

TOWN OF SAN ANSELMO

GUIDELINES FOR COMMUNITY SERVICE

The following guidelines are intended to assist applicants in determining their ability to serve, and to assist appointed members in serving well.

1. The Board of Review is the Town's Personnel Commission. The Board hears and decides grievances and appeals from disciplinary actions, except for those settled at a lower level or referred to an arbitrator. On such matters, the orders of the Board are final and binding, subject to ratification by the Town Council if calling for an unbudgeted expenditure. In an advisory capacity only, the Board hears citizen complaints against employees. The Board does not hold regular meetings, but rather meets at the Call of the Chairman to hear particular appeals or grievances.
2. A member is expected to attend all meetings of the board, unless prevented from doing so by substantial reason.
3. A member is expected to study documents provided in advance and to make field inspections as necessary.
4. A member should have, or acquire soon after being seated, a layman's understanding of relevant law, as well as of the physical characteristics and cultural aspects of the community.
5. A member should have a layman's understanding of laws and rules governing conduct of meetings, including Roberts Rules of Order, Brown Act prohibitions on secret meetings, and conflict of interest laws and local code.
6. A member should avoid drawing or stating final conclusions or decisions until completion of public hearing, if any, and of deliberation by the board as a whole.
7. Decision making is a collective process by the board as a whole, in legally constituted session only. Staff serving the board is engaged to serve the community as a whole, under the general direction of the Council. Thus, information requests to staff should be limited, and normally should be made by the entire board in regular session.
8. A member may not solicit employment or professional assignment relating directly or indirectly to an item that has appeared or is scheduled to appear on the agenda of the board.
9. If a member is approached to take employment or professional assignment relating to an item that ultimately may come before the board, one of two options may be taken:
 - a. The engagement may be refused, provided the member makes a public declaration at the next meeting of the board that an offer has been made and refused and that the member thus is in a position to judge the item with objectivity.
 - b. The engagement may be accepted, provided the member abstains from discussion and voting on the item. Frequent abstention would be indication that the employment or profession of the member is not compatible with his community service.