

Ventura County City Managers' Group

How We Operate

Adopted September 15, 2011

Over a period of several decades, the incorporated cities and the County of Ventura which comprise the Ventura County City Managers' Group ("the Group") have been assisting the California League of Cities, the International City/County Manager's Association, other outside professional groups, and each other, with issues related to local governance. During this time, the Managers have developed norms and traditions that have helped to promote the effectiveness of the Group.

In the summer of 2011, the members of the Group decided to document these norms and traditions to assist new members and others in understanding how we operate.

- I. Membership, Voting, and Dues
 - a. There are two classes of Membership: Full Membership and Ex-Officio. Full Membership allows for Members to vote on matters brought before the Group. Ex-Officio Members have no voting rights.
 - b. A Full Member may appoint a designee to cast a vote in his/her stead.
 - c. Full Members are all City Managers, Interim City Managers, and Acting City Managers in Ventura County and the County Chief Executive Officer.
 - d. The Ex-Officio Member is the Executive Director of the Ventura County Transportation Commission/Ventura Council of Governments.
 - e. All Members, Full and Ex-Officio, pay the annual dues as approved by the Full Members and as invoiced by the Chair.

- II. Meetings, Quorum and Attendance
 - a. An annual meeting calendar is proposed each July by the newly elected Chair and approved by the Group.
 - b. Regular Meetings of the Group are held the third Thursday of each month at the Camarillo Police Station (Sheriff's Substation), 3701 Las Posas Road, Camarillo, from 12:00 PM to 1:30 PM.
 - c. Generally, the Group does not meet in August, and the December meeting is held in conjunction with MMASC's Holiday Luncheon.

- d. A quorum for voting purposes is a majority of seated Full Members, or Full Members' designees, in attendance. A meeting may proceed without a quorum, but no voting may take place.
- e. Meetings may be attended by Assistants and others at the discretion of each Assistant's/other's City Manager and as the subject matter warrants (for example, if the Group holds a technical discussion on storm water runoff, a Manager may feel the need to bring a highly knowledgeable staff member to assist in the discussion or to advise the Manager).
- f. All members are encouraged to attend on a regular basis, or send an Assistant or other representative for the purposes of fostering communication amongst the Members and their agencies.
- g. The section of the Meeting reserved for "County/City Managers Only" is normally held for the free discussion of sensitive matters among the Full Members. An Assistant may also attend this section of the Meeting at the discretion of their City Manager/CEO. The Group may approve exceptions as the topic of the discussion necessitates.
- h. Presentations regarding projects, organizations, non-profits, etc., that are primarily informational or promotional, shall not be placed on the Agenda without approval by the Full Members at a prior meeting.
- i. Representatives from League of California Cities, the ICMA Range Rider Program, and Cal-ICMA, and the Executive Director of VCTC/VCOG are regularly agendized to provide information to the Group.

III. Duties of the Chair and Vice-Chair

- a. The Chair drafts the monthly and special meeting agendas and circulates the draft Agenda to the Members and their staffs as necessary approximately one week prior to the meeting to solicit comments and additions to the Agenda.
- b. The Chair distributes the final Agenda and Meeting Minutes (currently provided by the City of Simi Valley) a day or two before the meeting to the Members and their staffs.
- c. The Chair proposes the amount of the annual dues to be paid by the Members based on the accounting provided by the Immediate Past Chair. Once approved by the Full Members, the Chair sends out an invoice to all Members. All Members are expected to pay the invoice promptly. The Chair keeps the account as a fiduciary account of their agency and provides a final accounting in early July to the incoming Chair. Once the invoice(s) for June have been paid, the Immediate Past Chair provides the new Chair with a check or wire transfer representing the balance of the account.
- d. The Chair orders the food for the luncheon from the caterer, and timely pays the caterer.

- e. The Chair orders recognition gifts for departing and retiring Members (check with the Immediate Past Chair or other Past Chair for gift suggestions).
- f. The Chair is the designated Area Representative to the League of California Cities' City Managers Department and is expected to regularly attend in-person and telephonic meetings of the City Managers Executive Committee. If the Chair is the County CEO, then the Area Representative will be the Vice-Chair. If the Vice-Chair is unable to fulfill this duty, then the Group will appoint another Full Member.
- g. The Chair is the keeper of the official records of the Group and keeps copies of all meeting agendas and minutes, and all records related to financial transactions.
- h. The Vice-Chair presides over meetings of the Group in the absence of the Chair and distribute the Agenda if the Chair is unable to do so.

IV. Leadership Succession

- a. Election of the Chair and Vice-Chair normally occur on or before the June meeting.
- b. Under normal circumstances, the Vice-Chair will ascend to the Chair position upon a vote of the Full Members.
- c. Under normal circumstances, the Full Member with the most seniority to not have previously served as Vice-Chair will be nominated as Vice-Chair and elected to the position upon a vote of the Full Members.