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## BPC Policy No. 018

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**SUBJECT:** BOARD ADVISORY COMMITTEES

**PURPOSE:** To provide for the establishment of advisory committees.

**POLICY STATEMENT:**

1. The purpose of advisory committees (Committees) is to advise the Board. Committees shall be advisory in nature and shall have no authority to negotiate for, represent, or commit the San Diego Unified Port District (District) in any respect.
2. In January of each calendar year, the Chair of the Board of Port Commissioners (Board) shall establish committees for that calendar year. The Chair of the Board shall appoint members of the committees. The Chair of the Board may appoint one Commissioner to serve as committee chair. No more than two Commissioners may serve on any advisory committee, except as otherwise authorized by the Board. Commissioners shall not offer a motion or vote at any advisory committee. Once Committees are established, a list of Committees shall be submitted to the full Board.
3. Committee meetings shall be noticed and open to the public. Committee meetings shall be conducted according to applicable California State rules and regulations.
4. Committees shall forward, when appropriate, recommendations to the Board.
5. Summary reports of each Committee meeting shall be prepared by District staff supporting the Committee. The summary reports shall be forwarded to the Board and Committee updates may be reported at Board meetings.
6. Committee members shall receive no compensation for their services.
7. To the extent required by law, the Committee will operate in compliance with the Political Reform Act and Government Code section 1090 regarding conflicts of interest. Committee members with financial interests in matters coming before the Committee shall be required to disclose the interest and abstain from any participation as to the matter.

8. The Chair of the Board may immediately remove any advisory committee member who violates Board Policy 018 provisions governing conflicts of interest.
9. The Committees shall conduct their business in accordance with the Committee Guidelines attached to this Policy.
10. At their first meeting, each Committee shall identify and forward to the Board a general work plan with goals for the coming year.
11. If a Committee member is unable to attend more than two consecutive meetings, they may be removed from the Committee at the discretion of the Chair of the Board.

**ADVISORY COMMITTEE GUIDELINES:**

1. Committee meetings are open public meetings with public notice requirements in accordance with the State's open meeting laws.
2. Committee meetings will be conducted in accordance with Roberts Rules of Order. Votes of members present will be recorded in the summary reports for Committee recommendations to be forwarded to the Board. A quorum will be considered established if a majority of the members of the Committee are present.
3. Committees are created to make recommendations to the Board in the subject areas under their purview. The Board retains the final authority on all matters. Except where noted elsewhere in these guidelines, Committees are not authorized to give direction to District staff to implement substantive actions.
4. Committees may request information from District staff, ask for information from other sources and formulate recommendations, which staff will prepare on behalf of the Committee and submit to the full Board. Requests that require substantial resources or consulting services should be submitted to the Board for approval.
5. District staff will support Committee requests for information and will create summary reports of the meetings; written Committee reports to the Board; and meeting agendas in concert with the Committee Chair.
6. District staff will provide the Committee with its recommendation of matters falling under the Committee's purview. If the Committee chooses to make a

recommendation to the Board which is inconsistent with staff's recommendation, staff will have the option of presenting the staff recommendation to the Board when that matter is presented to the Board. The Committee Chair or staff (at the Committee Chair's discretion) will present the Committee's recommendations to the Commission. A recommendation made by a Committee will not be represented as the position of the District until the Board has endorsed the recommendation.

7. The public is welcome to attend Committee meetings; however, meetings are intended for the benefit of the Committee members to promote balanced, constructive interaction. Non-Committee member attendees will be asked to refrain from commenting during the proceedings unless requested by the Committee. There will be an opportunity for public comment at each meeting.
8. For the benefit of Committee members, any members of the media attending the Committee meetings shall be identified. While the Committee is discussing Committee issues, members of the Committee will be asked not to make statements about the Committee deliberations to the media, because such statements may hamper creative and candid discussions.
9. At the beginning of each calendar year, each Committee shall prepare a general work plan with goals for the coming year and submit it to the Board.

**RESOLUTION NUMBER AND DATE:** 2023-068, dated August 8, 2023 (Supersedes BPC Policy 018, Resolution 2013-55, dated April 9, 2013; Resolution 2013-27, dated February 12, 2013; Resolution 2008-273, dated December 2, 2008; Resolution 2005-78, dated May 10, 2005; Resolution 2002-118, dated May 21, 2002) (Supersedes BPC Policy No. 500 - Equal Opportunity Advisory Committee [Resolution 91-205]; BPC Policy No. 510 - Cruise Ship Advisory Committee [Resolution 94-170]; BPC Policy No. 511 - Maritime Trade Development Advisory Committee [Resolution 94-206]; BPC Policy No. 512 - Tourism/Visitor Development Advisory Committee [Resolution 94-251]; and BPC Policy No. 520 - Five Year Action Plan For A Clean San Diego Bay – Technical Advisory And Educational Committee [Resolution 93-59]). Manual shall be maintained in the Office of the District Clerk for use by the public.