



COUNTY OF SANTA CRUZ

PERSONNEL DEPARTMENT

EQUAL EMPLOYMENT OPPORTUNITY COMMISSION

701 OCEAN STREET, SUITE 510, SANTA CRUZ, CA 95060-4073

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AJITA PATEL, PERSONNEL DIRECTOR

EQUAL EMPLOYMENT OPPORTUNITY COMMISSION MEETING AGENDA

NOTICE OF PUBLIC MEETING

Date: **Tuesday, July 16, 2024**
Time: **6:00 PM**
Location: **Watsonville City Council Chambers**
275 Main Street, 4th Floor, Watsonville, CA 95076

A meeting of the County of Santa Cruz Equal Employment Opportunity Commission has been set for July 16, 2024, at the Watsonville City Council Chambers at 275 Main Street, Fourth Floor, Watsonville, California. Oral reports for ongoing Equal Employment Opportunity Commission business are included for information purposes only. Written reports, if any, are available upon request. All items are subject to continuance. No notice of rescheduled meeting dates is mailed.

The Commission will receive Oral Communications before discussion of the scheduled action items; however, in compliance with the Brown Act, no discussion or decisions will be made on matters raised during Oral Communications. Any person may address the Commission on any item of interest to the public, before or during the Commission's consideration of the item, restricted to three minutes per individual, provided that no action shall be taken on any item not appearing on the agenda.

The County of Santa Cruz does not discriminate on the basis of disability, and no person shall, by reason of a disability, be denied the benefits of its services, programs or activities. If you are a person with a disability and require assistance in order to participate in the meeting, please contact Mitsuno Baurmeister at (831) 454-2935 (TTY/TDD 711 California Relay Service) at least 48 hours in advance of the meeting to make arrangements. Persons with disabilities may request a copy of the agenda in an alternative format.

EQUAL EMPLOYMENT OPPORTUNITY COMMISSION

Public Meeting

Watsonville City Council Chambers
4th Floor, 275 Main Street, Watsonville, CA 95076
July 16, 2024, 6:00 PM

Agenda

- I. Roll Call
- II. Agenda Review
- III. Public Comment
Members of the public may address the Commission on items not on the agenda for a maximum of three minutes each.
- IV. New/Ongoing Business/Action Items
 - A. Approve April 2024 Meeting Minutes
 - B. Consider conducting future meetings with Rosenberg's Rules of Order instead of Robert's Rules of Order
 - C. Consider Proposed Revisions to EEOC Bylaws
 - D. Consider providing input on Draft 2025-2027 EEO/Cultural Responsiveness Plan
- V. Reports:
 - A. Staff Report
 - a. Workforce Statistics June 30, 2024
 - b. Administrative Review Update
 - c. Data & Equity Group Update
 - d. Current/Pending Recruitments
 - e. EEO/ADA Update
 - f. 2022-2024 EEO/CC Plan Implementation Progress
 - g. Diversity, Equity & Inclusion Survey Status
 - B. Commissioners' Reports
- VII. Announcements
- VIII. Adjournment

Next Meeting will be held on Wednesday, October 16, 2024 at 5:30 PM in Santa Cruz



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EEO COMMISSION MEETING MINUTES

April 17, 2024, 5:30 p.m.

Location: 701 Ocean Street, Board Chambers
Present: Patrick Garcia (1st District), Deena Pais (1st District), Patrice Edwards (2nd District), Joy Flynn (3rd District), Isabel Alvarado Dees (4th District), Carol Turley (Chair, 4th District),
Excused: Jeff Ursino (2nd District), Nancy Gordon (5th District), Dawn Harker (5th District)
Unexcused Absence: None
Staff Present: Mitsuno Baurmeister (*EEO Officer*); Kaite McGrew (*Commissions Manager*)
Guests/Public: None

- I. **Roll Call** – Quorum present. Meeting called to order at 5:45 p.m. by Chair Turley.
- II. **Agenda Review** – Chair Turley re-ordered the agenda to start with Section V. Reports, pending quorum.
- III. **Public comment** - None
- IV. **Business/Action Items**
 - A. Approve January 2024 Minutes
Motion/Second: Garcia/Dees
Aye: Garcia, Pais, Edwards, Flynn, Dees, Turley; Nay: None; Abstain: None
Motion passed.
 - B. Election of Officers
Motion to elect Isabel Alvarado Dees as Chair
Motion/Second: Turley/Garcia
Aye: Garcia, Pais, Edwards, Flynn, Dees, Turley; Nay: None; Abstain: None
Motion passed.

Motion to elect Joy Flynn as Vice Chair
Motion/Second: Turley/Pais
Aye: Garcia, Pais, Edwards, Flynn, Dees, Turley; Nay: None; Abstain: None
Motion passed.
 - C. Consider holding October 2024 meeting in South County.

Commissioners discussed preference to hold the July meeting in South County, and adjust the start time to 6:00 p.m.

Motion to approve holding the July 2024 EEO Commission Meeting in an accessible South County Location to be determined by staff; starting at 6:00 p.m.

Motion/Second: Flynn/Dees

Aye: Garcia, Pais, Edwards, Flynn, Dees, Turley; Nay: None; Abstain: None

Motion passed.

F. Consider Revised Bylaws

McGrew reviewed draft of proposed changes. Commissioners requested additional information on the differences between Robert's Rules of Order and Rosenberg's Rules of Order before finalizing revisions to the Bylaws. Item tabled to the July meeting.

V. Reports

A. Staff Report

- a. Baurmeister reported on the County Workforce Statistics as of March 31, 2024:
60% women (14% over market availability)
55% people of color (20% over market availability)
Current workforce: 2,507; Same time previous year: 2,337

b. Administrative Review

- i. Underutilization of Women:
1. Information Services -17% (last quarter -18%)
2. Public Works -21% (last quarter -20%)
ii. Underutilization of People of Color: None

NOTE: Agricultural Commissioner -8% (last quarter -11%) – removed from Admin Review for underutilization of women.

c. Equity & Data Group Update

The Equity & Data Group continues to support departments with disaggregating data to support 2023-2025 operational strategic goals with an equity focus. Received grant from Annie E. Casey Foundation to create 5 Equity Videos to highlight equity work in County Departments.

d. Current and Pending Recruitments:

Commission reviewed current open positions.

e. EEO Complaints and Reasonable Accommodation Requests

Commission received an overview of EEO complaints and reasonable accommodation requests during the prior quarter.

f. EEO/Cultural Competence Plan Follow Up

EEO Division Staff and CAO Analysts met with each department's leadership to review EEO/CC Plan commitments and progress toward implementation. Updates to be posted on the EEO section of the County's Personnel web page. 2025-2027 EEO/Cultural Responsiveness Plan Draft to be reviewed by the Commission at the July 2024 meeting.

g. Diversity, Equity, and Inclusion (DEI) Employee Survey

Next DEI employee survey being developed to implement in 2024.

VI. Chair and Commissioners Reports: None.

VII. Announcements: Flynn shared information about the Santa Cruz Black Film Series currently underway; Pais reported on an upcoming Santa Cruz Black community education event regarding Historically Black Colleges and Universities (HBCUs).

VIII. Adjournment

Meeting adjourned at 6:47 p.m.

Submitted by Mitsuno Baurmeister, EEO Officer



Rosenberg's Rules of Order

REVISED 2011

Simple Rules of Parliamentary Procedure for the 21st Century

By Judge Dave Rosenberg



MISSION AND CORE BELIEFS

To expand and protect local control for cities through education and advocacy to enhance the quality of life for all Californians.

VISION

To be recognized and respected as the leading advocate for the common interests of California's cities.

About the League of California Cities

Established in 1898, the League of California Cities is a member organization that represents California's incorporated cities. The League strives to protect the local authority and autonomy of city government and help California's cities effectively serve their residents. In addition to advocating on cities' behalf at the state capitol, the League provides its members with professional development programs and information resources, conducts education conferences and research, and publishes Western City magazine.

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ABOUT THE AUTHOR

Dave Rosenberg is a Superior Court Judge in Yolo County. He has served as presiding judge of his court, and as presiding judge of the Superior Court Appellate Division. He also has served as chair of the Trial Court Presiding Judges Advisory Committee (the committee composed of all 58 California presiding judges) and as an advisory member of the California Judicial Council. Prior to his appointment to the bench, Rosenberg was member of the Yolo County Board of Supervisors, where he served two terms as chair. Rosenberg also served on the Davis City Council, including two terms as mayor. He has served on the senior staff of two governors, and worked for 19 years in private law practice. Rosenberg has served as a member and chair of numerous state, regional and local boards. Rosenberg chaired the California State Lottery Commission, the California Victim Compensation and Government Claims Board, the Yolo-Solano Air Quality Management District, the Yolo County Economic Development Commission, and the Yolo County Criminal Justice Cabinet. For many years, he has taught classes on parliamentary procedure and has served as parliamentarian for large and small bodies.



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INTRODUCTION

The rules of procedure at meetings should be simple enough for most people to understand. Unfortunately, that has not always been the case. Virtually all clubs, associations, boards, councils and bodies follow a set of rules — *Robert's Rules of Order* — which are embodied in a small, but complex, book. Virtually no one I know has actually read this book cover to cover. Worse yet, the book was written for another time and for another purpose. If one is chairing or running a parliament, then *Robert's Rules of Order* is a dandy and quite useful handbook for procedure in that complex setting. On the other hand, if one is running a meeting of say, a five-member body with a few members of the public in attendance, a simplified version of the rules of parliamentary procedure is in order.

Hence, the birth of *Rosenberg's Rules of Order*.

What follows is my version of the rules of parliamentary procedure, based on my decades of experience chairing meetings in state and local government. These rules have been simplified for the smaller bodies we chair or in which we participate, slimmed down for the 21st Century, yet retaining the basic tenets of order to which we have grown accustomed. Interestingly enough, *Rosenberg's Rules* has found a welcoming audience. Hundreds of cities, counties, special districts, committees, boards, commissions, neighborhood associations and private corporations and companies have adopted *Rosenberg's Rules* in lieu of *Robert's Rules* because they have found them practical, logical, simple, easy to learn and user friendly.

This treatise on modern parliamentary procedure is built on a foundation supported by the following four pillars:

1. **Rules should establish order.** The first purpose of rules of parliamentary procedure is to establish a framework for the orderly conduct of meetings.
2. **Rules should be clear.** Simple rules lead to wider understanding and participation. Complex rules create two classes: those who understand and participate; and those who do not fully understand and do not fully participate.
3. **Rules should be user friendly.** That is, the rules must be simple enough that the public is invited into the body and feels that it has participated in the process.
4. **Rules should enforce the will of the majority while protecting the rights of the minority.** The ultimate purpose of rules of procedure is to encourage discussion and to facilitate decision making by the body. In a democracy, majority rules. The rules must enable the majority to express itself and fashion a result, while permitting the minority to also express itself, but not dominate, while fully participating in the process.

Establishing a Quorum

The starting point for a meeting is the establishment of a quorum. A quorum is defined as the minimum number of members of the body who must be present at a meeting for business to be legally transacted. The default rule is that a quorum is one more than half the body. For example, in a five-member body a quorum is three. When the body has three members present, it can legally transact business. If the body has less than a quorum of members present, it cannot legally transact business. And even if the body has a quorum to begin the meeting, the body can lose the quorum during the meeting when a member departs (or even when a member leaves the dais). When that occurs the body loses its ability to transact business until and unless a quorum is reestablished.

The default rule, identified above, however, gives way to a specific rule of the body that establishes a quorum. For example, the rules of a particular five-member body may indicate that a quorum is four members for that particular body. The body must follow the rules it has established for its quorum. In the absence of such a specific rule, the quorum is one more than half the members of the body.

The Role of the Chair

While all members of the body should know and understand the rules of parliamentary procedure, it is the chair of the body who is charged with applying the rules of conduct of the meeting. The chair should be well versed in those rules. For all intents and purposes, the chair makes the final ruling on the rules every time the chair states an action. In fact, all decisions by the chair are final unless overruled by the body itself.

Since the chair runs the conduct of the meeting, it is usual courtesy for the chair to play a less active role in the debate and discussion than other members of the body. This does not mean that the chair should not participate in the debate or discussion. To the contrary, as a member of the body, the chair has the full right to participate in the debate, discussion and decision-making of the body. What the chair should do, however, is strive to be the last to speak at the discussion and debate stage. The chair should not make or second a motion unless the chair is convinced that no other member of the body will do so at that point in time.

The Basic Format for an Agenda Item Discussion

Formal meetings normally have a written, often published agenda. Informal meetings may have only an oral or understood agenda. In either case, the meeting is governed by the agenda and the agenda constitutes the body's agreed-upon roadmap for the meeting. Each agenda item can be handled by the chair in the following basic format:

First, the chair should clearly announce the agenda item number and should clearly state what the agenda item subject is. The chair should then announce the format (which follows) that will be followed in considering the agenda item.

Second, following that agenda format, the chair should invite the appropriate person or persons to report on the item, including any recommendation that they might have. The appropriate person or persons may be the chair, a member of the body, a staff person, or a committee chair charged with providing input on the agenda item.

Third, the chair should ask members of the body if they have any technical questions of clarification. At this point, members of the body may ask clarifying questions to the person or persons who reported on the item, and that person or persons should be given time to respond.

Fourth, the chair should invite public comments, or if appropriate at a formal meeting, should open the public meeting for public input. If numerous members of the public indicate a desire to speak to the subject, the chair may limit the time of public speakers. At the conclusion of the public comments, the chair should announce that public input has concluded (or the public hearing, as the case may be, is closed).

Fifth, the chair should invite a motion. The chair should announce the name of the member of the body who makes the motion.

Sixth, the chair should determine if any member of the body wishes to second the motion. The chair should announce the name of the member of the body who seconds the motion. It is normally good practice for a motion to require a second before proceeding to ensure that it is not just one member of the body who is interested in a particular approach. However, a second is not an absolute requirement, and the chair can proceed with consideration and vote on a motion even when there is no second. This is a matter left to the discretion of the chair.

Seventh, if the motion is made and seconded, the chair should make sure everyone understands the motion.

This is done in one of three ways:

1. The chair can ask the maker of the motion to repeat it;
2. The chair can repeat the motion; or
3. The chair can ask the secretary or the clerk of the body to repeat the motion.

Eighth, the chair should now invite discussion of the motion by the body. If there is no desired discussion, or after the discussion has ended, the chair should announce that the body will vote on the motion. If there has been no discussion or very brief discussion, then the vote on the motion should proceed immediately and there is no need to repeat the motion. If there has been substantial discussion, then it is normally best to make sure everyone understands the motion by repeating it.

Ninth, the chair takes a vote. Simply asking for the “ayes” and then asking for the “nays” normally does this. If members of the body do not vote, then they “abstain.” Unless the rules of the body provide otherwise (or unless a super majority is required as delineated later in these rules), then a simple majority (as defined in law or the rules of the body as delineated later in these rules) determines whether the motion passes or is defeated.

Tenth, the chair should announce the result of the vote and what action (if any) the body has taken. In announcing the result, the chair should indicate the names of the members of the body, if any, who voted in the minority on the motion. This announcement might take the following form: “The motion passes by a vote of 3-2, with Smith and Jones dissenting. We have passed the motion requiring a 10-day notice for all future meetings of this body.”

Motions in General

Motions are the vehicles for decision making by a body. It is usually best to have a motion before the body prior to commencing discussion of an agenda item. This helps the body focus.

Motions are made in a simple two-step process. First, the chair should recognize the member of the body. Second, the member of the body makes a motion by preceding the member’s desired approach with the words “I move ...”

A typical motion might be: “I move that we give a 10-day notice in the future for all our meetings.”

The chair usually initiates the motion in one of three ways:

1. **Inviting the members of the body to make a motion**, for example, “A motion at this time would be in order.”
2. **Suggesting a motion to the members of the body**, “A motion would be in order that we give a 10-day notice in the future for all our meetings.”
3. **Making the motion**. As noted, the chair has every right as a member of the body to make a motion, but should normally do so only if the chair wishes to make a motion on an item but is convinced that no other member of the body is willing to step forward to do so at a particular time.

The Three Basic Motions

There are three motions that are the most common and recur often at meetings:

The basic motion. The basic motion is the one that puts forward a decision for the body’s consideration. A basic motion might be: “I move that we create a five-member committee to plan and put on our annual fundraiser.”

The motion to amend. If a member wants to change a basic motion that is before the body, they would move to amend it. A motion to amend might be: “I move that we amend the motion to have a 10-member committee.” A motion to amend takes the basic motion that is before the body and seeks to change it in some way.

The substitute motion. If a member wants to completely do away with the basic motion that is before the body, and put a new motion before the body, they would move a substitute motion. A substitute motion might be: “I move a substitute motion that we cancel the annual fundraiser this year.”

“Motions to amend” and “substitute motions” are often confused, but they are quite different, and their effect (if passed) is quite different. A motion to amend seeks to retain the basic motion on the floor, but modify it in some way. A substitute motion seeks to throw out the basic motion on the floor, and substitute a new and different motion for it. The decision as to whether a motion is really a “motion to amend” or a “substitute motion” is left to the chair. So if a member makes what that member calls a “motion to amend,” but the chair determines that it is really a “substitute motion,” then the chair’s designation governs.

A “friendly amendment” is a practical parliamentary tool that is simple, informal, saves time and avoids bogging a meeting down with numerous formal motions. It works in the following way: In the discussion on a pending motion, it may appear that a change to the motion is desirable or may win support for the motion from some members. When that happens, a member who has the floor may simply say, “I want to suggest a friendly amendment to the motion.” The member suggests the friendly amendment, and if the maker and the person who seconded the motion pending on the floor accepts the friendly amendment, that now becomes the pending motion on the floor. If either the maker or the person who seconded rejects the proposed friendly amendment, then the proposer can formally move to amend.

Multiple Motions Before the Body

There can be up to three motions on the floor at the same time. The chair can reject a fourth motion until the chair has dealt with the three that are on the floor and has resolved them. This rule has practical value. More than three motions on the floor at any given time is confusing and unwieldy for almost everyone, including the chair.

When there are two or three motions on the floor (after motions and seconds) at the same time, the vote should proceed *first* on the *last* motion that is made. For example, assume the first motion is a basic “motion to have a five-member committee to plan and put on our annual fundraiser.” During the discussion of this motion, a member might make a second motion to “amend the main motion to have a 10-member committee, not a five-member committee to plan and put on our annual fundraiser.” And perhaps, during that discussion, a member makes yet a third motion as a “substitute motion that we not have an annual fundraiser this year.” The proper procedure would be as follows:

First, the chair would deal with the *third* (the last) motion on the floor, the substitute motion. After discussion and debate, a vote would be taken first on the third motion. If the substitute motion *passed*, it would be a substitute for the basic motion and would eliminate it. The first motion would be moot, as would the second motion (which sought to amend the first motion), and the action on the agenda item would be completed on the passage by the body of the third motion (the substitute motion). No vote would be taken on the first or second motions.

Second, if the substitute motion *failed*, the chair would then deal with the second (now the last) motion on the floor, the motion to amend. The discussion and debate would focus strictly on the amendment (should the committee be five or 10 members). If the motion to amend *passed*, the chair would then move to consider the main motion (the first motion) as *amended*. If the motion to amend *failed*, the chair would then move to consider the main motion (the first motion) in its original format, not amended.

Third, the chair would now deal with the first motion that was placed on the floor. The original motion would either be in its original format (five-member committee), or if *amended*, would be in its amended format (10-member committee). The question on the floor for discussion and decision would be whether a committee should plan and put on the annual fundraiser.

To Debate or Not to Debate

The basic rule of motions is that they are subject to discussion and debate. Accordingly, basic motions, motions to amend, and substitute motions are all eligible, each in their turn, for full discussion before and by the body. The debate can continue as long as members of the body wish to discuss an item, subject to the decision of the chair that it is time to move on and take action.

There are exceptions to the general rule of free and open debate on motions. The exceptions all apply when there is a desire of the body to move on. The following motions are not debatable (that is, when the following motions are made and seconded, the chair must immediately call for a vote of the body without debate on the motion):

Motion to adjourn. This motion, if passed, requires the body to immediately adjourn to its next regularly scheduled meeting. It requires a simple majority vote.

Motion to recess. This motion, if passed, requires the body to immediately take a recess. Normally, the chair determines the length of the recess which may be a few minutes or an hour. It requires a simple majority vote.

Motion to fix the time to adjourn. This motion, if passed, requires the body to adjourn the meeting at the specific time set in the motion. For example, the motion might be: “I move we adjourn this meeting at midnight.” It requires a simple majority vote.

Motion to table. This motion, if passed, requires discussion of the agenda item to be halted and the agenda item to be placed on “hold.” The motion can contain a specific time in which the item can come back to the body. “I move we table this item until our regular meeting in October.” Or the motion can contain no specific time for the return of the item, in which case a motion to take the item off the table and bring it back to the body will have to be taken at a future meeting. A motion to table an item (or to bring it back to the body) requires a simple majority vote.

Motion to limit debate. The most common form of this motion is to say, “I move the previous question” or “I move the question” or “I call the question” or sometimes someone simply shouts out “question.” As a practical matter, when a member calls out one of these phrases, the chair can expedite matters by treating it as a “request” rather than as a formal motion. The chair can simply inquire of the body, “any further discussion?” If no one wishes to have further discussion, then the chair can go right to the pending motion that is on the floor. However, if even one person wishes to discuss the pending motion further, then at that point, the chair should treat the call for the “question” as a formal motion, and proceed to it.

When a member of the body makes such a motion (“I move the previous question”), the member is really saying: “I’ve had enough debate. Let’s get on with the vote.” When such a motion is made, the chair should ask for a second, stop debate, and vote on the motion to limit debate. The motion to limit debate requires a two-thirds vote of the body.

NOTE: A motion to limit debate could include a time limit. For example: “I move we limit debate on this agenda item to 15 minutes.” Even in this format, the motion to limit debate requires a two-thirds vote of the body. A similar motion is a *motion to object to consideration of an item*. This motion is not debatable, and if passed, precludes the body from even considering an item on the agenda. It also requires a two-thirds vote.

Majority and Super Majority Votes

In a democracy, a simple majority vote determines a question. A tie vote means the motion fails. So in a seven-member body, a vote of 4-3 passes the motion. A vote of 3-3 with one abstention means the motion fails. If one member is absent and the vote is 3-3, the motion still fails.

All motions require a simple majority, but there are a few exceptions. The exceptions come up when the body is taking an action which effectively cuts off the ability of a minority of the body to take an action or discuss an item. These extraordinary motions require a two-thirds majority (a super majority) to pass:

Motion to limit debate. Whether a member says, “I move the previous question,” or “I move the question,” or “I call the question,” or “I move to limit debate,” it all amounts to an attempt to cut off the ability of the minority to discuss an item, and it requires a two-thirds vote to pass.

Motion to close nominations. When choosing officers of the body (such as the chair), nominations are in order either from a nominating committee or from the floor of the body. A motion to close nominations effectively cuts off the right of the minority to nominate officers and it requires a two-thirds vote to pass.

Motion to object to the consideration of a question. Normally, such a motion is unnecessary since the objectionable item can be tabled or defeated straight up. However, when members of a body do not even want an item on the agenda to be considered, then such a motion is in order. It is not debatable, and it requires a two-thirds vote to pass.

Motion to suspend the rules. This motion is debatable, but requires a two-thirds vote to pass. If the body has its own rules of order, conduct or procedure, this motion allows the body to suspend the rules for a particular purpose. For example, the body (a private club) might have a rule prohibiting the attendance at meetings by non-club members. A motion to suspend the rules would be in order to allow a non-club member to attend a meeting of the club on a particular date or on a particular agenda item.

Counting Votes

The matter of counting votes starts simple, but can become complicated.

Usually, it’s pretty easy to determine whether a particular motion passed or whether it was defeated. If a simple majority vote is needed to pass a motion, then one vote more than 50 percent of the body is required. For example, in a five-member body, if the vote is three in favor and two opposed, the motion passes. If it is two in favor and three opposed, the motion is defeated.

If a two-thirds majority vote is needed to pass a motion, then how many affirmative votes are required? The simple rule of thumb is to count the “no” votes and double that count to determine how many “yes” votes are needed to pass a particular motion. For example, in a seven-member body, if two members vote “no” then the “yes” vote of at least four members is required to achieve a two-thirds majority vote to pass the motion.

What about tie votes? In the event of a tie, the motion always fails since an affirmative vote is required to pass any motion. For example, in a five-member body, if the vote is two in favor and two opposed, with one member absent, the motion is defeated.

Vote counting starts to become complicated when members vote “abstain” or in the case of a written ballot, cast a blank (or unreadable) ballot. Do these votes count, and if so, how does one count them? The starting point is always to check the statutes.

In California, for example, for an action of a board of supervisors to be valid and binding, the action must be approved by a majority of the board. (California Government Code Section 25005.) Typically, this means three of the five members of the board must vote affirmatively in favor of the action. A vote of 2-1 would not be sufficient. A vote of 3-0 with two abstentions would be sufficient. In general law cities in

California, as another example, resolutions or orders for the payment of money and all ordinances require a recorded vote of the total members of the city council. (California Government Code Section 36936.) Cities with charters may prescribe their own vote requirements. Local elected officials are always well-advised to consult with their local agency counsel on how state law may affect the vote count.

After consulting state statutes, step number two is to check the rules of the body. If the rules of the body say that you count votes of “those present” then you treat abstentions one way. However, if the rules of the body say that you count the votes of those “present and voting,” then you treat abstentions a different way. And if the rules of the body are silent on the subject, then the general rule of thumb (and default rule) is that you count all votes that are “present and voting.”

Accordingly, under the “present and voting” system, you would **NOT** count abstention votes on the motion. Members who abstain are counted for purposes of determining quorum (they are “present”), but you treat the abstention votes on the motion as if they did not exist (they are not “voting”). On the other hand, if the rules of the body specifically say that you count votes of those “present” then you **DO** count abstention votes both in establishing the quorum and on the motion. In this event, the abstention votes act just like “no” votes.

How does this work in practice?

Here are a few examples.

Assume that a five-member city council is voting on a motion that requires a simple majority vote to pass, and assume further that the body has no specific rule on counting votes. Accordingly, the default rule kicks in and we count all votes of members that are “present and voting.” If the vote on the motion is 3-2, the motion passes. If the motion is 2-2 with one abstention, the motion fails.

Assume a five-member city council voting on a motion that requires a two-thirds majority vote to pass, and further assume that the body has no specific rule on counting votes. Again, the default rule applies. If the vote is 3-2, the motion fails for lack of a two-thirds majority. If the vote is 4-1, the motion passes with a clear two-thirds majority. A vote of three “yes,” one “no” and one “abstain” also results in passage of the motion. Once again, the abstention is counted only for the purpose of determining quorum, but on the actual vote on the motion, it is as if the abstention vote never existed — so an effective 3-1 vote is clearly a two-thirds majority vote.

Now, change the scenario slightly. Assume the same five-member city council voting on a motion that requires a two-thirds majority vote to pass, but now assume that the body **DOES** have a specific rule requiring a two-thirds vote of members “present.” Under this specific rule, we must count the members present not only for quorum but also for the motion. In this scenario, any abstention has the same force and effect as if it were a “no” vote. Accordingly, if the votes were three “yes,” one “no” and one “abstain,” then the motion fails. The abstention in this case is treated like a “no” vote and effective vote of 3-2 is not enough to pass two-thirds majority muster.

Now, exactly how does a member cast an “abstention” vote?

Any time a member votes “abstain” or says, “I abstain,” that is an abstention. However, if a member votes “present” that is also treated as an abstention (the member is essentially saying, “Count me for purposes of a quorum, but my vote on the issue is abstain.”) In fact, any manifestation of intention not to vote either “yes” or “no” on the pending motion may be treated by the chair as an abstention. If written ballots are cast, a blank or unreadable ballot is counted as an abstention as well.

Can a member vote “absent” or “count me as absent?” Interesting question. The ruling on this is up to the chair. The better approach is for the chair to count this as if the member had left his/her chair and is actually “absent.” That, of course, affects the quorum. However, the chair may also treat this as a vote to abstain, particularly if the person does not actually leave the dais.

The Motion to Reconsider

There is a special and unique motion that requires a bit of explanation all by itself; the motion to reconsider. A tenet of parliamentary procedure is finality. After vigorous discussion, debate and a vote, there must be some closure to the issue. And so, after a vote is taken, the matter is deemed closed, subject only to reopening if a proper motion to consider is made and passed.

A motion to reconsider requires a majority vote to pass like other garden-variety motions, but there are two special rules that apply only to the motion to reconsider.

First, is the matter of timing. A motion to reconsider must be made at the meeting where the item was first voted upon. A motion to reconsider made at a later time is untimely. (The body, however, can always vote to suspend the rules and, by a two-thirds majority, allow a motion to reconsider to be made at another time.)

Second, a motion to reconsider may be made only by certain members of the body. Accordingly, a motion to reconsider may be made only by a member who voted in the majority on the original motion. If such a member has a change of heart, he or she may make the motion to reconsider (any other member of the body — including a member who voted in the minority on the original motion — may second the motion). If a member who voted in the minority seeks to make the motion to reconsider, it must be ruled out of order. The purpose of this rule is finality. If a member of minority could make a motion to reconsider, then the item could be brought back to the body again and again, which would defeat the purpose of finality.

If the motion to reconsider passes, then the original matter is back before the body, and a new original motion is in order. The matter may be discussed and debated as if it were on the floor for the first time.

Courtesy and Decorum

The rules of order are meant to create an atmosphere where the members of the body and the members of the public can attend to business efficiently, fairly and with full participation. At the same time, it is up to the chair and the members of the body to maintain common courtesy and decorum. Unless the setting is very informal, it is always best for only one person at a time to have the floor, and it is always best for every speaker to be first recognized by the chair before proceeding to speak.

The chair should always ensure that debate and discussion of an agenda item focuses on the item and the policy in question, not the personalities of the members of the body. Debate on policy is healthy, debate on personalities is not. The chair has the right to cut off discussion that is too personal, is too loud, or is too crude.

Debate and discussion should be focused, but free and open. In the interest of time, the chair may, however, limit the time allotted to speakers, including members of the body.

Can a member of the body interrupt the speaker? The general rule is “no.” There are, however, exceptions. A speaker may be interrupted for the following reasons:

Privilege. The proper interruption would be, “point of privilege.” The chair would then ask the interrupter to “state your point.” Appropriate points of privilege relate to anything that would interfere with the normal comfort of the meeting. For example, the room may be too hot or too cold, or a blowing fan might interfere with a person’s ability to hear.

Order. The proper interruption would be, “point of order.” Again, the chair would ask the interrupter to “state your point.” Appropriate points of order relate to anything that would not be considered appropriate conduct of the meeting. For example, if the chair moved on to a vote on a motion that permits debate without allowing that discussion or debate.

Appeal. If the chair makes a ruling that a member of the body disagrees with, that member may appeal the ruling of the chair. If the motion is seconded, and after debate, if it passes by a simple majority vote, then the ruling of the chair is deemed reversed.

Call for orders of the day. This is simply another way of saying, “return to the agenda.” If a member believes that the body has drifted from the agreed-upon agenda, such a call may be made. It does not require a vote, and when the chair discovers that the agenda has not been followed, the chair simply reminds the body to return to the agenda item properly before them. If the chair fails to do so, the chair’s determination may be appealed.

Withdraw a motion. During debate and discussion of a motion, the maker of the motion on the floor, at any time, may interrupt a speaker to withdraw his or her motion from the floor. The motion is immediately deemed withdrawn, although the chair may ask the person who seconded the motion if he or she wishes to make the motion, and any other member may make the motion if properly recognized.

Special Notes About Public Input

The rules outlined above will help make meetings very public-friendly. But in addition, and particularly for the chair, it is wise to remember three special rules that apply to each agenda item:

Rule One: Tell the public what the body will be doing.

Rule Two: Keep the public informed while the body is doing it.

Rule Three: When the body has acted, tell the public what the body did.



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County of Santa Cruz

PERSONNEL DEPARTMENT

AJITA PATEL, DIRECTOR

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SANTA CRUZ COUNTY EQUAL EMPLOYMENT OPPORTUNITY COMMISSION BY-LAWS

I. DUTIES AND RESPONSIBILITIES

As set forth in Santa Cruz County Code, Chapter 2.40, the Commission shall perform the following duties:

- a) Receive, review, evaluate and monitor the County's Equal Employment Opportunity and Nondiscrimination (now referred to as "Cultural Competence") Plan;
- b) Advise the Personnel Director and Equal Employment Opportunity Officer on methods of accomplishing equal employment opportunity and nondiscrimination objectives;
- c) Perform an active role, in conjunction with the Civil Service Commission, the Equal Employment Opportunity Officer, County administration and employee organizations, to provide input for the establishment of improved systems, procedures and activities, including grievance procedures which will enhance the effectiveness of the equal employment opportunity/nondiscrimination policy and plan;
- d) Work with the equal employment opportunity officer to ensure that the County's equal employment opportunity contract compliance obligations are met, consistent with Federal law;

II. MEMBERSHIP

The Commission shall consist of 10 members, residents of Santa Cruz County, appointed by the Board of Supervisors. Each Supervisor shall nominate two persons who may reside within the Supervisor's district.

III. TERM OF OFFICE

Each member shall serve for a term of four (4) years, commencing on April 1st of the year in which the member's nominating Supervisor begins a full term.

The unexcused absence of any member from three consecutive regular meetings as recorded in the meeting minutes of the Commission, shall be considered a vacancy, and shall be reported in writing to the Board of Supervisors, the Clerk of the Board, the Commission, and the member vacating their seat. Any absence about which the Chair or County Staff has been notified in advance shall be considered excused.

IV. OFFICERS

The officers of the Commission are the Chairperson and the Vice Chairperson. Both officers shall be elected by the Commission during the April meeting to serve in such capacity for one (1) year.

Annually, thereafter, commission officers shall be elected during the first meeting in April, or, if the commission does not meet in April, at the next subsequent meeting. Commission officers may serve for up to two consecutive years and shall be eligible to serve again after a one-year “sit-out” period.

The duties of the Chairperson are to preside over meetings, consult with Staff Liaison on agendas and correspondence, and represent the Commission. The Vice Chairperson shall assume these same duties in the absence of the Chairperson.

V. REGULAR MEETINGS

Regular meetings of the Commission shall be held the third Wednesday of the first month of each quarter every calendar year (January, April, July and October), convening at 5:30 PM at the County Governmental Center (701 Ocean Street, Santa Cruz, CA 95060) unless otherwise noticed. Whenever possible, the Commission shall try to hold at least one meeting per year in an accessible meeting space in South County.

No meeting of this Commission shall be held in any facility that prohibits the admittance of any person, or persons, on the basis of race, religious creed, religion, color, national origin, ancestry, physical or mental disability, medical condition (including cancer-related), genetic information, sexual orientation, sex, gender, gender identity, gender expression, marital status, age, military or veteran status, pregnancy or related medical conditions, or any other protected characteristic. Members of the public shall not be required to register their name or provide other information as a condition to attend a meeting, but they may choose to do so at their own discretion.

A packet containing an agenda, minutes from the prior meeting, and any documents for discussion shall be emailed to each Commissioner as early as is practicable in advance of each meeting.

Meetings shall be conducted in accordance with current Robert’s Rules of Order Revised unless otherwise specified by the authorizing legislation or bylaws of this Commission.

VI. SPECIAL MEETINGS

Special meetings may be called by a majority vote of the Commission or by the Chairperson at any time.

At least twenty-four (24) hours prior to each special meeting, written notice for the meeting shall be posted and emailed to each member of the Commission, and to each person or organization that has submitted a written request of the Commission for notification of such meetings. The notice shall be posted on the Commission webpage and in a location that is freely accessible to the public. The notice shall specify the time and place of the special meeting and the business to be transacted or discussed. No business other than that listed on the written notice shall be considered at a special meeting.

VII. QUORUM

A majority of the voting membership shall constitute a quorum. All official acts of the Commission shall comply with Santa Cruz County Code Section 2.38.150

VIII. REGULAR MEETING AGENDAS

At least seventy-two (72) hours prior to each regular meeting, an agenda for the regular meeting shall be mailed or emailed to each person or organization that has submitted a written request to the Commission for notification of such meetings. The agenda shall be posted at least seventy-two (72) hours prior to the regular meeting on the Commission webpage and in a location that is freely accessible to the public.

The agenda shall contain a brief general description of each item of business to be transacted or discussed at the meeting. No action or discussion shall be undertaken on any item not appearing on the posted agenda except that members of the Commission may briefly respond to statements made or questions posed by persons exercising their public participation rights or ask a question for clarification, refer the matter to staff or to other resources for factual information, or request staff to report back at a subsequent meeting concerning any matter.

Notwithstanding the foregoing, the Commission may take action on items of business not appearing on the posted agenda under the conditions stated below:

- A. Upon a determination by a majority vote of the Commission that an emergency situation exists;
- B. Upon a determination by two-thirds vote of the membership of the Commission, or, if less than two-thirds of the member are present, by unanimous vote of those members present that there is a need to take immediate action and that the need for action came to the attention of the County subsequent to the agenda being posted.
- C. If the item was posted for a prior meeting of the Commission occurring not more than five (5) calendar days prior to the date action is taken on the item, and at the prior meeting, the item was continued to the meeting at which action is being taken.

IX. PUBLIC PARTICIPATION

Public participation in Commission meetings shall be allowed as follows

- A. An opportunity for members of the public to directly address the Commission on any item on the agenda of interest to the public shall be provided before or during the Commission's consideration of that item.
- B. The agenda will provide time at the beginning of each regular meeting agenda for comment from the members of the public on items not on the agenda which are within the subject matter jurisdiction of the Commission.
- C. The chair of the Commission may establish reasonable limits on the amount of time allotted to each speaker on a particular item, and the Commission may establish reasonable limits on the total amount of time allotted for public testimony on a particular item or the total amount of time allotted for public comment. When further discussion is required, the Commission may vote to allot time on the agenda for the following meeting.

X. SUBCOMMITTEES

Subcommittees may be established, as needed, either by majority approval of the Commission or by the Chairperson. The Chairperson or the Commission (by majority approval) may terminate a subcommittee when its function is deemed no longer necessary.

Ad hoc subcommittees shall be established as needed for Equal Employment Opportunity Plan Review and the development of recommendations for the Commission to consider regarding the implementation of projects. Commission approval and authorization is required for the implementation of projects.

The Chairperson shall appoint members of the Commission to serve as ad hoc subcommittee members. Subcommittee membership shall be fewer than a quorum and the duration of the subcommittee shall be no more than six months. Ad hoc subcommittee membership shall, whenever feasible, be reflective of the community's diversity.

XI. REPORTS

A report of activities and accomplishments shall be submitted to the Board of Supervisors according to a schedule set by the Board of Supervisors. The report shall comply with the required formats described in Santa Cruz County Code 2.38.170.

XII. AMENDMENTS

Amendments to the bylaws may be recommended to the Board of Supervisors by a majority vote of the Commission.

XIII. APPROVAL OF BYLAWS

These bylaws, and any subsequent amendments thereto, shall be approved by the Board of Supervisors pursuant to Santa Cruz County Code Section 2.38.140.

DATE ADOPTED BY COMMISSION: May 19, 1976

DATE AMENDMENTS ADOPTED BY COMMISSION:

June 15, 1993, April 20, 1994, October 17, 2007

DATE AMENDMENTS APPROVED BY BOARD OF SUPERVISORS:

November 28, 1994, November 20, 2007



County of Santa Cruz

PERSONNEL DEPARTMENT

AJITA PATEL, DIRECTOR

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BY-LAWS

SANTA CRUZ COUNTY EQUAL EMPLOYMENT OPPORTUNITY COMMISSION

BY-LAWS

I. DUTIES AND RESPONSIBILITIES

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- b) Advise the Personnel Director and Equal Employment Opportunity Officer on methods of accomplishing equal employment opportunity and nondiscrimination objectives;
- c) Perform an active role, in conjunction with the Civil Service Commission, the Equal Employment Opportunity Officer, County administration and employee organizations, to provide input for the establishment of improved systems, procedures and activities, including grievance procedures which will enhance the effectiveness of the equal employment opportunity/nondiscrimination policy and plan;
- d) Work with the equal employment opportunity officer to ensure that the County's equal employment opportunity contract compliance obligations are met, consistent with Federal law;

II. MEMBERSHIP

The Commission shall consist of 10 members, residents of Santa Cruz County, appointed by the Board of Supervisors. Each Supervisor shall nominate two persons who may reside within the Supervisor's district.

III. TERM OF OFFICE

Each member shall serve for a term of four (4) years, commencing on April 1st of the year in which the member's nominating Supervisor begins a full term.

The unexcused absence of any member from three consecutive regular meetings as recorded in the meeting minutes of the Commission, shall be considered a vacancy, and shall be reported in writing to the Board of Supervisors, the Clerk of the Board, the Commission, and the member vacating their seat. Any absence about which the Chair or County Staff has been notified in advance shall be considered excused.

IV. OFFICERS

The officers of the Commission are the Chairperson and the Vice Chairperson. Both officers shall be elected by the Commission during the April meeting to serve in such capacity for one (1) year.

Annually, thereafter, commission officers shall be elected during the first meeting in April, or, if the commission does not meet in April, at the next subsequent meeting. Commission officers may serve for up to two consecutive years and shall be eligible to serve again after a one-year “sit-out” period.

The duties of the Chairperson are to preside over meetings, consult with Staff Liaison on agendas and correspondence, and represent the Commission. The Vice Chairperson shall assume these same duties in the absence of the Chairperson.

IV. REGULAR MEETINGS

Regular meetings of the Commission shall be held the third Wednesday of the first month of each quarter of the every calendar year (~~January, April, July and October~~), convening at 5:30 ~~p.m~~PM at the. ~~All meetings shall be held in the~~ County Governmental Center ~~in North County (701 Ocean Street, Santa Cruz, CA 95060)~~ unless otherwise noticed. Whenever possible, the Commission shall try to hold At at least one meeting per year ~~shall be held~~ in an accessible ~~facility-meeting space~~ in South County.

No meeting of this Commission shall be held in any facility that prohibits the admittance of any person, or persons, on the basis of race, religious creed, religion, ~~creed~~, color, national origin, ancestry, ~~sex~~, physical or mental disability, medical condition (including cancer-related), genetic information, sexual orientation, sex, gender, gender identity, gender expression, medical condition (cancer related or genetic characteristic), marital status, ~~sexual orientation, age, (over 18), pregnancy, military or veteran status, or pregnancy or related medical conditions, or disability~~ any other protected characteristic. Members of the public shall not be required to register their name or provide other information as a condition to attend a meeting, but they may choose to do so at their own discretion.

A packet containing an agenda, minutes from the prior meeting, and any documents for discussion shall be emailed to each Commissioner as early as is practicable in advance of each meeting.

Meetings shall be conducted in accordance with current Robert’s Rules of Order Revised unless otherwise specified by the authorizing legislation or bylaws of this Commission.

VI. SPECIAL MEETINGS

Special meetings may be called ~~by the Chairperson, or~~ by a majority vote of the Commission or by the Chairperson at any time, during any regular or special meeting.

At least twenty-four (24) hours prior to each special meeting, written notice for the meeting shall be posted and emailed to each member of the Commission, and to each person or organization that has submitted a written request of the Commission for notification of such meetings. The notice shall be posted on the Commission webpage and in a location that is freely accessible to the public. The notice shall specify the time and place of the special meeting and the business to be transacted or discussed. No business other than that listed on the written notice shall be considered at a special meeting.

VII. VOTING QUORUM

A majority of the voting membership shall constitute a quorum.

All official acts of the Commission shall comply with Santa Cruz County Code Section 2.38.110.A, which requires compliance with the Brown Act. 2.38.150

VIII. REGULAR MEETING AGENDAS

At least seventy-two (72) hours prior to each regular meeting, an agenda for the regular meeting shall be mailed or emailed to each person or organization that has submitted a written request to the Commission for notification of such meetings. The agenda shall be posted at least seventy-two (72) hours prior to the regular meeting on the Commission webpage and in a location that is freely accessible to the public.

The agenda shall contain a brief general description of each item of business to be transacted or discussed at the meeting. No action or discussion shall be undertaken on any item not appearing on the posted agenda except that members of the Commission may briefly respond to statements made or questions posed by persons exercising their public participation rights or ask a question for clarification, refer the matter to staff or to other resources for factual information, or request staff to report back at a subsequent meeting concerning any matter.

Notwithstanding the foregoing, the Commission may take action on items of business not appearing on the posted agenda under the conditions stated below:

- A. Upon a determination by a majority vote of the Commission that an emergency situation exists;
- B. Upon a determination by two-thirds vote of the membership of the Commission, or, if less than two-thirds of the member are present, by unanimous vote of those members present that there is a need to take immediate action and that the need for action came to the attention of the County subsequent to the agenda being posted.
- C. If the item was posted for a prior meeting of the Commission occurring not more than five (5) calendar days prior to the date action is taken on the item, and at the prior meeting, the item was continued to the meeting at which action is being taken.

IX. PUBLIC PARTICIPATION

Public participation in Commission meetings shall be allowed as follows

- A. The public shall be notified in advance of the time and place of regular and special meetings. An opportunity for members of the public to directly address the Commission on any item on the agenda of interest to the public shall be provided before or during the Commission's consideration of that item.
- B. The agenda will provide time at the beginning of each regular meeting agenda for comment from the members of the public on items not on the agenda which are within the subject matter jurisdiction of the Commission.
- C. The chair of the Commission may establish reasonable limits on the amount of time allotted to each speaker on a particular item, and the Commission may establish reasonable limits on

the total amount of time allotted for public testimony on a particular item or the total amount of time allotted for public comment. When further discussion is required, the Commission may vote to allot time on the agenda for the following meeting.

X. SUBCOMMITTEES

Subcommittees may be established, as needed, either by majority approval of the Commission or by the Chairperson. The Chairperson or the Commission (by majority approval) may terminate a subcommittee when its function is deemed no longer necessary.

Ad hoc subcommittees shall be established as needed for Equal Employment Opportunity Plan Review and the development of recommendations for the Commission to consider regarding the implementation of projects. Commission approval and authorization is required for the implementation of projects.

The Chairperson shall appoint members of the Commission to serve as ad hoc subcommittee members. Subcommittee membership shall be fewer than a quorum and the duration of the subcommittee shall be no more than six months. Ad hoc subcommittee membership shall, whenever feasible, be reflective of the community's diversity.

XI. REPORTS

A report of activities and accomplishments shall be submitted to the Board of Supervisors according to a schedule set by the Board of Supervisors. The report shall comply with the required formats described in Santa Cruz County Code 2.38.170.

XII. AMENDMENTS

Amendments to the bylaws may be recommended to the Board of Supervisors by a majority vote of the Commission.

XIII. APPROVAL OF BYLAWS

~~Standing subcommittee members shall be appointed from members of the Commission, as needed, by the Chairperson with the majority approval of the Commission.~~

~~The composition of such standing subcommittees shall whenever feasible reflect gender and ethnic diversity.~~

~~Standing subcommittee activities will provide for development of recommendations to the Equal Employment Opportunity Commission for implementation of projects. Approval by the Commission is required to implement projects developed through the subcommittee process.~~

~~The Chairperson, with the majority approval of Commission, shall terminate the standing subcommittee when its function is no longer necessary with approval of the Board.~~

~~All subcommittees shall comply with the notice and agenda requirements otherwise applicable to the Commission in these By Laws, except for the subcommittees composed solely of less than a quorum of the members of the Commission which are not standing subcommittees of the Commission with either a continuing subject matter jurisdiction or a meeting schedule fixed by resolution or other formal action of the Commission.~~

These bylaws, and any subsequent amendments thereto, shall be approved by the Board of Supervisors pursuant to Santa Cruz County Code Section 2.38.140.

A. —

~~B. — At least seventy-two (72) hours prior to each regular meeting, an agenda for the regular meeting shall be mailed to each Commission member, and to the news media and to each other person who has submitted a written request to the Commission for notification of meeting, and shall be posted at least seventy two (72) hours prior to the regular meeting at a location that is accessible to the public. The agenda shall contain a brief general description of each item of business to be transacted or discussed at the meeting. No action or discussion shall be undertaken on any item not appearing on the posted agenda except that members of the Commission may briefly respond to statements made or questions posed by persons exercising their public testimony rights or ask a question for clarification, refer the matter to staff or to other resources for factual information, or request staff to report back at a subsequent meeting concerning any matter. Notwithstanding the foregoing, action may be taken on an item of business not appearing on the posted agenda upon a determination by two-thirds vote of the membership of the Commission, or if less than two-thirds of the members are present, by unanimous vote.~~

~~of those members present, that there is a need to take immediate action and that the need for action came to the attention of the County subsequent to the agenda being posted.~~

~~C. The following items shall be mailed to each Commission member at least seventy-two (72) hours prior to each regular meeting:~~

~~1. Any written material to be discussed at the meeting.~~

~~2. Minutes of the last meeting.~~

~~D. At least seventy-two (72) hours prior to each special meeting, an agenda for the special meeting shall be mailed to each Commission member and to the news-media and to each other person who has submitted a written request to the Commission for notification of meetings; and shall be posted at least seventy-two (72) hours prior to the special meeting at a location that is accessible to members of the public. No business other than that listed on the agenda shall be considered at a special meeting.~~

~~E. A person shall not be required to register his or her name or fulfill any other obligation as a condition to attend any meeting of this Commission, but may volunteer such information for inclusion in the Commission's minutes (Government Code Section 54953.3).~~

~~F. The meetings will be conducted in accordance with Robert's Rules of Order Revised. A majority of the Commission may vote to suspend the rules at any time.~~

~~G. Three consecutive unexcused absences by a Commissioner will be considered as a resignation.~~

~~II. VOTING~~

~~A. A majority of the voting members shall constitute a quorum.~~

~~B. All official acts of the Commission shall comply with Santa Cruz County Code Section 2.38.110.A, which requires compliance with the Brown Act.~~

~~III. OFFICERS~~

~~The officers of the Commission are the Chairperson and the Vice Chairperson.~~

~~The duties of the Chairperson are to preside over meetings, prepare agendas, represent the Commission, and be responsible for Commission communications.~~

~~The Vice Chairperson shall assume these same duties in the absence of the Chairperson.~~

~~The term of office for the officers of the Commission will be one (1) year with elections held during the April meeting.~~

~~IV. AGENDAS~~

- ~~A. Items that are to be printed on the agenda shall be mailed or submitted in person to the Equal Employment Opportunity Officer by noon on Wednesday of the week prior to the meeting.~~
- ~~B. Public participation in Commission meetings shall be allowed as follows:~~
- ~~1. An opportunity for members of the public to directly address the Commission on any item on the agenda of interest to the public shall be provided before or during the Commission's consideration of the item.~~
 - ~~2. In addition, the agenda will provide for community oral communications on items not on the agenda which are within the subject matter jurisdiction of the Commission at the beginning of each regular meeting agenda.~~
 - ~~3. The Chairperson of the Commission may establish reasonable limits on the amount of time allotted to each speaker on a particular item, and the Commission may establish reasonable limits on the total amount of time allotted for public testimony on a particular item or the total amount of time allotted for community oral communications. When further discussion is required, the Commission may vote to allot time in the agenda of the following meeting.~~
- ~~C. The agenda will provide for opportunity for accommodation for individuals with special needs to participate in the regular or special meetings.~~

~~V. STANDING SUBCOMMITTEES~~

- ~~A. Standing Subcommittees may be established by a majority vote of the Commission and approval of the Board of Supervisors.~~
- ~~B. There will be established a standing committee for Equal Employment Opportunity Plan Review and Internal Affairs Review.~~
- ~~C.A. Standing subcommittee members shall be appointed from members of the Commission, as needed, by the Chairperson with the majority approval of the Commission.~~
- ~~D.A. The composition of such standing subcommittees shall whenever feasible reflect gender and ethnic diversity.~~
- ~~E.A. Standing subcommittee activities will provide for development of recommendations to the Equal Employment Opportunity Commission for implementation of projects. Approval by the Commission is required to implement projects developed through the subcommittee process.~~
- ~~F.A. The Chairperson, with the majority approval of Commission, shall terminate the standing subcommittee when its function is no longer necessary with approval of the Board.~~
- ~~G.A. All subcommittees shall comply with the notice and agenda requirements otherwise applicable to the Commission in these By-Laws, except for the subcommittees~~

~~composed solely of less than a quorum of the members of the Commission which are not standing subcommittees of the Commission with either a continuing subject matter jurisdiction or a meeting schedule fixed by resolution or other formal action of the Commission.~~

~~VI. APPROVAL OF BY LAWS~~

~~These By-Laws, and any subsequent amendments thereto, shall be approved by the Board of Supervisors pursuant to Santa Cruz County Code Section 2.38.140.A.~~

~~VII. AMENDMENTS TO BY LAWS~~

~~Amendments to these By-Laws may be recommended to the Board of Supervisors by a majority vote of the Commission.~~

DATE ADOPTED BY COMMISSION: May 19, 1976

DATE AMENDMENTS ADOPTED BY COMMISSION:

June 15, 1993, April 20,
1994, October 17, 2007_

DATE AMENDMENTS APPROVED BY BOARD OF SUPERVISORS:

November 28,
1994, November 20, 2007

COUNTY OF SANTA CRUZ
 SANTA CRUZ COUNTY GOVERNMENT
 WORKFORCE COMPOSITION AND UTILIZATION ANALYSIS
 JUN 30, 2024

EEOC CATEGORY	TOT EMP	TOT MALE	TOT FEMALE	CBSA* MALE	CBSA* FEM	WHT TOT	CBSA* WHT	BLK TOT	CBSA* BLK	HISP TOT	CBSA* HISP	ASN TOT	CBSA* ASN	AIAN TOT	CBSA* AIAN	NHPI TOT	CBSA* NHPI	BAL** TOT	CBSA* BAL**	POC TOT^	CBSA* POC TOT^
ELECTED	10	7	3	7	3	7	7	1	1	2	2	0	0	0	0	0	0	0	0	3	3
OFFICIAL		70%	30%	0%	0%	70%	0%	10%	0%	20%	0%	0%	0%	0%	0%	0%	0%	0%	0%	30%	0%
OFFICIAL	77	25	52	-18	18	50	-9	3	2	14	2	6	3	1	1	0	0	3	1	27	9
ADMINS		32%	68%	56%	44%	65%	77%	4%	1%	18%	15%	8%	4%	1%	0%	0%	0%	4%	3%	35%	23%
PROF	1,004	356	648	-106	106	572	-211	15	5	310	190	67	7	6	6	2	2	32	2	432	211
		35%	65%	46%	54%	57%	78%	1%	1%	31%	12%	7%	6%	1%	0%	0%	0%	3%	3%	43%	22%
TECH	397	125	272	-81	81	164	-38	8	4	188	25	16	0	5	5	2	2	14	2	233	38
		31%	69%	52%	48%	41%	51%	2%	1%	47%	41%	4%	4%	1%	0%	1%	0%	4%	3%	59%	49%
PROT	327	234	93	-41	41	131	-75	9	2	167	82	9	2	3	3	0	0	8	-12	196	75
SERV		72%	28%	84%	16%	40%	63%	3%	2%	51%	26%	3%	2%	1%	0%	0%	0%	2%	6%	60%	37%
PARA-	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
PROF		0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
ADMIN	472	56	416	-133	133	111	-177	4	-1	337	200	11	-13	1	1	0	0	8	-11	361	177
SUPP		12%	88%	40%	60%	24%	61%	1%	1%	71%	29%	2%	5%	0%	0%	0%	0%	2%	4%	76%	39%
SK CRAFT	106	104	2	5	-5	47	-12	2	2	50	8	3	1	2	2	1	1	1	0	59	12
WORKERS		98%	2%	93%	7%	44%	56%	2%	0%	47%	40%	3%	2%	2%	0%	1%	0%	1%	1%	56%	44%
SVC &	142	109	33	28	-28	45	-9	0	-1	92	14	4	-2	0	0	0	0	1	-2	97	9
MAINT		77%	23%	57%	43%	32%	38%	0%	1%	65%	55%	3%	4%	0%	0%	0%	0%	1%	2%	68%	62%
TOTAL**	2535	1,016	1519	-353	353	1127	-521	42	17	1160	526	116	-11	18	18	5	5	67	-9	1408	521
		40%	60%	54%	46%	44%	65%	2%	1%	46%	25%	5%	5%	1%	0%	0%	0%	3%	3%	56%	35%

* Core-Based Statistical Area (CBSA) percentage data populated by the ACS 2014-2018 EEO-ALL06R Report - associated employee count represents the number of employees that would represent that percentage of the total current employee count for that job classification. Numbers above the percentages represent the difference between the actual number of staff members and the expected number of staff members representative of the CBSA percentage, with negative numbers reflecting under-utilization, positive numbers reflecting over-utilization and zero reflecting proportionate utilization.

**Balance (BAL) represents the balance of not Hispanic or Latino individuals who do not fit into any other categories; and two or more races.

^POC represents "People of Color"



COUNTY OF SANTA CRUZ

PERSONNEL DEPARTMENT EQUAL EMPLOYMENT OPPORTUNITY COMMISSION

AJITA PATEL, PERSONNEL DIRECTOR
701 OCEAN STREET, SUITE 510, SANTA CRUZ, CA 95060-4073
(831) 454-2600 FAX: (831) 454-2411 TTY/TDD: 711

Scheduled Meetings

Unless otherwise specified below, regularly scheduled Equal Employment Opportunity Commission meetings are generally held as follows:

DAY: Third (3rd) Wednesday**
MONTH: Quarterly (January, April, July, October)
TIME: 5:30 PM
LOCATION: **Santa Cruz County Government Building**
Fifth Floor, Board of Supervisors Chambers
701 Ocean Street, Santa Cruz, CA 95060

2024 MEETING DATES		
DATE	TIME	LOCATION
January 17, 2024	5:30 PM	Board Chambers
April 17, 2024	5:30 PM	Board Chambers
July 16, 2024	6:00 PM	Watsonville City Council Chambers
October 16, 2024	5:30 PM	Board Chambers

****All meetings are subject to cancelation or rescheduling.**

The Commission will receive Oral Communications before discussion of the scheduled action items; however, in compliance with the Brown Act, no discussion or decisions will be made on matters raised during Oral Communications. Any person may address the Commission on any item of interest to the public, before or during the Commission's consideration of the item, restricted to three minutes per individual, provided that no action shall be taken on any item not appearing on the agenda.

The County of Santa Cruz does not discriminate on the basis of disability, and no person shall, by reason of a disability, be denied the benefits of its services, programs or activities. Meetings are held remotely or in an accessible facility. If you are a person with a disability and require assistance in order to participate in the meeting, please contact Mitsuno Baurmeister at (831) 454-2935 (TTY/TDD 711 California Relay Service) at least 48 hours in advance of the meeting to make arrangements. Persons with disabilities may request a copy of the agendas and meeting materials in an alternative format. As a courtesy to those affected, please attend in-person meetings smoke and scent free.