



## Agenda Item Summary

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**File #: 25-00686**

**Agenda Date: 9/9/2025**

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**Agenda Item Name:**

**Advisory Board and Committee Guidelines**

**Presenter:**

Gina Peebles – Assistant County Manager – Chief of Staff

**Description:**

Advisory Board and Committee Guidelines

**Recommended Action:**

Approve proposed changes to Resolution 25-xx and authorize the Chair and Clerk to Sign.

**Prior Board Motions:**

Aug. 5, 2025 - By consensus, the Board directed staff to develop policies taking the Board comments into consideration and place them on the agenda in the future for approval.

Feb. 11, 2025 - Refer to the Citizens Climate Advisory Committee (CCAC), the Recreation and Open Space Advisory Committee (ROSCO), and the Equity Advisory Committee the idea of adding a youth representative and bring back recommendations to this Board.

Sep. 3, 2024 - Review Advisory Board resolutions and bring back any recommendations for very hard to fill vacancies or other issues.

**Fiscal Note:**

N/A

**Strategic Guide:**

All Other Mandatory and Discretionary Services

**Background:**

The Board has recently created a Youth member seat on the Citizens Climate Advisory Committee and will soon consider creating one for both the Recreation and Open Space Advisory Committee and Equity Advisory Board.

Staff has been working to identify very hard to fill vacancies and other advisory board issues. The Animal Welfare Advisory Committee resolution, for example, is being updated to replace a Certified Veterinary Technician or a Graduate of an AVMA-Accredited Veterinary Technology Program with a Veterinary Professional as no applications have been received.

The attached resolution allows

1. County employees to sit on County advisory boards and committees only if a seat is designated in the corresponding resolution;
2. The County Manager to excuse an absence due to an extenuating circumstance; and
3. Remote participation for extraordinary circumstances.
4. Requires public comment at the beginning and end of each meeting.
5. Requires meetings packets (including public comment received) to be shared a minimum of one week prior to the meeting