bay restoration commission
STEWARDS OF SANTA MONICA BAY
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November 9, 2017 **Agenda Item: 3 a ii (2017), i(2018)**

To: Executive Committee

From: Guangyu Wang, Chief Administrative Director

Re: Annual Chair and Executive Committee Elections

The Executive Committee (EC) is comprised of seven members—the chair of the Governing Board (GB) and six vice-chairs elected from the entire membership of the GB. EC members serve one-year terms. There are no term limits for these positions.

The last election for these positions was held at the December 16, 2016 Governing Board meeting. In the past during the years of Governing Board member election, the election of the EC members took place at the February Governing Board meeting of the following year. To ensure continuality of Governing Board chairmanship, it is proposed that this year the election of the GB Chair be scheduled for the December 2017 Governing Board meeting, and the election for vice chair positions be held at the February 2018 Governing Board meeting.

Attached below is the memorandum (draft) to SMBRC GB members regarding the annual election. The memo will be finalized and distributed to GM members following the November 16, Executive Committee meeting.

DRAFT MEMORANDUM TO SMBRC GOVERNING BOARD REGARDING ANNUAL EXECUTIVE COMMITTEE ELECTION

Re: Nomination of One Chair and Six Vice-Chairs from the Governing Board Membership to Serve as the Bay Restoration Commission's Executive Committee

Summary

The Executive Committee (EC) is comprised of seven members—the chair of the Governing Board (GB) and six vice-chairs elected from the entire membership of the GB. EC members serve one-year terms. There are no term limits for these positions.

The nomination period for chair will open on Friday, November 17 and close on Tuesday, December 12th. The nomination period for chair and vice-chairs will open three weeks prior to, and close two days prior to the February GB meeting. Nominations should be sent to Guangyu Wang at Guangyu.wang@waterboards.ca.gov

Background

The EC was established by the GB in 2005 to oversee the work activities of the SMBRC, including working closely with staff and establishing the bi-monthly GB agendas. The EC meets in the months between GB meetings and reviews potential GB agenda items, staff activities, and other SMBRC activities. The EC consists only of GB members, reports directly to the GB, and maintains no powers beyond those granted to it by the GB. The EC members serve one year terms, consistent with a calendar year. There are no term limits for EC members.

All members of the GB, whether voting or non-voting, are eligible to be on the EC. All members of the EC maintain one vote on issues taken up at the EC level.

It is important to emphasize that the EC membership is a working position, not a ceremonial one. Those considering a position on the EC should expect their commitment to SMBRC activities to at least double and should ensure that they can attend the regularly-scheduled meetings as well as other meetings that may be required as issues arise. In the past, EC members have demonstrated a desire and ability to be on call to SMBRC staff and have attended most, if not all, of the EC meetings, with the remainder staffed by an active alternate versed in SMBRC issues and activities.

The EC guidelines adopted by the GB (attached) outline the specific duties of EC members.

Nomination Period and Election Procedures

As noted in the summary, the nomination period will be open for approximately three weeks prior to, and close two days prior to the GB meetings. Self-nominations are permitted and floor nominations on the day of the GB meetings will also be allowed.

At the GB meetings when elections takes place, if more than one GB member is

nominated for chair and more than six are nominated for vice-chair positions, those nominated will be given one to two minutes to state their interest in the chair or vice-chair position. Thereafter, an election will take place via secret, written ballot. The newly-elected chair and vice-chairs will assume their positions immediately upon election, and can plan their meeting schedule and conduct authorized activities after that time.

Attached on the following pages are the EC Guidelines established by the GB in 2005.

—attachment—

RESPONSIBILITIES AND OPERATING GUIDLINES OF THE EXECUTIVE COMMITTEE OF THE SANTA MONICA BAY RESTORATION COMMISSION

As adopted by the Commission on August 18, 2005
Pursuant to Resolution # 05-11

Authority

The Executive Committee (EC) of the Santa Monica Bay Restoration Commission (Commission) is established by virtue of Resolution # 05-11, adopted by the Commission on August 18, 2005. The EC is charged with overseeing the work activities of the Commission, including, but not limited to, regular communication with the Executive Director and/or staff of the Commission and developing agendas for the Commission's regular Governing Board (GB) meetings.

The EC members serve at the pleasure of the GB and are answerable to it for activities in their official capacity with the Commission.

Functions of the EC

The EC shall carry out any or all of the following functions in order to further the Commission's mission and goals:

- Regular coordination with and GB liaison to the Executive Director and staff
- Organization and preparation of agendas for Commission's bi-monthly GB meetings, in coordination with the Executive Director and staff
- Develop and make recommendations to GB regarding annual work plan priorities and coordinate with the Executive Director and staff in developing Commission's draft annual work plans.
- Make recommendations to the Governing Board on organizational issues, policies of the Commission, and other matters.

Organization and Structure

Appointment

Membership in the EC shall consist of the chair of the GB and not more than six (6) vice-chairs of the GB as they are elected by the voting members of the GB. The powers and responsibilities of the chair and vice-chairs as members of the EC shall take effect immediately upon their election by the GB. It is intended that the makeup of the EC shall reflect the diverse stakeholder interests represented on the GB.

Terms

The term of EC members shall be one (1) year. EC members may serve consecutive terms. In the event of a vacancy on the EC, the GB shall elect a replacement to the EC, pursuant to the Appointment procedures, above, to serve the remainder of the term.

Quorum

A quorum of the EC shall consist of a majority of its members.

Meetings

The EC shall meet at least bi-monthly, alternating those months with the meetings of the GB. The EC shall also meet more often as directed by the GB, and as requested by the Executive Director or two or more members of the EC.

Meetings of the EC shall be held in accordance with the Bagley-Keene Open Meetings Act (Government Code Section 11120, *et seq.*).