



SAN MATEO COUNTY

# Boards & Commissions

HANDBOOK



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# San Mateo County Mission Statement

San Mateo County government protects and enhances the health, safety, welfare, and natural resources of the community; and provides quality services that benefit and enrich the lives of the people of this community.

We are committed to:

- The highest standards of public service;
- A common vision of responsiveness;
- The highest standards of ethical conduct;
- Treating people with respect and dignity.



## Opportunities

Advisory Boards and Commissions are those that provide recommendations or advice to the Board of Supervisors.

### Advisory Boards and Commissions (Partial List)

- Agricultural Advisory Committee
- Arts Commission
- Colma Creek Citizens Advisory Committee
- Commission on Aging
- Commission on Disabilities
- Commission on the Status of Women
- Domestic Violence Council
- Housing and Community Development Committee
- North Fair Oaks Municipal Advisory Council
- Parks and Recreation Commission
- Youth Commission

Non-Advisory Boards and Commissions, also known as decision-making groups, are those that make final County decisions, can compel a County decision, can prevent a County decision, or make substantive recommendations that are regularly approved without significant modification by the Board of Supervisors.

### Non-Advisory (Decision-Making) Boards and Commissions (Partial List)

- Assessment Appeals Board
- Board of Building Permit Appeals
- Civil Service Commission
- Design Review Committee
- Licensing Board
- Temporary Assistance for Needy Families (TANF) Planning Council
- Workforce Investment Board

For more information and a full listing of each San Mateo County Board and Commission, please visit: [www.co.sanmateo.ca.us/bnc](http://www.co.sanmateo.ca.us/bnc)





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# Are You Board Material?



Not everyone is cut out to serve as a member of a community Board or Commission. Accompanying the many benefits of membership are responsibilities. Ask yourself the following questions. Do you find that these questions characterize you?

## 10 Questions:

Am I service-oriented?

Do I enjoy working for the greater public good?

Do I have an active interest and involvement in the community?

Can I work toward a consensus?

Am I honest, open-minded and willing to listen to and consider the thoughts and opinions of others?

Am I an effective communicator?

Am I curious?

Do I have a general understanding of the functions and workings of county government?

Am I passionate about public issues and willing to work to achieve goals?

Am I willing to commit the time needed to serve effectively and agree to regularly attend meetings?



## The Benefits of Membership

The benefits of service on a Community Board or Commission are many and include:

- Making a difference in your community
- Having a voice
- Learning new skills
- Developing and enhancing leadership capabilities
- Expanding networks

The individuals who serve on San Mateo County Boards and Commissions are among the most respected and appreciated volunteers in the community.

## The Responsibilities of Membership

Board and Commission members perform a variety of tasks and are responsible for staying informed, complying with established policies and regulations and providing high-quality service to the community.

Some of the duties you will be expected to perform as a member of a Board or Commission include:

- Attending meetings regularly.
- Understanding the function of the commission on which you serve.
- Familiarizing yourself and ensuring compliance with regulatory statutes such as the Brown Act and the Public Records Act (see Chapters 5 and 6).
- Acting responsibly and efficiently when using County assets, including personnel, time, property, equipment and funds.
- Maintaining the highest ethical standards.
- Respecting the voice and spirit of your Board or Commission peers and the community you serve.



# Frequently Asked Questions



## What Are Boards and Commissions?

Boards and Commissions are organizations of knowledgeable local residents who study a specific area of concern. Some committees are mandated by State statute, some are established by County Charter, ordinance or resolution and some are established through Joint Powers Agreements. These Committees vary in legal status; some have advisory capacity, and some make legally binding decisions. While some advisory groups provide advice to the Board of Supervisors, others advise county departments.

## What Are the Requirements for Service?

Living in San Mateo County is the sole requirement for service on most County Boards and Commissions. County employees are permitted to serve provided there is no conflict of interest.

Once appointed, a member may serve on one Board or Commission at a time. This is to ensure broad participation. An exception is made when the work of one Board or Commission may impact the work of another. For instance, a member of the Commission on Aging serves as a liaison with the Community Development Committee.

## Where Can I Get More Information about Joining a Board or Commission?

The primary source of information for open recruitments is the staff or contact person for each Board or Commission. To find that person, please call the County Manager's Office at (650) 363-4123. San Mateo County has a number of resources where residents can learn more about the County, the role and operation of County government and the community's priorities.

- San Mateo County Shared Vision 2025 ([www.co.sanmateo.ca.us/sharedvision2025](http://www.co.sanmateo.ca.us/sharedvision2025))
- Office of the Clerk of the Board of Supervisors ([www.co.sanmateo.ca.us/cmo](http://www.co.sanmateo.ca.us/cmo))
- Boards and Commissions ([www.co.sanmateo.ca.us/bnc](http://www.co.sanmateo.ca.us/bnc))

Vacancies occur year round. To help spread the word about vacancies, news releases citing openings are provided to local newspapers and are sent to various community groups. Notices are also posted on the County's web site and public bulletin boards at 400 County Center, Redwood City.



## What Are the Appointment Procedures?

The Board of Supervisors appoints and reappoints most members of committees that advise the Board. The County Charter requires this vote at a public meeting.

In most cases, a subcommittee of two Supervisors interviews applicants. However, the subcommittee may initially review applications rather than conduct interviews when more than twelve applications are received for a particular opening. The subcommittee's recommendations are then forwarded to the full Board of Supervisors for consideration.

In some cases, membership on Boards or Commissions is limited to one representative from each of the five supervisorial districts. This is the case for the Planning Commission, the Parks and Recreation Commission, Arts Commission and Civil Service Commission.

Applications are retained for six months.

Under the County Charter, the Board of Supervisors has the discretion to remove an appointee.

Board or Commission members generally serve without compensation, unless otherwise specified by law or by action of the Board of Supervisors.

## How Long Can I Serve on a Board or Commission?

A typical term is four years. Members may serve up to three complete terms unless a specific exemption is made by the Board of Supervisors or state law.

Members whose terms have expired may continue to serve until they are re-appointed or the Board of Supervisors appoints a replacement. If a member seeks re-appointment, the normal interview process will take place only at the request of a Supervisor.

## What Are the Rules that Apply?

The Board of Supervisors has adopted a resolution describing the standing rules for County Boards, Commission and Advisory committees. Go to [www.co.sanmateo.ca.us/bnc](http://www.co.sanmateo.ca.us/bnc) to view the standing rules.



# You've Been Appointed, Now What?

## Meeting Basics

As a new member of a San Mateo County Board or Commission, you have a responsibility for the content and productivity of the meetings you attend. The following information is intended to help you in your new role. We have found that meetings work best when they are conducted according to ground rules. The following ground rules may be helpful to Boards and Commissions.



### What Are Rosenberg's Rules of Order?

"Rosenberg's Rules of Order" are a simplified version of the well-known *Robert's Rules of Order*. "Rosenberg's Rules of Order" were written to cover the rules of procedure for meetings in state and local government and are supported by the following four principles:

1. **Rules should establish order.** The first purpose of the rules of 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 citizens feel they have been able to participate in the process.
4. **Rules should enforce the will of the majority while protecting the rights of the minority.** The ultimate purpose of the rules of procedure is to encourage discussion and to facilitate decision-making by the body. In a democracy, the 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) and fully participate in the process.

### The Chairperson Should Take a Back Seat during Discussions

While all members of the governing body should know and understand the rules of procedure, it is the chairperson (chair) who is charged with applying the rules of conduct. The chair should be well versed in those rules, because the chair for all intents and purposes makes the final ruling on the rules. In fact, all decisions by the chair are final unless overruled by the governing body itself.

Because the chair conducts the meeting, it is common courtesy for the chair to take a less active role than other members of the body in debates and discussions. The chair should strive to be the last to speak at the discussion and debate state, and should not make or second a motion unless he or she is convinced that no other member of the body will do so.



## The Basic Format for an Agenda Item Discussion

Boards or Commission meetings are required to have a written published agenda. The meeting is governed by the agenda and the agenda constitutes the body's agreed-upon road map. 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 the subject. The chair should then announce the agenda format that will be followed.
- **Second**, following that agenda format, the chair should invite the appropriate people to report on the item, including any recommendation they might have. The appropriate person may be the chair, a member of the governing body, a staff person, or a committee chair charged with providing information about the agenda item.
- **Third**, the chair should ask members of the body if they have any technical questions for clarification. At this point, members of the governing body may ask clarifying questions to the people who reported on the item, and they should be given time to respond.
- **Fourth**, the chair should invite public comments or, if appropriate at a formal meeting, open the meeting to public input. If numerous members of the public indicate a desire to speak to the subject, the chair may limit the time of each public speaker. At the conclusion of the public comments, the chair should announce that public input has concluded (or that the public hearing, as the case may be, is closed).
- **Fifth**, the chair should invite a motion from the governing body members. The chair should announce the name of the member 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 who seconds the motion. It is normally good practice for a motion to require a second before proceeding with it, 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 a vote on the motion even when there is no second. This is a matter left to the discretion of the chair.





## You've Been Appointed, Now What? Meeting Basics

- **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 members of the governing body. If there is no desired discussion or the discussion has ended, the chair should announce that the body will vote on the motion. If there has been no discussion or a very brief discussion, the vote should proceed immediately, and there is no need to repeat the motion. If there has been substantial discussion, 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 the "nays" is normally sufficient. 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), a simple majority determines whether the motion passes or is defeated.
- **Tenth**, the chair should announce the result of the vote and should announce what action (if any) the body has taken. In announcing the result, the chair should indicate the names of the members, 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 governing body."

## Motions

Motions are the vehicles for decision-making. It is usually best to have a motion before the governing body prior to discussing an agenda item, to help everyone focus on the motion before them.

Motions are made in two steps. First, the chair recognizes the member. Second, the member 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 by:

1. Inviting the members to make a motion: "A motion at this time would be in order."
2. Suggesting a motion to the members: "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 motion, but normally should do so only if he or she wishes a motion to be made but no other member seems willing to do so.

## Courtesy and Decorum

The rules of order are meant to create an atmosphere where the members of the body and the public can attend to business efficiently, fairly and with full participation. And 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 focus on the item and the policy in question, not on 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, too loud or 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.

## Special Notes about Public Input

The rules outlined here 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.

Public input is essential to a healthy democracy, and community participation in public meetings is an important element of that input. The challenge for anyone chairing a public meeting is to accommodate public input in a timely and time-sensitive way, while maintaining steady progress through the agenda items. The rules presented here for conducting a meeting are offered as tools for effective leadership and as a means of developing sound public policy.

## Tips for Conducting Effective Meetings

### The Meetings

Members of San Mateo County Boards, Commissions and Advisory Committees have a responsibility for the content and productivity of meetings they attend. Members should come prepared to take ownership for their contribution to the end result of the meeting. Meetings do matter. Here are some ways in which member groups produce a product and make a contribution:

- All participants arrive prepared
- There are clear ground rules that all agree to honor
- Agenda is written and shared
- Physical environment is comfortable and assigned
- Start and end on the times agreed on by the group
- All participants contribute
- Process is moved and focused
- Outcome is clear to all
- Work to be accomplished is defined
- Laughter and fun are encouraged

### Ground Rules

Every group should establish ground rules on how meetings will run, how members will interact and what kind of behavior is acceptable. Because each group member is an individual, each has a different way of accomplishing tasks. At times these different ways can cause friction between members and slow down the process of the group as a whole.





## You've Been Appointed, Now What? Meeting Basics

Each member is expected to respect these rules, which usually prevents misunderstandings and disagreements. Three to five ground rules are sufficient for most groups. Some of the more important ground rules might include:

- **Attendance.** Groups should place a high priority on attendance at meetings. Talk about what would be legitimate reasons for missing a meeting, and establish a procedure for informing the group leader of a member's absence from a scheduled meeting.
- **Promptness.** Meetings should start and end on time.
- **Participation.** Everyone's viewpoint is valuable. Every team member can make a unique contribution; therefore, emphasize the importance of both speaking freely and listening attentively.
- **Basic conversational courtesies.** Listen attentively and respectfully to others, do not interrupt, one conversation at a time, and so forth.
- **Breaks.** Decide whether there will be breaks, when and for how long.
- **Interruptions.** Decide when interruptions will be tolerated and when they will not.
- **Agendas, minutes, and records.** Decide how the group will handle these issues.

### **Group Roles**

By participating as a member of a group, each person makes a unique contribution with their presence alone, but some members may assume additional roles within the group. Each role within the group has guidelines that help ensure success. The following are general guidelines that may vary with the requirements or needs of each group.

#### ***Chair***

- As group leader, the chair suggests group direction and options for setting goals.
- The chair provides a supportive environment for process, content, and group members.
- The chair coordinates activities of sub-committees.
- The chair ensures that agendas are set.
- The chair sets the tone and pace for the group.
- The chair may share the role of meeting preparation with the advisory group staff person.
- The chair represents the group in the community.
- If there is no appointed facilitator, the chair serves as facilitator and while in that role, remains neutral on content and focuses on process.

#### ***Group Member***

- Arranges adequate time to carry out responsibility as a group member.
- Comes to meetings prepared.
- Listens to other group members and follows the rules of the group.
- Participates in group discussion and decision-making.
- Keeps facilitator neutral and on track with the process.
- Serves on appropriate sub-committees.

#### ***Recorder***

- Records the group's ideas.
- Asks for clarification to ensure accuracy.
- Helps keep the facilitator and group focused.



## Checklist of Effective Meetings

Now that you have the basics, ask yourself the following questions after every meeting to determine how successful it was:

- Was the purpose of the meeting clearly stated and understood?
- Did people understand their roles?
- Was the established process followed?
- Did you stick to the agenda?
- Did all participants contribute?
- Were visual aids or written materials used effectively?
- Was the time well spent?
- Was consensus encouraged and, if so, reached?
- How were participants with divergent viewpoints handled?
- Was there a clear understanding of the next steps? Who will do what when?
- Was there an opportunity for feedback?
- What worked?
- What didn't?
- What needs improvement?
- What would you have changed?



# The Ralph M. Brown Act

Boards and Commissions are subject to certain legal requirements that are based on the public's right to know how decisions are made. These include the Brown Act (open meeting law), and the Public Records Act. If your group would benefit from legal advice about the Brown Act, the Public Records Act, or any other legal issue, the Chair or your groups county liaison may contact the County Counsel's office at (650) 363-4250.

The Brown Act applies to advisory Boards and Commissions created by the Board of Supervisors. All members must adhere to the provisions and requirements of the Brown Act.



## What Is a Meeting?

Any congregation of a majority of the members of a Board or Commission at the same time and place to hear, discuss or deliberate on any matter within its jurisdiction.

*What this means:* A majority may not consult outside an agency-convened meeting.

### **Brown Act Illegal Meetings**

A majority of members may not "develop a concurrence as to action" on business through serial meetings, intermediaries, electronic or telephonic communication, or other means of subterfuge.

## What Is Not a Meeting?

- Individual contacts between board members and another person.
- Majority of board at conferences that are open to public (as long as majority does not discuss board business).
- Majority of board at social or ceremonial occasions (as long as majority does not discuss board business).
- Majority of board at public meeting on topic of local community concern.

## Agenda Requirements

- Regular meeting—Agenda posted 72 hours in advance.
- Special meeting—Agenda posted 24 hours in advance.
- Limited exceptions where business not on the agenda may be transacted.
- Must contain a brief description of every item to be discussed.
- Closed session items must be listed.
- Must include time for public comment.

There will be no consideration of matters not properly agendized unless:

- A majority vote determines an emergency exists.
- A two-thirds vote determines need to take immediate action if the matter came to the agency's attention after the agenda was posted.



## Rights of the Public

The public has the following rights:

- Right to attend without identifying oneself.
- Right to record the meeting.
- Right to speak before or during consideration of an item.
- Right to see Board agenda materials.
- Right to say anything, even if unrelated to agency business.

Under limited circumstances members of Boards and Commissions may speak to an item not on the Agenda, including:

- When briefly responding to statements or questions.
- When briefly announcing or reporting on own activities.
- When clarifying questions asked.
- When referring to staff for information.

## Permissible Closed Meetings

It would be extremely rare for Boards and Commissions to be involved in the types of activities that would justify a closed session. Therefore, we advise that Boards and Commissions check with County Counsel when considering whether to conduct a closed session.

## Standing and Ad Hoc Committees of a Board or Commission

If a Board or Commission wishes to establish a standing or ad hoc committee of certain members, check with County Counsel as to establishing such a sub committee and the applicability of the Brown Act.

## Consequences of Violation of the Brown Act

The consequences for violations of the Brown Act include:

- Lawsuit brought by the District Attorney or any interested persons.
- Violations may be stopped by civil lawsuit.
- Some actions, if not "cured" may be declared void.
- Criminal sanctions for intentional violations (up to 6 months in jail/\$1,000 fine).
- Attorney's fees.



# Public Records Act



## Principle Behind the Public Records Act

“Implicit in the democratic process is the notion that government should be accountable for its actions. In order to verify accountability, individuals must have access to government files. Such access permits checks against the arbitrary exercise of official power and secrecy in the political process”  
CBS Ins. v Black, (1986) 42 Cal. 3d 646, 651

## What Is a Public Record?

Reports include any writings containing information relating to the conduct of the public’s business that are prepared, owned, used, or retained by any state or local agency regardless of physical form or characteristics.

- Board reports and files of boards or commissions are open to the public under Public Records Act.
- Materials distributed to the Board or Commission, except privileged items, are public records and must be made available for inspection and copying “without delay.”
- Assume that e-mail sent among members of the Board or Commission and/or staff are public information. (Don’t send anything you don’t want to read in the newspaper.)

## Information on a Phone, PDA or “Smart Phone”

- Information kept on a home computer or PDA or “smart phone” related to government business is subject to disclosure unless exempt. This includes e-mail and appointment calendars.
- Personal information is not subject to disclosure and may be redacted to protect privacy interests.
- If the County pays for the device, it is subject to County computer policy. There is no “personal” information on a County computer.
- Requests for public records can be made orally or in writing.
- Public records shall be open for public inspection.



## What Is Not a Public Record

There are a wide variety of specific exemptions where records may be withheld and not disclosed to the public. The most often specific exemptions include:

- Some preliminary drafts that are not retained in the ordinary course of business.
- Pending litigation records.
- Some private personal information if disclosure would constitute unwarranted invasion of personal privacy (e.g., social security number, medical information, tax information).
- Some law enforcement records.

## Public Records Requests

If a Board or Commission receives a public records request it should immediately forward the request to County Counsel and work with County Counsel to:

- Respond to the request in writing within 10 days.
- Assist the member of the public in making a focused and effective request, if the request is unclear.
- Turn over copies of documents within a reasonable time.
- If the public record is in an electronic format, the agency may be required to turn the record over in an electronic format.

The consequences for failing to turn over public records are serious and may include:

- Lawsuit
- Paying plaintiff's court costs
- Paying plaintiff's attorney's fees

For further detail, the full text of the Public Records Act, or advice on application in a particular instance, contact:

**San Mateo County Counsel**  
400 County Center, Sixth Floor  
Redwood City, CA 94063  
Phone (650) 363-4250  
[www.co.sanmateo.ca.us/county counsel](http://www.co.sanmateo.ca.us/county counsel)



# Ethics and Form 700

A key responsibility of Board and Commission membership is maintaining a high standard of ethics. Members are expected to demonstrate the highest degree of principle and integrity.

## Core Concept

An ethics code is a framework for day-to-day actions and decision-making by officeholders and, depending on how the code is written, an entire agency.



## Ethics Code Goals

An agency usually has three ethical goals:

1. Encouraging high standards of behavior by public officials;
2. Increasing public confidence in the institutions that serve the public; and
3. Assisting public officials with decision-making.

## Ethics Training

All members of Boards and Commissions that pay a stipend to any member for attending meetings and/or reimburse any expenses (e.g. parking, attending a conference, mileage etc.) must receive ethics training every two years. All members of such Board and Commissions must receive the training even if they did not personally receive a stipend or reimbursement. If you are unsure if you need to complete ethics training, please contact your Board or Commission's staff liaison. Ethics online training is available at the FPPC website: <http://www.fppc.ca.gov/>

Ethics training covers topics like:

- Laws relating to personal financial gain by public servants, including laws prohibiting conflicts of interest;
- Laws relating to claiming prerequisites of office such as gifts and travel, use of public resources or gifts of public funds, and mass mailing restrictions;
- Government transparency laws such as financial interest disclosure requirements, the Brown Act and the Public Records Act.

## Conflict of Interest

All four of the following conditions must be met for a conflict to exist:

1. The individual makes, participates in or uses his or her official position to influence a governmental decision;
2. It is foreseeable that the decision will affect the individual's economic interest;
3. The effect of the decision on the individual's economic interest is material;
4. The effect of the decision on the individual's economic interest is distinguishable from the effect on the general public.

A material effect is considered to have occurred when the decision accrues over \$420 to the individual's personal income or assets, of their spouse or dependent children. This is regardless of whether the effect was positive or negative.

## Acknowledgment of Financial Conflict of Interest Laws Form

Members of Boards and Commissions who are not required to file Form 700 are still required by the County to sign the Acknowledgment of Financial Conflict of Interest Laws form. This form serves as acknowledgment to a member of a Board or Commission that financial conflict laws do apply to them and cautions them against participating in decisions where they do have such a conflict.

## Conflict of Interest Frequently Asked Questions

### What is the Purpose of Filing a Conflict of Interest Statement (Form 700)?

The purpose of financial disclosure is to alert public officials to personal interests that might be affected while they are performing their official duties, i.e., making government decisions. Disclosure also helps inform the public about potential conflicts of interest. The Statement of Economic Interests (Fair Political Practices Commission Form 700) form must be filed annually. Filed forms are public documents that must be made available to anyone who requests them. Online forms are available from the Fair Political Practices Commission: <http://www.fppc.ca.gov>

In San Mateo County, only members on decision-making Boards and Commissions who are "designated employees" on the County's conflict of interest code must file Form 700. These Boards and Commissions are:

- Assessment Appeals Board
- Board of Building Permit Appeals
- Civil Service Commission
- Design Review Committee
- Treasury Oversight Committee
- Licensing Board
- Parks and Recreation Commission
- Temporary Assistance for Needy Families (TANF) Planning Council
- Workforce Investment Board

Planning Commission members are specifically mandated by state law to file Form 700.

The fact that a member of a Board or Commission is not required to file a Form 700, however, does not relieve that member from the obligation to comply with state conflict of interest laws when carrying out his or her duty. Filing a Form 700 reminds Boards and Commission members that they should be aware of financial conflicts of interest during their tenure.

## Where Can I File My Form 700?

San Mateo County Boards and Commissions members may file their form 700 at:

### County Manager's Office/Clerk of the Board

400 County Center, 1st floor, Redwood City, CA 94063

Phone (650) 363-4123 | Fax (650) 363-1916 | [www.co.sanmateo.ca.us/bnc](http://www.co.sanmateo.ca.us/bnc)

## When Do I Have to File My Form 700?

- Within 30 days of assuming office. The typical annual filing date is in early April. Please check with your Board or Commission staff liaison to determine the exact date.
- Within 30 days of leaving office.

## Where Do I Go for Help with My Acknowledgment of Financial Conflict of Interest Laws Form?

Questions regarding this form should be directed to:

### County Manager's Office/Clerk of the Board

400 County Center, 1st floor, Redwood City, CA 94063

Phone (650) 363-4123 | Fax (650) 363-1916 | [www.co.sanmateo.ca.us/bnc](http://www.co.sanmateo.ca.us/bnc)



# Conclusion



We hope that you have found this handbook useful. If you have any questions that are not addressed here, please direct your questions to the San Mateo County Manager's Office. They will be able to assist you. Thank you for your service to our County.

## San Mateo County Boards and Commission Directory

For information on Board and Commission vacancies, applications and service, please contact:

### County Manager's Office/Clerk of the Board

400 County Center, 1st floor

Redwood City, CA 94063

Phone (650) 363-4123 | Fax (650) 363-1916

[www.co.sanmateo.ca.us/bnc](http://www.co.sanmateo.ca.us/bnc)



SAN MATEO COUNTY

# Boards & Commissions





San Mateo County Manager's Office  
Intergovernmental & Public Affairs  
400 County Center  
Redwood City, CA 94063  
(650) 363-4123  
[www.co.sanmateo.ca.us/igpa](http://www.co.sanmateo.ca.us/igpa)

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