RULES FOR THE
SACRAMENTO AREA COUNCIL OF GOVERNMENTS
JULY 2005

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 or 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:

(a) explain the major findings, goals, and recommendations of areawide plans;

(b) describe the interrelationships between areawide plans and the proposed local plans;

(c) describe differences between the plans; and

(d) 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.

7. A 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 in August of each year. The Executive Director is authorized to make necessary adjustments to the various budgetary line items for each program subelement. 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