

City of Sacramento Commissions Program

Sacramento City Code Chapter 2.40
Boards and Commissions Generally

January 10, 2022



CITY OF SACRAMENTO

City Code Chapter 2.40 Boards and Commissions Generally

Appointee

EXPERIENCE

INTERESTS



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 members 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

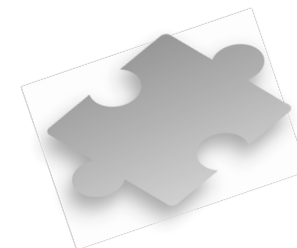
- City boards and commissions may not establish ad hoc committees.
- A city board or commission may establish a subcommittee upon approval by the city council.
- Before consideration by the city council, the city board or commission must make its request to establish a subcommittee to the Personnel and 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.

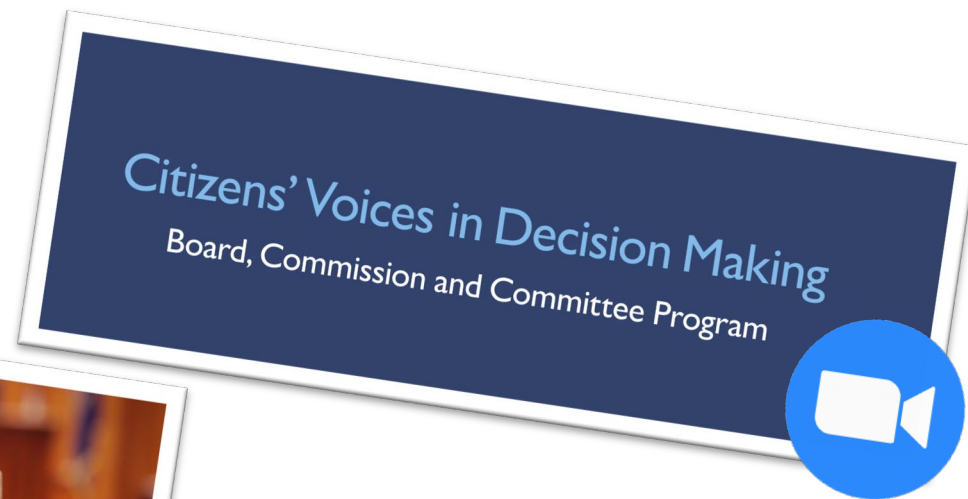
Chairpersons

- 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.

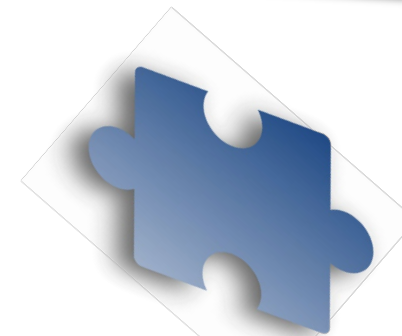
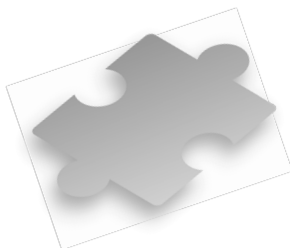
Staffing and Review

- 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.





UPCOMING MEETINGS			rss	eComments
Name	Date	Agenda		
Arts, Culture, and Creative Economy Commission	Aug 8, 2022 - 02:00 PM	Agenda		
Sacramento Community Police Review Commission	Aug 8, 2022 - 06:00 PM	Agenda		
Water Committee - CANCELLED	Aug 9, 2022 - 01:00 PM	Agenda		
5PM City Council	Aug 9, 2022 - 05:00 PM	Agenda		
Animal Care Services Citizens Advisory Committee	Aug 10, 2022 - 05:30 PM	Agenda		
Housing Code Advisory and Appeals Board	Aug 10, 2022 - 05:30 PM	Agenda		
Planning & Design Commission	Aug 11, 2022 - 05:30 PM	Agenda		
CANCELLED - Personnel and Public Employees Committee	Aug 16, 2022 - 03:00 PM	Agenda		
CANCELLED - Joint Meetings of the Workers' Compensation Claims and Tort Claims Committee	Aug 17, 2022 - 10:00 AM	Agenda		
CANCELLED - Preservation Commission	Aug 17, 2022 - 05:30 PM	Agenda		



Citizens' Voices in Decision Making

Board, Commission and Committee Program



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