

**POLICY ADVISORY COMMITTEE MEMBERSHIP****1. Membership**

- 1.1 Executive Committee: Six members to include a Board member from each subregion  
(South County, East County, North County Coastal, North County Inland, City of San Diego, County of San Diego).
  - 1.1.1 Alternates may be the second City of San Diego Board member or alternate, the second County of San Diego Board member or alternate, and alternates elected from each subregion who shall be primary members of the Board.
  - 1.1.2 Any Chair of any other Policy Advisory Committee (PAC) who is not otherwise a member of the Executive Committee shall serve as an advisory, non-voting member of the Executive Committee.
- 1.2 Transportation Committee: Ten members to include a Board member or alternate from each subregion, and a member of NCTD, MTS, the Airport Authority and San Diego Unified Port District appointed by the governing body of those agencies. There may be ten alternates chosen in the same manner.
- 1.3 Regional Planning Committee: Six members to include a Board member or alternate from each subregion. There may be six alternates chosen in the same manner.
- 1.4 Borders Committee: Seven members to include, a Board member or alternate from each subregion, and a mayor, council member, or supervisor from the County of Imperial. There may be seven alternates chosen in the same manner.
- 1.5 Audit Committee: Five voting members appointed by the Board of Directors. Two of the members shall be board members or alternates and three shall be members of the public. There may be alternates chosen as described in Board Policy No. 039: Audit Policy Advisory Committee and Audit Activities.
- 1.6 Public Safety Committee: Six members to include a Board member or alternate from each subregion. The six Associate Member organizations taking part in this committee shall have the following representation: two members from the Chiefs'/Sheriff's Management Committee, a member selected by the County Sheriff, a member representing the San Diego County District Attorney's Office, a member from regional Fire/Emergency Medical Services, and a member representing the City of San Diego Police Chief. In addition, there will be eight nonvoting Advisory Members selected as follows: two persons selected by the Federal Justice Agencies, one person selected from San Diego County Public Safety Group, a member of the Regional Homeland Security Committee, a member selected by the California Highway Patrol, one person selected by the Regional Transit Agencies, one person selected by the Department of Defense, and one representative of the Southern

California Tribal Chairmen's Association. There may be alternates chosen in the same manner.

## **2. Limitation on Committee Memberships**

No Board member or alternate may serve as the primary member of more than two PACs at any one time, except those Board members serving on the Audit Committee. Committee membership may be expanded by the Board.

## **3. Ex Officio Members**

A PAC may include ex officio members if appropriate to roles and responsibilities of the committee. The Board Chair, First Vice Chair, and Second Vice Chair may serve as ex officio members on any of the PACs. Unless otherwise stated in a Board Policy or Board action applicable to a particular committee, all ex officio members on SANDAG's Board or committees shall be nonvoting members.

## **4. Appointments for PACs Other Than the Audit Committee**

### 4.1 Public Agencies

4.1.1 The mayor and council of the City of San Diego and the governing body of each of the other member agencies will make their appointments to the Board annually by January 10, and when vacancies occur. Each member agency shall confirm the appointment of its primary and alternate Board members by sending a written letter to the SANDAG Clerk of the Board. All such appointments shall go into effect immediately following approval by the member agency's governing body.

4.1.2 The SANDAG Chair will provide notice requesting that Board members from each of the subregions appoint a Board member or alternate as authorized to serve as a primary member on each PAC and one or more to serve as an alternate to each PAC. At the time this notice is given, all primary and alternate Board members will be provided with an attendance record for all primary and alternate members currently serving on the Board or a PAC. Each subregion shall ensure that SANDAG staff is notified of the date, time and location for that subregion's meeting. After the meeting is set by the primary members of each subregion, SANDAG staff shall provide Board alternates from each subregion advance notice of the meeting. A majority of the primary members present at the subregion meeting shall make a selection. An alternate member may vote in the absence of the primary member. The Chair shall be sent a letter from the subregion's representatives informing him/her of the names of the persons who have been selected for appointment to each PAC. Appointments will be made by January 31 or as vacancies occur. Appointments shall go into effect immediately upon approval by the subregion.

### 4.2 Associate Members

In addition to the members appointed pursuant to Section 4.1, the Public Safety Committees shall have voting members appointed from the organizations listed below by their respective appointing authorities by January 31 of each year:

- 4.2.1 Chiefs'/Sheriff's Management Committee – 2 voting members
- 4.2.2 County Sheriff – 1 voting member
- 4.2.3 San Diego County District Attorney's Office – 1 voting member
- 4.2.4 Regional Fire/Emergency Medical Services – 1 voting member
- 4.2.5 City of San Diego Police Chief – 1 voting member

4.3 Advisory Members

In addition to the voting members appointed pursuant to Sections 4.1 and 4.2, the Public Safety Policy Advisory Committee shall have the following nonvoting members appointed from the following organizations by their respective appointing authorities by January 31 of each year:

- 4.3.1 County of San Diego Public Safety Group – 1 advisory member
- 4.3.2 Federal Justice Agencies (Seat A rotates between the U.S. Attorney's Office, Transportation Security Administration, and U.S. Customs and Border Protection and Seat B rotates between the Federal Bureau of Investigation, Drug Enforcement Administration, and the U.S. Marshal) – 2 advisory members
- 4.3.3 Regional Homeland Security Committee (primary seat rotates between City of San Diego's Office of Emergency Services and County of San Diego's Office of Emergency Services) – 1 advisory member
- 4.3.4 California Highway Patrol – 1 advisory member
- 4.3.5 Regional Transit Agencies (primary seat rotates between MTS and NCTD) – 1 advisory member
- 4.3.6 Department of Defense (primary seat rotates between Navy Region Southwest and U.S. Marine Corps) – 1 advisory member
- 4.3.7 Southern California Tribal Chairmen's Association – 1 advisory member.

4.4 Failure to Appoint

If any subregion fails to make an annual appointment to a PAC by January 31 or within three weeks of mailing of the notice to proceed to appoint to fill a vacancy, the Chair of SANDAG shall make the appointment. If any organization referred to in Sections 4.1, 4.2 or 4.3 fails to make an appointment to the Public Safety Policy Advisory Committee, the current representative shall continue to serve until a replacement appointment is made by his/her organization.

**5. Vacancies**

Vacancies on PACs shall be filled as they occur in the same manner as appointments.

**6. Chair/Vice Chair**

The Chair and Vice Chair of the PACs, other than the Executive Committee and Audit Committee, shall be appointed by the Board Chair in February or as vacancies occur. The officers of the PACs (except for the Executive Committee, whose officers are dictated by the

Bylaws, and the Audit Committee, whose officers are dictated in Board Policy No. 039) can be primary or alternate members of the Board but must be primary members of the PAC they will chair. The appointments shall go into effect immediately unless otherwise directed by the Board Chair.

The Board Chair shall serve as the Chair of the Executive Committee. The First Vice Chair of the Board shall serve as the First Vice Chair of the Executive Committee. The Second Vice Chair of the Board shall serve as the Second Vice Chair of the Executive Committee.

## **7. Attendance**

- 7.1 Primary and alternate members are strongly encouraged to attend all Committee meetings. Roll call shall be taken by the Chair at the beginning of the meeting to determine the voting members present at that time. The voting members shall be seated collectively in order for the public to recognize them as such. Other nonvoting alternates in attendance may participate in Committee discussion but shall not be authorized to act on any item.
- 7.2 Board alternates selected to chair a Policy Advisory Committee are strongly encouraged to attend all Board meetings to represent their committee and provide information to the Board concerning actions taken at the committee meetings.
- 7.3 If an organization with voting rights or a subregion is unrepresented at three Committee meetings during the term described in Section 4 of this Policy, a letter will be sent to the applicable appointing body or group, as well as to the Chair and Vice Chair of the Committee concerning the absences.
- 7.4 In order to ensure a quorum, full participation, fairness, and comprehensive knowledge of the items discussed at SANDAG meetings, members who are eligible for compensation for attendance at a SANDAG meeting must be present for at least 1/2 of the time set for the meeting or the duration of the meeting, whichever is less, in order to be eligible for compensation in accordance with Article III, Section 5 of the Bylaws.

## **8. Compensation**

Primary and alternate members of the PACs will be compensated \$100 per meeting attended subject to the limitations on number of meetings per month set forth in the SANDAG Bylaws.

## **9. Meetings**

PAC meetings should normally be held on Fridays or when called by the committee Chair. Parliamentary procedure at all meetings shall be governed by Roberts Rules of Order, Newly Revised.

Adopted January 2003  
Amended December 2003  
Amended November 2004  
Amended December 2005  
Amended December 2006  
Amended July 2007  
Amended November 2010  
Amended March 2014  
Amended September 2014  
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