

BYLAWS OF THE SAN MATEO COUNTY SUB REGIONAL RHNA PROCESS

The County of San Mateo and the cities within the County of San Mateo have adopted resolutions to participate as a Subregion (hereinafter referred to as “Subregion”) in the Regional Housing Needs Allocation (RHNA) Process. The City/County Association of Governments of San Mateo County (hereinafter referred to as “CCAG”) will act as the representative for the Subregion. The “Subregion” hereby adopts the following bylaws for the purpose of providing for the orderly conduct of its affairs.

ARTICLE I NAME

The name of the separate entity established by the resolutions is the “San Mateo County Sub-Regional RHNA Process” and may be referred to as “Subregion”.

ARTICLE II PURPOSES

Section 1. Subregion shall have the following purposes operating through the Policy Advisory Committee (PAC) for control, direction and administration.

- (a) Plan, organize, and maintain the work of the Subregion and be responsible for its overall operation.
- (b) Advise City Managers, City Councils and the Board of Supervisors of all significant activities of the Subregion.
- (c) Prepare, review, monitor, present to the cities and the County, and facilitate a consensus on the Regional Housing Needs Allocation housing shares for all the cities and the County for the 2014 Housing Element.
- (d) Present to the City Councils and the Board of Supervisors for approval of the housing shares for the 2014 Housing Element.
- (e) Submit to the Association of Bay Area Governments (ABAG) for approval the housing shares for San Mateo County (cities and County).
- (f) Provide a forum for developing a countywide policy consensus, to the greatest extent possible, on matters related the Sustainable Communities Strategy process of which the Regional Housing Needs Allocation is a part; and a channel for communicating such consensus to the Joint Policy Committee overseeing the Sustainable Communities Strategy process from time to time when such a consensus is requested or required by the Joint Policy Committee.

Section 2. Subregion shall not participate in or endorse any political activity involving

any individual candidate for public office. The selection of officers within Article IV herein shall not be considered a political activity subject to this section.

ARTICLE III MEMBERS

Section 1. The County of San Mateo and each city which has adopted a resolution of participation shall be members of the Subregion.

Section 2. The RHNA Policy Advisory Committee (RHNA PAC) of the Subregion shall consist of a member of the City Council of each participating city to be selected by that city and one member of the Board of Supervisors to be selected by the Board of Supervisors.

Section 3. Each member City Council and the Board of Supervisors may select one alternate member from its body who shall participate when the regular member is absent.

Section 4. If both the member and the alternate will be absent the City Council or Board of Supervisors may designate a substitute for that meeting and notify CCAG, in writing, of the designation.

Section 5. Any member may withdraw from the Subregion by adopting a resolution and providing a written notice of intention to do so with the chairperson of the Policy Advisory Committee. The rights and obligations of any such member shall terminate 30 days after acceptance by the RHNA Policy Advisory Committee (RHNA PAC).

Section 6. If any member, or designated representative, fails to attend three consecutive meetings, without notification of the Chairperson or the Executive Director, the Chairperson will notify the City Council or Board of Supervisors to encourage future participation.

Section 7. San Mateo County Transportation Authority and SamTrans shall each appoint or designate a member of each respective governing board to the RHNA PAC. The representative may be one of the RHNA PAC members who has been appointed by a city or the County, serving in a dual role. Transportation agency representatives shall be full members of the RHNA PAC for all matters pertaining to the Sustainable Communities Strategic, except they shall serve in an ex officio, non-voting capacity for certain actions required by Regional Housing Needs Allocation process, namely adoption of the RHNA Methodology, the Draft Allocation and the Final Allocation.

ARTICLE IV- OFFICERS

Section 1. The officers of the RHNA Policy Advisory Committee shall consist of a chairperson and vice chairperson.

Section 2. The chairperson and vice chairperson shall be elected by the RHNA Policy Advisory Committee and shall serve at the will of the RHNA PAC.

Section 3. Nomination for officers of the RHNA Policy Advisory Committee shall be

made from the floor. Nominations shall be made by voting members of the RHNA Policy Advisory Committee only.

Section 4. The chairperson and vice chairperson must be voting members of the RHNA Policy Advisory Committee.

Section 5. Nominations and election of the chairperson shall precede nominations and election of the vice chairperson. Voting shall be public.

Section 6. The chairperson shall preside at all meetings and may call special meetings when necessary.

Section 7. The vice chairperson shall perform the duties of the chairperson in the absence of the chairperson.

Section 8. A special election shall be called by the Board of Directors if the chairperson and/or vice chairperson is unable to serve.

Section 9. All officers shall service without compensation.

Section 10. The chairperson or vice chairperson may be removed from office at any time by a majority vote of those members present.

ARTICLE V STAFF SUPPORT

Section 1. The C/CAG Executive Director, C/CAG staff and contractors including the County Department of Housing, shall provide support to San Mateo County Sub Regional RHNA Process and all the established committees.

Section 2. The RHNA PAC shall have dealings with staff and contractors through the C/CAG Executive Director.

ARTICLE VI COMMITTEES/ STAKEHOLDER REVIEW

Section 1. The following standing committees have been established to assist in accomplishing the goals of the SAN MATEO COUNTY SUB REGIONAL RHNA PROCESS:

RHNA Technical Advisory Committee

RHNA Policy Advisory Committee

City Managers Association (Stakeholder)

City Councils and Board of Supervisors (Stakeholder)

Association of Bay Area Governments (Stakeholder)

Section 2. RHNA Technical Advisory Committee (RHNA TAC) - 21 Members - One member from each city and the County. Composed of senior staff technical experts in the field of housing and land use. Member agencies may flexibly assign different technical experts as a function of the subject being discussed. However, it is important that there be good communications between the different representatives such that issues do not need to be repeated or there are no conflicting positions from the representatives. Primary role is technical development of the issues and solutions. Committee also includes ex officio members from Transportation Agency and SamTrans.

Section 3. RHNA Policy Advisory Committee (RHNA PAC) - 21 Members - One member from each city and the County. Composed of elected officials. Primary role is to provide initial policy input to the process, review the RHNA TAC recommendations and adopt a policy consensus for transmittal to the cities and the County for ratification. Committee also includes ex officio members from Transportation Agency and SamTrans.

Section 4. City Managers Association - Monthly reports will be provided to the City Managers through the City Managers Association. This will allow ongoing input by the City Managers in the process. The final product will be presented to the City Managers for their recommendation to the RHNA PAC for approval of the final product. Primary role of top management is practical assessment of the issues and solutions.

Section 5. City Councils/ Board of Supervisors - Primary role is ratification of the RHNA Final Allocation prior to submittal to Association of Bay Area Governments (ABAG).

Section 6. Association of Bay Area Governments (ABAG) - Final approval of RHNA Final Allocation.

Section 7. An appeals process will be established by the RHNA PAC in conjunction with ABAG for those cities and the County that disagree with their established housing share.

ARTICLE VII MEETINGS

Section 1. The RHNA Policy Advisory shall establish by resolution the date, time, and place for regular RHNA PAC meetings

Section 2. All meetings of the RHNA PAC AND RHNA TAC shall be held in accordance with the Brown Act, Government Code section 54950 Ct seq.

Section 3. The RHNA PAC shall have such other meetings as are deemed necessary.

ARTICLE VIII CONDUCT OF BUSINESS

Section 1. A quorum shall consist of at least a majority of the voting members and shall be required for all meetings of the RHNA PAC.

Section 2. All decisions shall be by majority vote of those present.

Section 3. Final adoption of the housing shares needs to be by consensus since each city and the County can accept or reject their housing shares.

Section 4. Except as provided in these bylaws, or by a majority vote of those present, Roberts Rule of Order Revised shall constitute the parliamentary authority for the RHNA PAC.

ARTICLE IX OTHER MATTERS

Section 1. No member shall receive compensation or reimbursement from RHNA PAC or C/CAG for expenses incurred in attending any meeting or other function.

