).
- 1965** SRAPC formed under “Area Planning Commission” provisions of State Planning Law. Consists of four counties (El Dorado, Placer, Sacramento, Yolo) and 13 cities (including Yuba City).
- 1969** Sutter and Yuba counties and balance of their cities join.
- 1971** Proposal to rename SRAPC “Council of Governments” shelved, because of concerns that a regional power grab is involved.
- 1974** A permanent seat added for Sacramento City.  
El Dorado and Placer counties and incorporated cities within (except Roseville) withdraw from SRAPC due to concerns over valley dominance.
- 1976** SRAPC produces first Transportation Improvement Plan and a document called the “Regional Land Use Plan.”
- 1980** SRAPC transitions to SACOG, which is formed as a Joint Powers Authority (JPA) with weighted formula.  
Rocklin and Lincoln rejoin.
- 1988** West Sacramento joins.
- 1999** JPA revised to allow/simplify admission of new cities and counties. Multiple floating seat concept for city groups.  
Citrus Heights, El Dorado County and Placer County join.
- 2000** Auburn and Elk Grove join.
- 2002** Colfax joins.
- 2003** Placerville, Rancho Cordova and Loomis join.  
Direct representation for all local governments on SACOG board—all 22 cities and six counties become members.

# Voting Structure

How the three-threshold voting structure works

On July 1, 2003, the SACOG Joint Powers Agreement (JPA) specified a new SACOG board structure and a new voting structure. The new board structure provided that every member jurisdiction is directly represented on the SACOG Board of Directors and has at least one vote. Sacramento City has two directors/votes and Sacramento County has three directors/votes. Each jurisdiction is permitted one alternate director who serves in the absence of the director. Having multiple directors, Sacramento City and Sacramento County have the option of having directors serve as alternates for their fellow board members or appointing an alternate.

## Quorum Rules

- The presence of directors representing a majority of region population
- The presence of a majority of directors representing cities
- The presence of a majority of directors representing counties

## Action Rules

In order to be approved, board actions must meet the following three tests:

- Aye votes of board members representing a majority of population, present and voting;
- Aye votes from a majority of directors representing cities, present and voting; and
- Aye votes from a majority of directors representing counties, present and voting.

# Board of Directors' Committees

Sacramento Area  
Council of  
Governments

Annually, the Board Chair appoints committees from among the Board's members to make policy recommendations to the board. Each board member serves on at least one committee. The chair and vice chairs of each committee are appointed by the SACOG board chair. Every effort is made to ensure that the committee structure is geographically balanced. The current committees are:

## **Policy & Innovation Committee**

Board members appointed by the chair to consider state and federal advocacy, innovation, media, outreach, and other activities related to external affairs and administrative activities such as human resources, audits, the budget, and the Overall Work Program. (Meets monthly or as needed) SACOG Staff: Erik Johnson at (916) 340.6247.

## **Land Use & Natural Resources Committee**

Board members appointed by the chair to review topics related to the Rural-Urban Connections Strategy, Blueprint Implementation, Airport Land Use, housing, open space, climate and air quality issues. Meets monthly or as needed) SACOG Staff: Clint Holtzen at (916) 340.6246.

## **Transportation Committee**

Members appointed by the chair, one non-voting member (the Caltrans District 3 Director as an ex-officio member), to review all items relating to transportation issues with the MTP (planning), MTIP (programming), and SIP (air quality) as well as the SAFE (call box and freeway service) program. (Meets monthly or as needed) SACOG Staff: Matt Carpenter at (916) 340.6276.

## **Strategic Planning Committee**

Members comprised of the SACOG chair, vice chair, prior years' chairs, the chairs of the other three committees, and the CALCOG representative, to review the JPA, board

representation, and long-term vision planning. (Meets as needed) SACOG Staff: James Corless at (916) 340.6205.

# Transit Representation

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In 2016, the SACOG board adopted a policy to designate any board member who also serves on a transit board as a transit representative for purposes of complying with federal guidance. Federal transportation law requires representation by providers of public transportation on the governing board for each metropolitan planning organization (MPO) that serves a transportation management area (TMA). The law allows the requirement for transit representation to be satisfied by a member of the MPO governing board who also serves as a board member for a public transit agency.

Under SACOG's board structure, a minimum of five board members also serve on the governing boards of transit providers in the region. This is due to the fact that of the 14 transit agencies in the region, five are governed by a city council or board of supervisors. Many SACOG board members also typically serve on the boards of other transit operators. This requirement is one of many that SACOG fulfills in its obligations as an MPO.

# Equal Employment Opportunity and Harassment, Discrimination, and Retaliation Prevention

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## A. POLICY

SACOG is an equal opportunity employer. SACOG is committed to providing an inclusive work environment that is free of harassment, discrimination, retaliation, and disrespectful, or other unprofessional conduct based on sex (including pregnancy, childbirth, breastfeeding or related medical conditions), race, religion (including religious dress and grooming practices), color, gender (including gender identity and gender expression), national origin (including language use restrictions and possession of a driver's license), ancestry, physical or mental disability, medical condition, genetic information, marital status, registered domestic partner status, age, sexual orientation, military and veteran status, or any other basis protected by federal, state or local law or ordinance or regulation.

SACOG also prohibits discrimination, harassment, disrespectful or unprofessional conduct based on the perception that anyone has any of those characteristics, or is associated with a person who has or is perceived as having any of those characteristics.

SACOG prohibits retaliation against individuals who raise complaints of discrimination or harassment or who participate in workplace investigations.

All such conduct violates SACOG policy.

## B. COMMITMENT TO DIVERSITY

SACOG values diversity and believes that a range of backgrounds brings a variety of ideas, perspectives and experiences that contribute to an innovative and collaborative environment in which talents are fully utilized, uniqueness is valued, and SACOG's objectives are met. SACOG is committed to building a culturally diverse workplace. Women, minorities, individuals with disabilities, members of the LGBTQ community, and veterans are encouraged to apply.

## C. HARASSMENT PREVENTION

SACOG's policy prohibiting harassment applies to all persons involved in the operation of SACOG, including members and alternates of the Board of Directors, and members of advisory committees. SACOG prohibits harassment and disrespectful or unprofessional conduct by any

employee of SACOG, including supervisors, managers and co-workers. SACOG's anti-harassment policy also applies to board members and alternates, advisory committee members, vendors, customers, independent contractors, interns, volunteers, persons providing services pursuant to a contract, and other persons with whom you come into contact while working.

Prohibited harassment, disrespectful or unprofessional conduct includes, but is not limited to, the following behavior:

- Verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, invitations, comments, posts or messages;
- Visual displays such as derogatory and/or sexually-oriented posters, photography, cartoons, drawings or gestures;
- Physical conduct including assault, unwanted touching, intentionally blocking normal movement or interfering with work because of sex, race or any other protected basis;
- Threats and demands to submit to sexual requests or sexual advances as a condition of continued employment, or to avoid some other loss, and offers of employment benefits in return for sexual favors;
- Retaliation for reporting or threatening to report harassment; and
- Communication via electronic media of any type that includes any conduct that is prohibited by state and/or federal law or by SACOG policy.

Sexual harassment does not need to be motivated by sexual desire to be unlawful or to violate this policy. For example, hostile acts toward an employee because of his/her gender can amount to sexual harassment, regardless of whether the treatment is motivated by sexual desire.

Prohibited harassment is not just sexual harassment, but harassment based on any category protected by federal, state or local law, ordinance, or regulation.

State Law requires elected officials, supervisors and all employees to receive regular training about prohibited harassment.

## **D. NON-DISCRIMINATION**

SACOG is committed to compliance with all applicable laws providing equal employment opportunities. This commitment applies to all persons involved in SACOG operations. SACOG prohibits unlawful discrimination against any job applicant, employee or unpaid intern by any board member and alternate, advisory committee member, or employee of SACOG, including supervisors and coworkers.

Pay discrimination between employees of the opposite sex performing substantially similar work, as defined by the California Fair Pay Act and federal law, is prohibited. Pay differentials may be valid in certain situations defined by law, including seniority systems, merit systems, systems that measure quality or quantity of production; or, a “bona fide factor” other than sex, race, or ethnicity such as education, training, or experience. Employees will not be retaliated against for inquiring about or discussing wages.

## **E. ANTI-RETALIATION**

SACOG will not retaliate against you for filing a complaint or participating in any workplace investigation and will not tolerate or permit retaliation by management, employees or co-workers.

## **F. REASONABLE ACCOMMODATION**

Discrimination can also include failing to reasonably accommodate religious practices or qualified individuals with disabilities where the accommodation does not pose an undue hardship.

To comply with applicable laws ensuring equal employment opportunities to qualified individuals with a disability, SACOG will make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or an employee unless undue hardship would result.

If you require an accommodation to perform the essential functions of the job, you should contact the Deputy Executive Director of Operations and discuss the need for an accommodation. SACOG will engage in an interactive process with you to identify possible accommodations, if any, that will help you perform the job. If you require an accommodation of a religious belief or practice (including religious dress and grooming practices, such as religious clothing or hairstyles), you should also contact the Deputy Executive Director of Operations and discuss the need for an accommodation. If the accommodation is reasonable and will not impose an undue hardship, SACOG will make the accommodation.

SACOG will not retaliate against you for requesting a reasonable accommodation and will not knowingly tolerate or permit retaliation by management, employees or co-workers.

## **G. COMPLAINT PROCESS REPORTING**

If you believe that you have experienced harassment, discrimination, retaliation, or other prohibited conduct, bring your complaint to the Deputy Executive Director of Operations or Executive Director as soon as possible after the incident. You may bring your complaint to any of these individuals. You may also make a report to SACOG's third-party reporting hotline, which will be posted in SACOG's offices.

### *THIRD-PARTY REPORTING:*

[www.lighthouse-services.com/sacog](http://www.lighthouse-services.com/sacog) or 833-270-0003 or [reports@lighthouse-services.com](mailto:reports@lighthouse-services.com) (must specify SACOG in report) or fax: (215) 689-3885 (must specify SACOG with report)

If you need assistance with your complaint, or if you prefer to make a complaint in person, contact one of these individuals. Please provide all known details of the incident or incidents, names of individuals involved, and names of any witnesses. It would be best to communicate your complaint in writing, but this is not required.

SACOG encourages all individuals to report any incidents of harassment, discrimination, retaliation, or other prohibited conduct forbidden by this policy immediately so that complaints can be quickly and fairly resolved.

You also should be aware that the Federal Equal Employment Opportunity Commission and the California Department of Fair Employment and Housing investigate and prosecute complaints of prohibited harassment, discrimination, and retaliation in employment. If you think you have been harassed or discriminated against or that you have been retaliated against for resisting, complaining, or participating in an investigation, you may file a complaint with the appropriate agency. The nearest office can be found by visiting the agency websites at [www.dfeh.ca.gov](http://www.dfeh.ca.gov) and [www.eeoc.gov](http://www.eeoc.gov).

Supervisors must refer all complaints involving harassment, discrimination, retaliation, or other prohibited conduct to the Deputy Executive Director of Operations so that SACOG can try to resolve the complaint.

## **INVESTIGATION**

When SACOG receives a complaint covered by this policy, the Deputy Executive Director of Operations, or Executive Director will immediately undertake a fair, timely, thorough and objective investigation of the allegations in accordance with all legal requirements. SACOG will reach reasonable conclusions based on the evidence collected. If the Deputy Executive Director

of Operations is unable to conduct a fair, timely, thorough and objective investigation, SACOG may hire a third-party to conduct the investigation.

SACOG will maintain confidentiality to the extent possible. However, SACOG cannot promise complete confidentiality. The employer's duty to investigate and take corrective action may require the disclosure of information to individuals who need to know.

Complaints will be:

- Responded to in a timely manner
- Kept confidential to the extent possible
- Investigated impartially by qualified personnel in a timely manner
- Documented and tracked for reasonable progress
- Given appropriate options for remedial action and resolution
- Closed in a timely manner
- Something about results communicated to party who came forward

## **INVESTIGATION OF COMPLAINTS AGAINST MEMBERS OF THE BOARD OF DIRECTORS**

When SACOG receives a complaint covered by this policy against a member or alternate of the Board of Directors, the Executive Director will immediately undertake a fair, timely, thorough and objective investigation of the allegations in accordance with all legal requirements. SACOG will reach reasonable conclusions based on the evidence collected. If the Executive Director is unable to conduct a fair, timely, thorough and objective investigation, SACOG may hire a third-party to conduct the investigation.

SACOG will maintain confidentiality to the extent possible. However, SACOG cannot promise complete confidentiality. The employer's duty to investigate and take corrective action may require the disclosure of information to individuals who need to know.

## **RESOLUTION OF COMPLAINTS AGAINST STAFF**

If SACOG determines that harassment, discrimination, retaliation, or other prohibited conduct has occurred, appropriate and effective corrective and remedial action will be taken in accordance with the circumstances involved. SACOG also will take appropriate action to prevent future misconduct.

Any employee determined by SACOG to be responsible for harassment, discrimination, retaliation, or other prohibited conduct will be subject to appropriate disciplinary action, up to, and including termination. Employees should also know that if they engage in unlawful harassment, they can be held personally liable for the misconduct.

## **RESOLUTION OF COMPLAINTS AGAINST MEMBERS OF THE BOARD OF DIRECTORS**

Any investigations that conclude a member or alternate of the Board of Directors is responsible for harassment, discrimination, retaliation, or other prohibited conduct will be referred to the Strategic Planning Committee. The Strategic Planning Committee may choose to remove a member from any assigned committees/appointments, issue a public censure, and/or contact the appointing body with the results of the investigation. Board members and alternates should also know that if they engage in unlawful harassment, they can be held personally liable for the misconduct.

## **RESOLUTION OF COMPLAINTS AGAINST ADVISORY COMMITTEE MEMBERS**

Any investigations that conclude a member of an advisory committee is responsible for harassment, discrimination, retaliation, or other prohibited conduct will be referred to the Executive Director. The Executive Director may choose to prohibit an individual from serving on committees at SACOG. If the member is an employee or appointee of another organization, the Executive Director may contact the appointing body with the results of the investigation and/or request the organization appoint a different individual. Advisory committee members should also know that if they engage in unlawful harassment, they can be held personally liable for the misconduct.

# Board Code of Conduct

Sacramento Area  
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*The following Code of Conduct has been adopted by the SACOG board of directors. It is expected that every board member will aspire to develop a culture of excellence and adhere to the following code of conduct:*

Recognize the worth of fellow board members and appreciate their individual perspectives, backgrounds and contributions;

Uphold the strategic goals and priorities of SACOG, and help the agency develop a culture of risk-taking and innovation;

Understand and work towards what is in the best interest of the greater six-county SACOG region, even when the regional interest must sometimes be balanced with local considerations;

Treat both fellow board members and SACOG staff with respect and professionalism even when legitimate disagreements over policy and process might arise;

Conduct public affairs with honesty, integrity, fairness and respect for others;

Represent the adopted positions of SACOG when speaking on behalf of SACOG;

Communicate any real or perceived conflicts of interest to the board chair and Executive Director;

Make attendance at all meetings of the board and the committees a high priority. Come to SACOG meetings prepared to discuss the issues and business on the agenda;

Recognize that every board member and staff member represents the diversity of the region and has the right to freedom from all forms of discrimination and harassment in their association with SACOG;

Avoid and discourage conduct that is divisive or harmful to SACOG and the region we represent.

# Board Travel Policy

Adopted January 18,  
2018

## 1. Policy Scope

This policy applies to travel expenditures incurred by SACOG Board members and other elected officials from SACOG member agencies (officials). SACOG will not pay for any expenses under this policy for relatives of staff, officials or contractors. This policy is consistent with the same limitations imposed on SACOG staff and contractors. For complete information on authorized expenses, please refer to the SACOG Business Travel, Expense Report & Vehicles Policy.

## 2. Travel Authorization

The SACOG Board Chair is authorized to approve expenditure of funds for travel for board members and other elected officials from SACOG member agencies, in consultation with the CEO. Authorized travel expenses include lodging, transportation costs, registration or attendance fees, meals and other costs reasonably and necessarily incurred that are paid for by SACOG, or by the covered individual subject to reimbursement by SACOG, when required to travel on official SACOG business.

By policy, SACOG pays for 100% of the cost of the board chair's participation, and 50% of the cost of the vice chair's participation in the following conferences:

1. Metro Chamber Cap-to-Cap
2. Metro Chamber Study Mission
3. Asian Chamber D.C. trip
4. SACOG D.C. advocacy trips
5. SACOG Study Tours

SACOG also pays for a board appointee to attend the annual CALCOG Regional Forum, and provides reimbursement for said appointee for other CALCOG meeting travel expenses.

The Board Chair may choose to send alternates in place of the chair or vice chair, or cover additional members, subject to budget availability. The board chair will consider, but is not bound by, several criteria in selecting board members for travel. This could include, but is not limited to, geographic diversity, community size, members' past participation in conferences, and jurisdiction's ability to pay.

### **3. Expense Approval**

To conserve SACOG resources and keep expenses within standards for public agencies, expenditures should adhere to the guidelines in the SACOG Business Travel, Expense Report & Vehicles Policy. In the event that expenses are incurred which exceed these guidelines, the Executive Director or his/her designee must approve expenses. To the extent expenses are not approved or are deemed ineligible, officials may not be reimbursed. All travel expenditures and expense reports are subject to audit for compliance with this policy.

Officials are required to report some expenditures, or some gifts that are received in the course of travel (e.g., meals) under the SACOG Conflict of Interest Code and the California Political Reform Act. Covered individuals are personally responsible for compliance, including any required reporting to the Fair Political Practices Commission and avoiding any actions that would violate the Conflict of Interest Code or the Political Reform Act.

All documentation of business travel and other agency expenditures are public records and subject to disclosure under the California Public Records Act.