

# **Expectations of North Fair Oaks Community Council Members**

January 15, 2015

## **Introduction**

North Fair Oaks Community Council members are appointed by the Board of Supervisors to serve as representatives of their community in providing information and advice to the Board relating to important issues that affect the quality of life in North Fair Oaks. As members of an official government body, Council members should share an understanding of their expected roles and responsibilities as appointed representatives. The following is a list of suggested expectations, developed for discussion and adoption by the Council.

Members of the North Fair Oaks Community Council agree to the following guidelines:

## **Attendance**

- Attend regular meetings and study sessions regularly
- Notify the Council Chair and staff if you cannot attend, to ensure there is a quorum
- Arrive at least 5 minutes before the scheduled start time of the meeting

## **Preparation**

- Review the agenda and all materials sent to you
- Prepare notes/comments prior to the meeting to facilitate the discussion
- Talk with staff prior to the meeting if you have specific questions related to an agenda item

## **At the meeting**

- Come to the meeting with a positive attitude
- Raise your hand to let the Chair know if you want to speak and wait to be recognized by the Chair
- Assist the Chair to keep the meeting moving by making or seconding motions promptly
- Speak one at a time so that all contributions can be heard
- Respect others by sharing available meeting time so everyone can participate in the discussion
- Avoid side conversations during the meeting
- Listen attentively to other speakers and do not interrupt them
- Be respectful to all the people attending the meeting – colleagues, members of the public, staff
- Stay focused on the topic under discussion
- Ask questions that are on topic and helpful to you and /or other members of the Council
- Bring your own expertise to the Council discussion
- Silence cell phones and avoid checking them during the meeting
- If you must take a call, excuse yourself and leave the table
- Remember, when sharing your thoughts, you represent your community/neighborhood

## **Duties Beyond Meetings**

- Participate in NFOCC-sponsored events
- Bring issues of community concern to the attention of the Chair and or County staff so they can be addressed or placed on the Council agenda
- Represent the community by seeking input and feedback from members and relaying that information to the Council and County staff during meetings
- Recommend actions on specific issues
- Provide community members with accurate information about Council business and County services
- Participate in community events and encourage others to do the same – be “ambassadors” for NFO Forward
- Advise Supervisor Slocum and District 4 staff on issues of community concern
- Initiate, plan and host community projects and activities that promote Council goals
- Be aware of legal requirements related to Council role (Brown Act, financial disclosure, conflicts of interest)
- Follow Council protocols and guidelines relative to social media

## **County Staff that support the work of the North Fair Oaks Community Council:**

- Peggy Jensen, Deputy County Manager, Lead Staff to the Council
- Melissa Andrikopoulos, Deputy County Counsel
- Irving Torres, Supervisor Warren Slocum’s Office, Council Secretary
- Lt. Tim Reid, SMC Sheriff’s Office
- Staff from Public Works, Planning and other County Departments attend as needed