City of Sacramento Commissions Program

Sacramento City Code Chapter 2.40 Boards and Commissions Generally
INCLUSIVE    TRANSPARENT
ENCOURAGE PUBLIC PARTICIPATION
Appointment Procedures

• All applicants must submit an application.
• Persons may be recommended for appointment by the Personnel and Public Employees Committee or by the Mayor or a Councilmember.
• Concurrence of an appointment shall be by vote of the city council.
• City employees are ineligible to serve unless appointed in the capacity of their employment.

Vacancies

• Vacancies shall be filled by the same appointment procedures.
• If, at the end of a members’ term, the member is not reappointed and a successor is not appointed, the member may continue to serve until they are reappointed, or a successor is appointed.
Failure to Attend Meetings

- The failure to attend a meeting without a minimum of four hour’s advance notice of the absence to the city clerk, is an unexcused absence.
- Three consecutive unexcused absences from regular meetings, or absence from one-fourth of all meetings in a twelve-month period, shall be deemed good cause for removal of such member from office.
- In the case of a commission for which no regular meeting date/time has been established, two consecutive unexcused absences from meetings, or their absence from one-fourth of all meetings in a twelve-month period, shall be deemed good cause for removal from office.
Terms
• The term of each member is a period of four years.
• Exceptions
  • Members appointed before July 1, 2022.
  • Members whose terms are otherwise provided in the charter.
  • Members of the Sacramento Youth Commission (two years).
  • Members of the Ann Land and Bertha Henschel Memorial Funds Commission (six years).

Limitations on Number of Consecutive Terms
• No person shall serve more than two consecutive terms.
• Exceptions
  • The appointee is the mayor or member of the city council.
  • The appointee is appointed jointly by the mayor or city council and any other appointing authority.
  • The commission is established by the charter
  • The appointee is a city employee appointed in the capacity of their employment
  • If a member serves a partial term (less than 75%) they may serve two additional terms.
Removal of Members

Each member shall comply with all laws or requirements related to the member's office, including, but not limited to:

- Taking and subscribing the oath or affirmation for public officers.
- Filing a statement of economic interests, if required by the city's conflict of interest code.
- Completing training in general ethics principles and ethics laws

Failure of any member of a board or commission to comply is deemed good cause for removal from office.
Meetings Generally

• Each regular meeting of a city board or commission shall be noticed.
• Each meeting shall be conducted in accordance with the Council Rules of Procedure.
• If a quorum is not established within 15 minutes after the meeting’s noticed start time, the meeting shall be cancelled.
• With the approval by the city clerk, city boards and commissions may notice and hold special meetings if necessary to conduct business.
Ad Hoc Committees and Subcommittees

• City boards and commissions may not establish ad hoc committees.
• A city board or commission may establish a subcommittee upon approval by the city council.
• Before consideration by the city council, the city board or commission must make its request to establish a subcommittee to the Personnel and Public Employees Committee.
• A subcommittee of a city board or commission shall comply with the following:
  • Subcommittee appointments shall be made by the chairperson of the city board or commission.
  • A subcommittee is a city legislative body subject to the Ralph M. Brown Act and the Sacramento Sunshine Ordinance.
Chairpersons

• Each city board and commission shall elect one of its members to serve as chairperson and another to serve as vice-chairperson for each calendar year. A member may serve as the chairperson or vice-chairperson for no more than two calendar years.
• The chairperson shall be the presiding officer and shall ensure the orderly conduct of the meeting.
• If the chairperson is absent, the vice-chairperson shall act in the capacity of the chairperson.

Staffing and Review

• The city clerk shall act as secretary.
• The city attorney shall serve as legal counsel.
• At least every five years, the city clerk shall report on the status of boards and commissions.
Board, Commission, and Committee Handbook

UPCOMING MEETINGS

<table>
<thead>
<tr>
<th>Name</th>
<th>Date</th>
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<tbody>
<tr>
<td>Arts, Culture, and Creative Economy Commission</td>
<td>Aug 8, 2022 - 02:00 PM</td>
<td>Agenda</td>
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<tr>
<td>Sacramento Community Police Review Commission</td>
<td>Aug 8, 2022 - 06:00 PM</td>
<td>Agenda</td>
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<tr>
<td>Water Committee - CANCELLED</td>
<td>Aug 9, 2022 - 01:00 PM</td>
<td>Agenda</td>
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<tr>
<td>SPM City Council</td>
<td>Aug 9, 2022 - 05:00 PM</td>
<td>Agenda</td>
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<tr>
<td>Animal Care Services Citizens Advisory Committee</td>
<td>Aug 10, 2022 - 05:30 PM</td>
<td>Agenda</td>
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<tr>
<td>Housing Code Advisory and Appeals Board</td>
<td>Aug 10, 2022 - 05:30 PM</td>
<td>Agenda</td>
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<tr>
<td>Planning &amp; Design Commission</td>
<td>Aug 11, 2022 - 05:30 PM</td>
<td>Agenda</td>
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<tr>
<td>CANCELLED - Personnel and Public Employees Committee</td>
<td>Aug 16, 2022 - 03:00 PM</td>
<td>Agenda</td>
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<td>CANCELLED - Joint Meetings of the Workers’ Compensation</td>
<td>Aug 17, 2022 - 10:00 AM</td>
<td>Agenda</td>
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<tr>
<td>Claims and Tort Claims Committee</td>
<td>Aug 17, 2022 - 05:30 PM</td>
<td>Agenda</td>
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<tr>
<td>CANCELLED - Preservation Commission</td>
<td>Aug 17, 2022 - 05:30 PM</td>
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Citizens’ Voices in Decision Making

Board, Commission and Committee Program