Mayors' & Councilmembers' Association of

SONOMA COUNTY

2026 HANDBOOK

City of Santa Rosa
CALIFORNIA

UPDATED SEPTEMBER 14, 2026

CITY OF SANTA ROSA
2026 CHAIR CITY

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2026 OFFICERS

Chair	Mark Stapp, Mayor City of Santa Rosa
Vice Chair	Jill McLewis, Mayor City of Sebastopol
Executive Director	Lauren Berges

2026 MEETING SCHEDULE

Date	Location
February 12, 2026	City of Cotati
April 9, 2026	City of Healdsburg
June 11, 2026	City of Petaluma
August 13, 2026	City of Rohnert Park
October 8, 2026	City of Santa Rosa

MAYORS' AND COUNCILMEMBERS' ASSOCIATION
Board of Directors Appointments

Board	Term	Member	Date Appointed	Term Expiration
ABAG Executive Board (One Member, One Alternate)	2-year fixed term; ends in June	Susan Hollingsworth-Adams, Rohnert Park	6/12/2025	June 2027
		Alternate Stephen Zollman, Sebastopol	6/12/2025	June 2027
ABAG Hazardous Waste Management Facility Allocation	Unspecified	Susan Harvey, Cotati	2/2/2013	N/A
ABAG Regional Planning Committee	Open ended until term ends	Susan Hollingsworth-Adams, Rohnert Park	4/11/2019	N/A
[1]**ABAG Appointment to (San Francisco) Bay Conservation and Development Commission** (One Member, One Alternate)	Unspecified	Cesar Zepeda, Richmond	02/05/2019	Serves at pleasure of the Chair or until office is vacated
		Soheila Bana, Richmond (Alternate)	10/18/2023	
Charles M Schulz Sonoma County Airport Aviation Commission	4-year term	Tanya Potter, Windsor	02/12/2026	February 2030
	4-year term	Mark Stapp, Santa Rosa	02/12/2026	February 2030
Child Care Planning Council of Sonoma County	3 years from appointment	Samantha Rodriguez, Rohnert Park	02/12/2026	February 2029
Legislative Committee	Annual Appointment	Appointed by member cities – see city rosters		
Measure "H" Oversight Committee	3-year fixed term	Jeff Okrepkie, Santa Rosa	04/10/2025	April 2028
		Sandra Lowe, Sonoma	04/10/2025	April 2028
[2]**North Bay Division, LOCC, Executive Board** (Two Members, One Alternate)	2 years from appointment	Susan Harvey, Cotati	4/10/2025	April 2027
		Jackie Elward, Rohnert Park	2/13/2025	February 2027
		Janice Cader Thompson, Alternate	4/10/2025	April 2027
Golden Gate Bridge, Highway & Transportation District	2-year term	Gerard Giudice, Rohnert Park	2/13/2025	January 2027
[3]**Great Redwood Trail Agency Board of Directors, City Representative**	2 years from appointment	Debra Garnes, Rio Dell (Humboldt) *Mendo rotation pending 8/31/26	08/15/2024	August 2026
Sonoma County Agricultural Preservation and Open Space District Citizens Advisory Committee (Three Members)	2 years from appointment	John Shribbs, Petaluma	4/10/2025	April 2027
		Alex DeCarli, Petaluma	02/13/2025	February 2027
		Marjorie Morgenstern	4/10/2025	April 2027

[1] Only Petaluma nominees are considered from the Sonoma County cities for consideration to the ABAG appointments to the San Francisco Bay Conservation and Development Commission (27 members total) due to jurisdiction requirements. Two appointments are made by the Board of Supervisors to represent Sonoma Co. ABAG makes four appointments (plus alternates), one of which comes from the counties of Sonoma, Marin, Solano, or Napa.

[2] All cities in Sonoma County are eligible except Cloverdale which is in the Redwood Empire Division.

[3] Great Redwood Trail Agency City Representative appointment rotates to Humboldt (2024/26), Mendocino (2026/28), Marin (2028/30), and Sonoma (2030/32). Appointments run August to August.

Board	Term	Member	Date Appointed	Term Expiration
Sonoma Marin Area Rail Transit District (SMART) (Three Members)	4-year fixed term	Ariel Kelley, Healdsburg	02/13/2025	February 2027
		Janice Cader Thompson, Petaluma	02/13/2025	February 2027
		Victoria Fleming (non-SCTCA)	02/13/2025	February 2029

SONOMA COUNTY CITY SELECTION COMMITTEE
City Selection Committee Appointments

Board	Term	Member	Date Appointed	Term Expiration
Airport Land Use Commission (Two Members)	4-year term with May expiration	Ariel Kelley, Healdsburg	5/14/2026	May 2030
		Sam Salmon, Windsor	2/12/2015	May 2027
Bay Area Air Quality Management District Board	2-year term	Brian Barnacle, Petaluma	2/13/2025	February 2027
[4]**California Coastal Commission. N. Coast Representative** (Appointment made by the Senate Rules Committee)	4-year term	Ariel Kelley, Healdsburg	2/26/2025	February 2029
		Alternate: Dennis Rodoni, Marin County Board of Supervisors	2/26/2025	February 2029
City Selection Committee	1-year term	Mark Stapp, Chair Santa Rosa	02/12/2026	February 2027
	1-year term	Jill McLewis, Vice Chair Sebastopol	02/12/2026	February 2027
Local Agency Formation Commission (LAFCO)	4 years from appointment	Sandra Lowe, Sonoma	2/9/2023	February 2027
		Susan Harvey, Cotati	2/9/2023	February 2027
		Alternate: Jeff Okrepkie, Santa Rosa	2/9/2023	February 2027
Measure "O" Oversight Committee	3-year term	Kevin McDonnell, Petaluma	10/10/2024	December 2027
		Ben Ford, Cotati	10/10/2024	December 2027
Metropolitan Transportation Commission (Per Gov. Code 66503(b), Committee submits 3 names, appointment is made by Board of Supervisors)	4-year term	Victoria Fleming, Santa Rosa	4/8/2021	February 2027
Remote Access Network (RAN) Board (Must be a Mayor)	Unspecified Term	Kevin McDonnell, Petaluma	2/9/2023	
Sonoma County Oversight Board Committee (County-wide)	Unspecified Term	Jackie Elward, Rohnert Park	2/13/2025	
		Alternate: Stephen Zollman, Sebastopol	2/9/2023	

[4] California Coastal Commission appointments are made by the Senate Rules Committee and the alternate serves at the pleasure of the Commissioner.

MEETING SCHEDULES OF OUTSIDE BOARDS AND COMMITTEES
BOARD OF DIRECTORS APPOINTMENTS

Body	Meeting Time	Meeting Location
Association of Bay Area Governments (ABAG) • Executive Board of Directors • Hazardous Waste Mgmt. Facility Allocation Committee • Regional Planning Committee	• Board: 5:00 PM – 3rd Thursday, every other month • Haz: as needed, 2-3 times/yr. • Planning: 10:00 AM 2nd Thursday, alternate months Contact: 510-464-7900	Bay Area Metro Center Building 375 Beale Street San Francisco
(San Francisco) Bay Conservation & Development Commission (BCDC)	1:00 PM 1st and 3rd Thursday Contact: 415-352-3600	Bay Area Metro Center Building 375 Beale Street San Francisco
Charles M Schulz Sonoma County Airport Aviation Commission	8 AM 3rd Thursday of every other month	Airport Conference Room 2290 Airport Blvd. Santa Rosa, CA
Child Care Planning Council of Sonoma County	8:45 AM 1st Friday each month Contact: 707-524-2639	So. Co. Office of Education 5340 Skylane Blvd. Santa Rosa
Golden Gate Bridge, Highway & Transportation District	10:00 AM Monthly – 4th Friday Contact: 415-923-2223	Golden Gate Bridge Toll Plaza, Board Room, Administration Bldg., San Francisco
Legislative Committee (Coordinated by Nancy Hall Bennett of North Bay Division of League of California Cities)	9:00 AM 3rd Friday each month Contact: Nancy Hall Bennett 415-302-2032	Finley Center, Willow Room 2060 W. College Avenue Santa Rosa
Measure "H" Oversight Committee	4 Meetings per year Contact: Maggie.luce@sonomacounty.gov	575 Administrative Dr., Santa Rosa, CA
North Bay Division of League of California Cities	6:00 PM Quarterly Contact: Nancy Hall Bennett 415-302-2032	Rotates among cities/counties within Napa, Sonoma, Solano counties
[5]Great Redwood Trail Agency	10:30 AM 3rd Thursday of every other month; Special mtgs. as needed Contact: Elaine Hogan, General Manager 707-463-3280	Rotates among cities within Humboldt, Mendocino, Sonoma, and Marin.
So. Co. Agricultural Preservation & Open Space District Advisory Committee	5:00 PM 4th Thursday each month Contact: 707-565-7360 michelle.nozzari@sonomacounty.gov	District Office 747 Mendocino Avenue, #100 Santa Rosa

[5] North Coast Railroad Authority transitioned to the Great Redwood Trail Agency on July 1, 2022.

Body	Meeting Time	Meeting Location
Sonoma Marin Area Rail Transit District (SMART)	1:30 PM 3rd Wednesdays Contact: 707-794-3072 kjorgensen@sonomamarintrain.org	5401 Old Redwood Hwy., 1st Floor Petaluma

MEETING SCHEDULES OF OUTSIDE BOARDS AND COMMITTEES CITY SELECTION COMMITTEE APPOINTMENTS

Body	Meeting Time	Meeting Location
Airport Land Use Commission (Under So. Co. Permit & Resource Management Dept.)	6:00 PM – called as needed 2nd Monday Contact: 707-565-7384	So. Co. Permit & Resource Mgmt. Dept. (PRMD) Hearing Room 2550 Ventura Avenue Santa Rosa
Bay Area Air Quality Management District (BAAQMD)	9:45 AM 1st Wednesday each month Contact: 415-749-4900	Bay Area Metro Center Building, 375 Beale Street San Francisco
California Coastal Commission – North Coast	Headquarters and N. Central Coast District Office: 45 Fremont St. #2000 San Francisco, CA 94105 Contact: 415-904-5200	Monthly public meetings at various locations throughout the state, to coincide, when possible, to location of a proposed development.
Local Agency Formation Commission (LAFCO)	2:00 PM 1st Wednesday each month	Board of Supervisors Chambers 575 Administration Drive Room 102A Santa Rosa
Measure "O" Oversight Committee	Once annually, or as needed Contact: Leah Benz leah.benz@sonomacounty.gov	Department of Health Services 1450 Neotomas Ave., Ste. 200 Santa Rosa, CA 95405 Annual public meetings are currently via Zoom
Metropolitan Transportation Commission (MTC)	9:15 AM (Following Bay Area Toll Authority (BATA) and Bay Area Infrastructure Financing Authority meetings) 4th Wednesday each month Contact: kward@bayareametro.gov 415-778-5367	Bay Area Metro Center Building 375 Beale Street San Francisco
Remote Access Network (RAN)	Once yearly, as called Contact: Maria Galvan-Lopez 707-565-2511 maria.galvan-lopez@sonoma county.gov	Sheriff's Department 2796 Ventura Ave Santa Rosa

CLOVERDALE

City Hall
124 North Cloverdale Blvd
Cloverdale, CA 95425-0217

Mailing Address
P.O. Box 217
Cloverdale, CA 95425-3352

Phone: (707) 894-2521
Fax: (707) 894-3451
www.cloverdale.net

Office Hours: 8:00 AM to 5:00 PM, Monday through Thursday

Council Meeting: Second and Fourth Wednesday of each month, 6:00 PM
Cloverdale Performing Arts Center, 209 North Cloverdale Boulevard

Elections: Held in November of even-numbered years. Mayor is elected by the Council for a one-year term.

Legal Status: General Law City, Incorporated February 28, 1872

ELECTED OFFICIALS

Name	Title	Term Expires	Email	Phone (707)
Brian Wheeler	Mayor	Dec. 2026	bwheeler@ci.cloverdale.ca.us	894-2521
Todd Lands	Vice Mayor	Dec. 2028	tlands@ci.cloverdale.ca.us	894-2521
Andres Marquez	Council Member	Dec. 2026	amarquez@ci.cloverdale.ca.us	894-2521
Mark Laskey	Council Member	Dec. 2028	mlaskey@ci.cloverdale.ca.us	894-2521
Marjorie Morgenstern	Council Member	Dec. 2026	mmorgenstern@ci.cloverdale.ca.us	894-2521

MCA LEGISLATIVE COMMITTEE REPRESENTATIVE

Brian Wheeler, Representative
Todd Lands, Alternate

OFFICIALS

Name	Title	Email	Phone (707)
Kevin Thompson	City Manager	kthompson@ci.cloverdale.ca.us	894-1710
Michael Maloney	City Clerk	mmaloney@ci.cloverdale.ca.us	894-1712

COTATI

City Hall
201 West Sierra Avenue
Cotai, CA 94931-4217

Phone: (707) 792-4600
Fax: (707) 795-7067
www.cotaticity.gov

Office Hours: 7:30 AM to Noon, 1:00 PM to 5:30 PM, Monday through Thursday

Council Meeting: Second and fourth Tuesday of each month, 6:00 PM Council Chambers, City Hall, 201 W. Sierra Avenue

Elections: Held in November of even-numbered years. Mayor is elected by the Council for a one-year term.

Legal Status: General Law City, Incorporated July 16, 1963

ELECTED OFFICIALS

Name	Title	Term Expires	Email	Phone (707)
Sylvia Lemus	Mayor	Dec. 2026	slemus@cotaticity.gov	792-4600 x 201
Susan Harvey	Vice Mayor	Dec. 2028	sharvey@cotaticity.gov	792-4600 x 193
Laura Sparks	Council Member	Dec. 2028	lsparks@cotaticity.gov	792-4600 x 194
John Savage	Council Member	Dec. 2026	jsavage@cotaticity.gov	792-4600 x 202
Ben Ford	Council Member	Dec. 2028	bford@cotaticity.gov	792-4600 x 196

MCA LEGISLATIVE COMMITTEE REPRESENTATIVE

John Savage, Representative
Sylvia Lemus, Alternate

OFFICIALS

Name	Title	Email	Phone (707)
Damien O'Bid	City Manager	dobid@cotaticity.gov	665-3622
Kevin Patterson	City Clerk	kepatterson@cotaticity.gov	665-3622

HEALDSBURG

City Hall
401 Grove Street
Healdsburg, CA 95448-4723

Phone: (707) 431-3317
Fax: (707) 431-3321
www.healdsburg.gov

Office Hours: 7:30 AM to 5:30 PM, Monday through Thursday and 8:00 AM to 5:00 PM, every other Friday

Council Meeting: First and third Monday of each month, 6:00 PM Council Chambers, City Hall, 401 Grove Street

Elections: Held in November of even-numbered years. Mayor is elected by the Council for a one-year term.

Legal Status: General Law City, Incorporated February 20, 1867

ELECTED OFFICIALS

Name	Title	Term Expires	Email	Phone (707)
Chris Herrod	Mayor	Dec. 2026	cherrod@healdsburg.gov	431-3317
Ron Edwards	Vice Mayor	Dec. 2028	redwards@healdsburg.gov	431-3317
David Hagele	Council Member	Dec. 2028	dhagele@healdsburg.gov	431-3317
Ariel Kelley	Council Member	Dec. 2028	akelley@healdsburg.gov	431-3317
Evelyn Mitchell	Council Member	Dec. 2026	emitchell@healdsburg.gov	431-3317

MCA LEGISLATIVE COMMITTEE REPRESENTATIVE

Ron Edwards, Representative
Chris Herrod, Alternate

OFFICIALS

Name	Title	Email	Phone (707)
Jeffrey Kay	City Manager	jkay@healdsburg.gov	431-3452
April Mitts	Asst. City Manager	amitts@healdsburg.gov	431-3317
Raina Allan	City Clerk	rallan@healdsburg.gov	431-3316

PETALUMA

City Hall	Mailing Address	Phone: (707) 778-4345
11 English Street	P.O. Box 61	www.cityofpetaluma.org
Petaluma, CA 94952-2610	Petaluma, CA 94952-0061	

Office Hours: 8:00 AM to 5:00 PM, Monday through Thursday

Council Meeting: First and third Monday of each month Council Chambers, City Hall, 11 English Street

Elections: Held in November of even-numbered years. Mayor is directly elected for a four-year term.

Legal Status: Charter City, Incorporated April 12, 1858

ELECTED OFFICIALS

Name	Title	Term Expires	Email	Phone (707)
Kevin McDonnell	Mayor	Jan. 2027	kmcdonnell@cityofpetaluma.org	778-4525
Alex DeCarli	Vice Mayor	Jan. 2029	adecarli@cityofpetaluma.org	778-4472
Karen Nau	Council Member	Jan. 2027	knau@cityofpetaluma.org	529-2487
John Shribbs	Council Member	Jan. 2027	jshribbs@cityofpetaluma.org	479-5651
Brian Barnacle	Council Member	Jan. 2029	bbarnacle@cityofpetaluma.org	778-4541
Janice Cader-Thompson	Council Member	Jan. 2027	jcaderthompson@cityofpetaluma.org	774-5912
Frank Quint	Council Member	Jan. 2029	fquint@cityofpetaluma.org	778-4478

MCA LEGISLATIVE COMMITTEE REPRESENTATIVE

Brian Barnacle, Representative
Kevin McDonnell, Alternate

OFFICIALS

Name	Title	Email	Phone (707)
Peggy Flynn	City Manager	pflynn@cityofpetaluma.org	778-4345
Caitlin Corley	City Clerk	ccorley@cityofpetaluma.org	778-4361

ROHNERT PARK

City Hall
130 Avram Avenue
Rohnert Park, CA 94928-2489

Phone: (707) 588-2226
Fax: (707) 794-9248
www.rpcity.org

Office Hours: 8:00 AM to 5:00 PM, Monday through Friday

Council Meeting: Second and fourth Tuesday of each month, 5:30 PM Council Chambers, City Hall, 130 Avram Avenue

Elections: Held in November of even-numbered years. Mayor is elected by the Council for a one-year term.

Legal Status: General Law City, Incorporated August 28, 1962

ELECTED OFFICIALS

Name	Title	Term Expires	Email	Phone (707)
Emily Sanborn	Mayor	Dec. 2026	esanborn@rpcity.org	899-3088
Jackie Elward	Vice Mayor	Dec. 2028	jelward@rpcity.org	899-3086
Susan H. Adams	Council Member	Dec. 2026	sadams@rpcity.org	899-3085
Samantha Rodriguez	Council Member	Dec. 2028	srodriguez@rpcity.org	899-3092
Gerard Giudice	Council Member	Dec. 2028	ggiudice@rpcity.org	332-1162

MCA LEGISLATIVE COMMITTEE REPRESENTATIVE

Emily Sanborn, Representative
Jackie Elward, Alternate

OFFICIALS

Name	Title	Email	Phone (707)
Marcela Piedra	City Manager	mpiedra@rpcity.org	588-2243
Sylvia Lopez Cuevas	City Clerk	slopez@rpcity.org	588-2207
Elizabeth Machado	Assistant City Clerk	emachado@rpcity.org	588-2227

SANTA ROSA

City Hall	Mailing Address	Phone: (707) 543-3010
100 Santa Rosa Avenue	100 Santa Rosa Ave., Room 10	Fax: (707) 543-3030
Santa Rosa, CA 95404-4906	Santa Rosa, CA 95401	www.srcity.org

Office Hours: 8:00 AM to 5:00 PM, Monday through Friday

Council Meeting: Tuesdays, 4:00 p.m.
Council Chamber, City Hall 100 Santa Rosa Avenue

Elections: Held in November of even-numbered years. Mayor is elected by the Council for a two-year term.

Legal Status: Charter City 1/29/1923, Incorporated March 16, 1868

ELECTED OFFICIALS

Name	Title	Term Expires	Email	Phone (707)
Mark Stapp	Mayor	Dec. 2026	mstapp@srcity.org	328-7024
Jeff Okrepkie	Vice Mayor	Dec. 2026	jokrepkie@srcity.org	531-0056
Eddie Alvarez	Council Member	Dec. 2028	ealvarez@srcity.org	791-5282
Natalie Rogers	Council Member	Dec. 2028	nrogers@srcity.org	494-8378
Caroline Bañuelos	Council Member	Dec. 2028	cbanuelos@srcity.org	582-5960
Victoria Fleming	Council Member	Dec. 2026	vfleming@srcity.org	791-5357
Dianna MacDonald	Council Member	Dec. 2028	dmacdonald@srcity.org	495-7599

MCA LEGISLATIVE COMMITTEE REPRESENTATIVE

Mark Stapp, Representative
Victoria Fleming, Alternate

OFFICIALS

Name	Title	Email	Phone (707)
Jason Nutt	City Manager	jnutt@srcity.org	543-3810
Lindsey Daugherty	Administrative Support Supervisor	ldaugherty@srcity.or	543-3019
Dina Manis	City Clerk	dmanis@srcity.org	543-3126

SEBASTOPOL

City Hall
7120 Bodega Avenue
Sebastopol, CA 95472

Mailing Address
P.O. Box 1776
Sebastopol, CA 95473

Phone: (707) 823-1153
Fax: (707) 823-1135
www.cityofsebastopol.gov

Office Hours: 7:00 AM to 5:30 PM, Monday through Thursday

Council Meeting: First and Third Tuesday of each month, 6:00 p.m.
Sebastopol Youth Annex, Teen Center, 425 Morris Street

Elections: Held in November of even-numbered years. Mayor is elected by the Council for a one-year term.

Legal Status: General Law City, Incorporated June 13, 1902

ELECTED OFFICIALS

Name	Title	Term Expires	Email	Phone (707)
Jill McLewis	Mayor	Dec. 2026	jmclewis@cityofsebastopol.gov	340-3727
Sandra Maurer	Vice Mayor	Dec. 2026	smaurer@cityofsebastopol.gov	None
Stephen Zollman	Council Member	Dec. 2026	szollman@cityofsebastopol.gov	None
Phill Carter	Council Member	Dec. 2028	pcarter@cityofsebastopol.gov	None
Neysa Hinton	Council Member	Dec. 2028	nhinton@cityofsebastopol.gov	890-1753

MCA LEGISLATIVE COMMITTEE REPRESENTATIVE

Jill McLewis, Representative
Sandra Maurer, Alternate

OFFICIALS

Name	Title	Email	Phone (707)
Mary Gourley	City Manager	mgourley@cityofsebastopol.gov	823-1153 292-7910

SONOMA

City Hall
#1 The Plaza
Sonoma, CA 95476-6690

Phone: (707) 938-3681
Fax: (707) 938-2559
www.sonomacity.org

Office Hours: 8:00 AM to 5:00 PM, Monday through Thursday.
Fridays by appointment only

Council Meeting: First and Third Wednesday of each month, 6:00 p.m.
City Council Chambers, 177 First Street West

Elections: Held in November of even-numbered years. Mayor is elected by the Council for a one-year term.

Legal Status: General Law City, Incorporated September 3, 1883

ELECTED OFFICIALS

Name	Title	Term Expires	Email	Phone (707)
Ron Wellander	Mayor	Dec. 2026	ron.wellander@sonomacity.org	732-0263
Sandra Lowe	Vice Mayor	Dec. 2028	sandra.low@sonomacity.org	326-2461
John Gurney	Council Member	Dec. 2026	john.gurney@sonomacity.org	975-0214
Jack Ding	Council Member	Dec. 2028	jack.ding@sonomacity.org	975-1580
Patricia Farrar-Rivas	Council Member	Dec. 2026	patricia.farrar-rivas@sonomacity.org	337-0284

MCA LEGISLATIVE COMMITTEE REPRESENTATIVE

Jack Ding, Representative
Patricia Farrar-Rivas, Alternate

OFFICIALS

Name	Title	Email	Phone (707)
Cristine Alilovich	Interim City Manager	calilovich@sonomacity.org	933-2213
Rebekah Barr	City Clerk	rbarr@sonomacity.org	933-2216
Monique Saviez Burns	Deputy City Clerk	msaviezburns@sonomacity.org	933-2212

WINDSOR

Town Hall
9291 Old Redwood Highway
Building 400
Windsor, CA 95492

Mailing Address
P.O. Box 100
Windsor, CA 95492

Phone: (707) 838-1000
Fax: (707) 838-7349
www.townofwindsor.ca.gov

Office Hours: 7:00 AM to 6:00 PM, Monday through Thursday

Council Meeting: First and Third Wednesday of each month, 6:00 p.m.
Council Chambers, Town Hall, 9291 Old Redwood Highway, Bldg. 400

Elections: Held in November of even-numbered years. Mayor is directly elected for a two-year term.

Legal Status: General Law Town, Incorporated July 1, 1992

ELECTED OFFICIALS

Name	Title	Term Expires	Email	Phone (707)
Rosa Reynoza	Mayor	Dec. 2026	rrynoza@townofwindsor.ca.gov	608-7874
Tanya Potter	Vice Mayor	Dec. 2026	tpotter@townofwindsor.ca.gov	849-1157
Mike Wall	Council Member	Dec. 2026	mwall@townofwindsor.ca.gov	608-7995
JB Leep	Council Member	Dec. 2028	jbleep@townofwindsor.ca.gov	None
Sam Salmon	Council Member	Dec. 2028	ssalmon@townofwindsor.ca.gov	608-8321

MCA LEGISLATIVE COMMITTEE REPRESENTATIVE

Rosa Reynoza, Representative
Sam Salmon, Alternate

OFFICIALS

Name	Title	Email	Phone (707)
Jon Davis	Town Manager	jdavis@townofwindsor.ca.gov	838-5335
Irene Camacho-Werby	Town Clerk	iwerby@townofwindsor.ca.gov	838-5315
Sommer Hageman	Deputy Town Clerk	shageman@townofwindsor.ca.gov	838-5315

SONOMA COUNTY BOARD OF SUPERVISORS

County Administration Bldg.
575 Administration Drive #100A
Santa Rosa, CA 95403

Phone: (707) 565-2241
Fax: (707) 565-3778
Email: bos@sonoma-county.org
www.sonomacounty.gov

Office Hours: 8:00 AM to 5:00 PM, Monday through Friday
Closed 12:00 PM – 1:00 PM for lunch

Board Meeting: Every Tuesday, 8:30 a.m.
Supervisor Chambers, County Administration Building,
575 Administration Drive, Room 102A, Santa Rosa, CA

Elections: Held in March of even-numbered years, runoffs in November.

Legal Status: General Law County, Incorporated February 18, 1850

ELECTED OFFICIALS

Name	Title	Term Expires	Email	Phone (707)
Rebecca Hermosillo 1st District	Chair	Jan. 2029	rebecca.hermosillo@sonomacounty.gov	565-2241
David Rabbitt 2nd District	Vice Chair	Jan. 2027	david.rabbitt@sonomacounty.gov	565-2241
Chris Coursey 3rd District	Supervisor	Jan. 2029	chris.coursey@sonomacounty.gov	565-2241
James Gore 4th District	Supervisor	Jan. 2027	james.gore@sonomacounty.gov	565-2241
Lynda Hopkins 5th District	Supervisor	Jan. 2029	lynda.hopkins@sonomacounty.gov	565-2241

COUNTY ADMINISTRATION

575 Administration Drive #104A
Santa Rosa, CA 95403

Phone: (707) 565-2431
Fax: (707) 565-3778

Name	Title	Email	Phone (707)
David Guhin	County Executive	david.guhin@sonomacounty.gov	565-2431
Michelle Norman	Deputy Clerk of the Board (CSC)	michelle.norman@sonomacounty.gov	565-1968

FEDERAL/STATE ELECTED OFFICIALS
&
LEAGUE OF CALIFORNIA CITIES

Gavin Newsom, Governor State Capitol Building, Suite 1173 Sacramento, CA 95814	Phone: (916) 445-2841 Fax: (916) 558-3160
Jared Huffman, U.S. Representative 2nd Congressional District 999 Fifth Avenue, Suite 290 San Rafael, CA 94901	Phone: (415) 258-9657 Fax: (415) 258-9913
Mike Thompson, U.S. Representative 4th Congressional District 2300 County Center Drive, Suite A100 Santa Rosa, CA 95403	Phone: (707) 542-7182 Fax: (707) 542-2745
Mike McGuire, State Senator, 2nd District 50 "D" Street, Suite 120A Santa Rosa, CA 95404	Phone: (707) 576-2771 Fax: (707) 576-2773
Christopher Cabaldon, State Senator, 3rd District 50 D Street, Suite 300 Santa Rosa, CA 95404	Phone: (707) 224-1990 Fax: (707) 224-1992
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BY-LAWS
MAYORS' & COUNCILMEMBERS' ASSOCIATION OF SONOMA COUNTY

For the purpose of providing for the orderly conduct of the affairs of the existing Mayors & Councilmembers' Association of Sonoma County, there are hereby adopted the following Procedural Bylaws.

ARTICLE I - Name

The name of the organization shall be the "Mayors' & Councilmembers' Association of Sonoma County", referred to herein as the "Association".

ARTICLE II - Purpose

The Association shall have as its principal purpose to foster a spirit of cooperation among the cities of Sonoma County and enhance public health, safety and welfare and good working relationships between the governments of all the cities and the County of Sonoma.

In addition, the Association shall have the following purposes:

1. Provide a forum for elected officials to discuss and disseminate information of county wide or regional interest.
2. Make recommendations for the guidance of the cities in Sonoma County for the purpose of establishing a common approach to topics of mutual interest, such as training and addressing or responding to emerging issues.
3. Make recommendations on issues of importance to local or regional agencies, the County of Sonoma, and the State and Federal government.
4. Make appointments, or recommendations as required by law, to various commissions, boards, agencies, or other entities.
5. Serve as the Association through which the cities of Sonoma County, acting in concert, select their representatives to various statutory bodies or advisory groups.

The Association is an informal organization and shall not have the authority to enter into contracts or to create obligations binding on either itself or its membership other than those obligations expressly provided by Federal, State or Local laws and then only when formally approved in accordance with law.

The Association shall not participate in or endorse any political activity involving any individual candidate for public office. The selection of officers within **Article V** herein shall not be considered a political activity subject to this section.

ARTICLE III – Membership

Section 1. Membership

The Association shall be comprised of the following members:

1. Regular Members:
    a. All Mayors, Vice Mayors and Councilmembers of the incorporated cities in the County of Sonoma.
2. Board of Directors:
    a. All Mayors of the incorporated cities in the County of Sonoma.
3. Associate Members:
    a. City/Town Managers of each of the incorporated cities in the County of Sonoma
    b. Supervisors in the County of Sonoma.
4. Participating Attendees (Non-Members)
    a. The Association recognizes the value of broad intergovernmental collaboration and may invite or welcome participation from municipal and county staff, including but not limited to City/Town Clerks, Assistant City/Town Managers, Department Directors, and other jurisdictional leadership.

       Participating Attendees are not members of the Association and do not possess voting rights or authority under these bylaws. However, they may attend meetings, receive communications, and contribute to discussions in support of the Association's mission of fostering regional cooperation.

Section 2. Termination

Any City/Town may terminate its participation at any time by giving written notice reflecting formal action by the majority of the City's/Town's council (Termination of Participation). In the event of a Termination of Participation, any Association dues already paid will not be refunded in whole or in part. The Termination of Participation will be provided to the Board of Directors at the beginning of their next scheduled meeting, at which time the termination will be effective.

ARTICLE IV – Voting

1. Only Regular Members of the Association, with their respective City/Town current in assessment, shall have voting powers.

2. Voting powers for all Association meetings shall consist of one vote, one City/Town -- this vote cast by the Board of Directors Member or their designee, or the Regular Member in the case of committees. In the absence of a voting member, the Chairperson must receive written notification authorizing a regular member as the designated alternate to vote on behalf of the City/Town.

3. Voting may be by voice vote, unless a roll call vote is requested by any regular member, or otherwise required by law. The Executive Director will conduct the vote and verbally

announce the result.

4. A quorum is a majority (5 of 9 cities) of all Board Members or their designee, or a majority of Regular Members in the case of committees. Majority votes (5 of 9 cities) shall carry in all Associations bodies, unless specifically designated otherwise or required by law.

ARTICLE V - Officers

Section 1. Officers of the Association shall consist of a Chairperson, Vice Chairperson, and the Executive Director. The Chairperson and Vice Chairperson shall be the Mayors of their respective cities/towns, seated annually through an alphabetic rotation, as described in Section 4 of this Article, except as specified in Subsection 5.3. The Executive Director may be an Associate Member of the Association appointed by the Board of Directors, hired in accordance with this article.

Section 2. Duties of officers shall be as follows:

1. **Chairperson:** To preside at all Board of Director, City Selection and General Membership meetings, maintain order, decide questions of parliamentary procedures, appoint an acting secretary in absence of such officer, coordinate meetings and agendas with the Executive Director, and such other duties as are usually incident to such office and as elsewhere herein provided.

2. **Vice-Chairperson:** To perform the duties of Chairperson in the absence of the Chairperson.

3. **Executive Director:** To keep a good and sufficient record of the proceedings of the Association (not including the City Selection Committee), prepare the business agenda of the Board and General Membership Meetings, record and keep official minutes of the Board and General Membership, maintain Association files and digital media, coordinate correspondence and all other business of the Association, distribute information to the Association, liaise with the Host City, coordinate with the Chairperson for the administration of the Association and its meetings, and other duties as outlined in the job description.

   As an alternative to an appointed Executive Director, the Association may, with a supermajority vote (6 of 9 cities) of the Board of Directors, select an individual or firm to serve as the Executive Director and assist with the administration of the Association and authorize the allocation of costs for the Executive Director to the Cities/Towns. The Executive Director will be under contract with the member City/Town serving as Fiscal Agent and will report to the Board of Directors. The Chair of the Board of Directors, supported by the Fiscal Agency, is responsible for the performance evaluation of a contract Executive Director.

Section 3. Distribution of Materials

1. Association Handbook. A list of appointments of the Association and contact information for all Cities/Town, will be published annually by the first regular Association General Membership meeting (typically held in February) by the Executive Director and included in the materials provided to the Association, showing the term(s) of each appointee, and shall be updated as committee assignments change.

2. General Information. The Executive Director shall only distribute official information from the Mayor of member Cities, any Association committee (Legislative, Program, etc.), information from Association appointees related to their appointment, materials from agendized presenters at Association meetings, other governmental organizations, unless otherwise directed by a majority vote (5 of 9) of the Board of Directors.

Section 4. Selection of Officers:

1. Chair City and Vice Chair City shall be determined by a strict alphabetical rotational basis as follows, except as mutually agreed upon by the applicable cities as needed:

   a. Cloverdale
   b. Cotati
   c. Healdsburg
   d. Petaluma
   e. Rohnert Park
   f. Santa Rosa
   g. Sebastopol
   h. Sonoma
   i. Windsor

2. In the event a new city/town is added, that city/town will be inserted alphabetically in the above list.

3. The Chairperson and Vice Chairperson of the Association will be seated at the January Board of Directors meeting. If the Chair or Vice Chair is unable to serve the remainder of their term, the respective City/Town shall provide a new Chair or Vice Chair. If the position remains unfilled after 30 days, the Board of Directors shall select a new Chair or Vice Chair from among the Board.

Section 5. Compensation.

All officers shall serve without compensation, unless approved by the Association, except as set forth in Section 2.3 of this Article

Section 6. Removal of Officers.

The Chairperson or Vice-Chairperson may be removed from office by the supermajority (6 of 9) vote of Board of Directors. In such event, the Board shall appoint, for the remainder of the term of the person removed, the Regular Member from the City/Town that would be next in rotation to serve as the Chairperson or Vice-Chairperson, and that Chairperson or Vice-Chairperson shall remain in the rotation for the subsequent seating of the Chairperson or Vice-Chairperson pursuant to Section 4.

ARTICLE VI – Committees & Appointments

Section 1. Vacancies For Regional Appointments.

1. The announcement of Association and City Selection Committee vacancies shall be sent by the Executive Director in accordance with Exhibit A to all City Councils and their City Clerks or designee. Interested members shall submit letters of interest to the Executive Director
2. by the requested due date for timely consideration by the cities in advance of the Board meeting.
3. If possible, time would be made at the Association's General Membership meeting for candidates to make statements to a larger group of all Regular Members.
4. Appointments are made by a majority vote (5 of 9) of the Board of Directors or City Selection Committee, as applicable. Appointments shall be made at a regularly scheduled meeting. If no candidates have expressed interest, the Board of Directors or City Selection Committee can accept nominations of Regular Members from the floor.
5. All appointees shall be Regular Members of the Association at the time of appointment, unless otherwise provided by legislative authority.

Section 2. Ad Hoc Committees.

1. Ad Hoc committees may be authorized by the Board of Directors from time to time for specific purposes and periods of time. Such committees will consist of at least three (3) Regular Members of the Association, but less than a quorum, selected by the Chair of the Board of Directors and approved by Board of Directors. The Chairs and Vice Chairs of the ad hoc committees shall be selected by the committees themselves at their first meeting. When so appointed, such committees shall perform the functions as are specifically assigned to them and report their findings or actions to the Board of Directors and to the Association when requested.

2. Ad Hoc committee members must be Regular Members of the Association and may serve for a maximum term of two (2) years, where state or other codes do not otherwise specify. Committees may be staffed by the Executive Director, Associate Members or other City staffing, as may be deemed necessary by the Ad Hoc committee.

3. Progress reports to the Board of Directors may be made orally and noted in minutes.

Section 3. Standing Committees.

1. **Legislative Committee.** A legislative committee shall be established to define and communicate the interests of the member cities to county, state and federal representatives and shall operate as follow:
    a. Each member city has the right to appoint a Regular Member to the committee, chosen by their respective City Councils.
    b. The committee chairperson and vice chairperson shall be elected by a majority (5 of 9) of the committee members.
    c. The committee Chairperson shall be the liaison to the Board of Directors and shall

provide regular updates at the Board of Directors meetings.

d. The committee Chairperson shall strive to bring to the attention of the Association legislation that will impact cities, and will provide copies of all letters issued by the committee for distribution to the Association by the Executive Director.
e. A quorum shall consist of a majority (5 of 9) of the committee members.

2. **Program Committee.** The Board of Directors shall be the program committee, to develop timely and informative programs for the Association General Membership meetings. The Program Committee shall operate as follows:

   a. At the final meeting of the year (or the first meeting once the incoming Board Members are known), the current and incoming Board of Directors shall meet to discuss program priorities for the next year and provide guidance to the incoming Chairperson and Executive Director.
   b. The Board of Directors may provide additional direction to the Chairperson and Executive Director throughout the year, as needed.
   c. The Executive Director, in coordination with the Chairperson, shall develop the program, arrange for any presenters and arrange with the host city any audio/visual requirements for Association General Membership meetings.

ARTICLE VII - Meetings

Section 1. Association General Membership Meetings.

There shall be at least five (5) meetings of the Association General Membership each year. General Membership meetings shall be held on the second Thursday of the months of February, April, June, August and October at a time and location designated by the Chairperson, following the City/Town rotation specified in Section 4, Article V, unless modified by a majority vote (5 of 9) of the Board of Directors at a prior meeting. All General Membership meetings shall adjourn no later than 10:00 PM.

All General Membership meetings shall be noticed and held in accordance with the Ralph M. Brown Act.

Section 2. Board of Directors' Meetings.

Board of Directors' Meetings shall be held on the second Thursday of the month for the purpose of reviewing policy items, making appointments as may be required or authorized, and developing the agenda for the General Membership meeting of the Association. The time and place of the Board of Directors' meeting shall be determined by the Chairperson but shall be held throughout the county and to the greatest extent practicable rotate amongst the member jurisdictions and may include a combination of in-person, virtual or hybrid meetings as deemed appropriate by the Board of Directors. The Board shall strive to set the meeting calendar with an in-person meeting at the start of each year.

All Board of Director and Standing Committee meetings shall be noticed and held in

accordance with the Ralph M. Brown Act.

Section 3. Special Meetings

Upon the mutual consent of the Chairperson and Vice Chairperson, or when requested in writing to the Executive Director by a majority (5 of 9) of the Board of Directors, the Chairperson shall call for a special meeting of the General Membership or the Board of Directors at the soonest available time that a quorum is available. All special meetings shall be noticed and held in accordance with the Brown Act.

Section 4. Virtual/Hybrid Meetings ("Teleconference")

For Board of Directors or any Ad Hoc or Standing Committee, or for General Membership meetings under Emergency circumstances, a virtual or hybrid ("teleconference") meeting may be called if permissible under the Ralph M. Brown Act.

Section 5. Meeting Cancellation.

Any meeting may be canceled upon the mutual consent of the Chairperson and Vice Chairperson, or upon written request to the Executive Director from a majority (5 of 9) of Board Members, or the mutual consent of the Chairperson and Vice Chairperson of the applicable committee.

ARTICLE VIII - Conduct of Business

Section 1. Rules of Order

Robert's Rules of Order shall be used as a guide in the conduct of all meetings of the Association.

Section 2. Attendance and Delegation

In the event a Mayor is unable to attend a meeting of the Board of Directors, the Mayor shall designate another Regular Member of the Association from their City/Town, to serve as the representative, by letter delivered to the Executive Director at the time of such meeting or prior thereto. In lieu of a letter being provided prior to each meeting, cities may instead provide a letter to the Chairperson at the beginning of each term designating the approved alternates for their city. By such a letter, a Mayor may designate another Regular Member of the Association from their City/Town to serve as the representative on all occasions when the Mayor is absent, or only for a particular meeting or meetings. The representative shall enjoy the same voting privilege during the Board of Directors' meeting as would the Mayor the designee represents. In the absence of such a letter, no one shall be entitled to act as the representative of a Mayor. The Executive Director shall make the incoming Board of Directors aware of this provision prior to the annual transition meeting.

Section 3. Board of Director Duties

The Board of Directors shall have the powers to:

a. Review policy items and develop the agenda for the Association.

    i. In connection with the development of the agenda for the Association, any member of the Board of Directors may, during a Board of Directors meeting, request to place an item on the next General Membership meeting agenda. The Board of Directors will determine by majority vote (5 of 9) of the Board of Directors whether to place the item on the agenda for the next General Membership meeting.

b. Make appointments of Associations' representatives to organizations or committees such as:

    i. ABAG Executive Board; and
    ii. ABAG Regional Planning Committee; and
    iii. ABAG Hazardous Waste Management Facility Allocation Committee; and
    iv. County Agricultural Preservation & Open Space District Advisory Committee; and
    v. County Child Care Planning Council; and
    vi. Golden Gate Bridge, Highways & Transportation District; and
    vii. Sonoma-Marin Area Rail Transit (SMART) District Board of Directors; and
    viii. Great Redwood Trail Agency (GRTA) Board of Directors; and
    ix. Charles M. Schulz Sonoma County Airport Aviation Commission; and
    x. Other organizations, commissions or committees as may be created or authorized.

c. Act as the Sonoma County City Selection Committee in accordance with Government Code Sections 50270 et seq., to make recommendations or appointments to organizations, commissions or committees such as:

    i. Local Agency Formation Commission; and
    ii. Airport Land Use Commission; and
    iii. Metropolitan Transportation Commission; and
    iv. Bay Area Air Quality Board; and
    v. Remote Access Network (RAN) Board; and
    vi. Measure O Citizens' Oversight Committee; and
    vii. California Coastal Commission; and
    viii. Other organizations, commissions or committees as may be created or authorized.

d. Make recommendations to the Association on matters of interest, and issue position letters on behalf of the Association, provided it is supported through an affirmative supermajority vote (6 of 9) of the Board of Directors. Any letters issued on behalf

of the Association shall be distributed to the Association members and Associate Members as soon as possible by the Secretary.

e. Provide programming topics for the General Membership meetings to the Chairperson and Executive Director, acting in their role as the Program Committee.

f. Conduct the Association's business in an orderly manner.

ARTICLE IX - Finances

Section 1. Association Dues

Except as allowed for under Article V, Section 2 (Executive Director), dues for other activities of the Association may be assessed by a unanimous vote of the Board of Directors of Cites/Towns that will be assessed the dues at a regularly scheduled Board of Directors meeting. All dues are payable within 45 days or receipt of invoice for the City/Town to be current for the purpose of determining voting membership.

Section 2. Fiscal Agent

By a majority vote (5 of 9) Board of Directors, one member city/town shall be designated to serve as the Fiscal Agent for the Association. The Fiscal Agent will be responsible for entering into contracts as authorized by the Association, to make payments for services pursuant to those contracts, and to invoice member Cities/Towns for their respective shares of the costs. In certain cases, the Fiscal Agent may be eligible for a reduced share of costs as consideration for providing this service, if such a consideration is also approved by the Board of Directors. The Fiscal Agent may be changed at any time but shall be reviewed by the Board of Directors no less than once every 5 years.

ARTICLE X - Amendments

These by-laws and attached exhibits may be amended by a supermajority vote (6 of 9) of the Board of Directors, except for amendments to Article IX, Section 1, which shall require a unanimous vote to amend. Amendments rescind and repeal all previously approved by-laws and policies that are in conflict.

Duly adopted this 12th day of May, 1966
Vernon P. Smith, Chairman

Rev.	03/09/95	06/10/10
	03/11/99	08/08/13
	05/13/99	02/11/16
	03/08/07	02/09/17
	08/09/07	10/13/22
	06/12/08	08/13/26

Exhibit A

MAYORS' & COUNCILMEMBERS' ASSOCIATION OF SONOMA COUNTY POLICY GUIDELINE

Policy Guideline for Chair City, Board and General Membership regarding the Process for the Various Committee Appointments made by the Mayors' and Councilmembers' Association Board of Directors

It is the responsibility of the Member seeking appointment or reappointment to take applicable actions to support their appointment or reappointment.

The Executive Director shall make every effort to notify the Association Membership of terms expiring no later than 90 days in advance of the Board of Directors meeting at which appointments shall be made. The suggested deadline for submitting letters of interest for such appointments is to be no later than 45 days prior to the Board of Directors meeting at which appointments shall be made. As each City Council meets at least once per month, the 45-day window will allow time for the Executive Director to transmit the letters to the Association Membership for action at each city's respective City's Council meeting.

The Chairperson of the Board of Directors, in consultation with the Executive Director, shall have the discretion of extending the deadline for receipt of letters of interest if in their opinion there are extenuating circumstances relating to a particular committee assignment or appointment process, or relating to a particular City or Member of the Association Membership. Extenuating circumstances could include but not be limited to the following:

- Locally declared disasters in one or more member cities, diverting Council attention and resources.
- Council election results which have not been certified and accepted prior to the 30 day deadline.
- Unanticipated withdrawal(s) of Members seeking committee appointments, creating a situation where no letters of interest have been submitted.
- Transition in the Association Secretary, which may impact the timeliness of notifications being transmitted.
- No letters of interest received before the deadline.

Approved by the Board of Directors on June 9, 2011, revised October 13, 2022, revised August 13, 2026. To be retained as an Attachment to the By-Laws.

MAYORS' & COUNCILMEMBERS' ASSOCIATION OF SONOMA COUNTY
LEGISLATIVE COMMITTEE LEGISLATIVE PLATFORM

The Mayors and Council Members of Sonoma County represent every city within the county of Sonoma. The Legislative Committee, established by the Mayors and Councilmembers Bylaws, consists of a Mayor or Councilmember from each of the member cities, chosen by their respective Councils. Its duties are to review pending policy issues affecting cities and to advocate for those on behalf of the cities within Sonoma County.

The Sonoma County Legislative Committee will be reviewing and responding to bills that impact Sonoma County cities. The Sonoma County Legislative Committee will use these principles to help guide the committee in taking positions on policy issues:

Consider supporting policy that:

- Enhances local control of resources and tools that allow cities to address the needs of city residents within a framework of regional cooperation.
- Encourages the use of State incentives for local government action rather than mandates.
- Reforms local government finance structure in a way that establishes a stable revenue base for local government to plan for future growth and provide needed public facilities and services.
- Guarantees local funding sources.

Consider opposing policy that:

- Imposes new unfunded mandates.
- Preempts local authority.
- Weakens local control.

The goal of this process is to present a united front from the Mayor's and Councilmember's Association, to provide the strongest voice possible in support of city interests.

The Legislative Committee is authorized to prepare letters in either support or opposition for signature by the chair of the Legislative Committee on positions on legislation consistent with the above guidelines with the exception noted below.

Affirmative votes require a supermajority vote (6 of 9) of members. Positions that do not receive an affirmative vote may be presented at the next upcoming Board of Directors meeting for discussion and possible action, by means of a short informational packet with the Board of Director's agenda and accompanied by a verbal presentation.

Approved by the Board of Directors on August 8, 2013, revised October 13, 2022.
To be retained as an Attachment to the By-Laws.

BY-LAWS OF THE CITY SELECTION COMMITTEE OF THE COUNTY OF SONOMA

In accordance with the provisions of Government Code Sections 50270 and following, the following are hereby established as the By-Laws for the City Selection Committee of Sonoma County (Committee).

1. Whenever a city selects a new Mayor, the City Clerk shall advise the Clerk of the Committee of the name of the Mayor. (rev. 3/8/07)
2. A regular yearly meeting of the Committee shall be held on the second Thursday of February in each year at 6:00 p.m., or as scheduled to align with the February Association Board of Directors meeting. In order to coincide with the term of the Mayor of each city, the Chair will be selected at the February meeting. (rev. 3/8/07)
3. Special meetings shall be called at the order of the Chair or upon written request of a majority (5 of 9) of the Committee members, or if a vacancy occurs which must be filled prior to the yearly meeting. To enable the Committee Clerk to give notice through the Association Secretary, such a request shall specify the nature of the matters to be considered at the special meeting.
4. When a Mayor is unable to attend a meeting, the Mayor shall designate another member of the City Council to serve as the representative, by letter delivered to the Committee Clerk through the Executive Director at the time of such meeting or prior thereto; provided further that if a Mayor is unable to send a letter to the Committee Clerk in time for such meeting, the Mayor may telephone the Executive Director before the meeting to indicate the name of the representative and thereafter confirm such a telephone call by letter to the Committee Clerk through the Executive Director. In the absence of such a letter, no one shall be entitled to act as the representative of a Mayor. By such a letter a Mayor may designate another councilperson to serve either (1) as the representative on all occasions when the mayor is absent, or (2) only for a particular meeting or meetings.
5. At its regular meeting, the Committee shall choose a Chair and Vice-Chair who shall serve for a term of one (1) year. For the purpose of selecting the Chair of the Committee, the Committee Clerk shall function as temporary Chair, without vote. Any Mayor or designated representative may nominate any member of the Committee to the office of Chair or Vice-Chair. It shall be necessary to second any nomination. At the conclusion of the nomination process, the members of the Committee shall vote by roll call to determine whether or not any nominee has the vote of a majority of the quorum present. If no person receives a majority, successive votes will be taken until one person receives a majority vote of the quorum present.
6. In the case of appointments or recommendations for appointment to other agencies, the Chair shall receive nominations which shall be seconded, and shall conduct voting on nominations in the manner described above to the end that a person selected for any office or position shall be selected by a majority vote (5 of 9) of the members of the committee. Before counting the votes, the Committee Clerk shall ask if any Committee member wishes to change their vote.
7. No action can be taken, except to adjourn the meetings, in the absence of a quorum. For

such purposes, a quorum shall constitute one more than 50 per cent of the total membership of the Committee.

8. For the purpose of giving notices of meetings, and mailing other correspondence, each Mayor shall in writing furnish the Committee Clerk, through the Executive Director, the address the Mayor wishes to use for purposes of receiving mail. In the absence of a written request to the contrary, all notices shall be sent to a Mayor through the Association email list.
9. All voting shall be on the basis of a roll call of the cities and the Committee Clerk shall record each such vote. The minutes and records of the Committee shall be available for public inspection.
10. Any meeting of the Committee may be held by teleconference pursuant to Government Code section 54953, and in accordance with the Ralph M. Brown Act.

Rev. 03/08/07, 4/9/09, 10/13/22, 08/13/2026