

6. GPAC RESPONSIBILITIES AGREEMENT

“Responsibility Agreement”:

Statement of Commitment to County Guidelines for Advisory Committee Membership and Conduct

Members of the _____ General Plan Advisory Committee are asked to read, understand, and adhere to the following guidelines:

1. I understand that I will be asked to commit approximately 15-25 hours/month for the next _____ months/years for the following:
 - Six to nine hours each month to attend 2-3 meetings;
 - Document review, including but not limited to environmental documents, environmental constraints analyses, special studies, Comprehensive Plan elements, Zoning Ordinances, minutes, and other materials contained in meeting packets;
 - Participation on subcommittees when special issues need to be addressed;
 - Assisting County staff in organizing special events, publications, and public notices;
 - Participate in field investigation, as necessary.

PLEASE INITIAL HERE _____

2. I agree to punctually and fully attend all regular and special meetings of the GPAC and all relevant subcommittee meetings to the maximum possible extent. I understand that upon 3 unexcused absences or 5 consecutive absences I will be subject to dismissal from the committee. Absences may only be excused if communicated to the Chairperson of the committee or the appointing Supervisorial office in advance of a scheduled meeting.

PLEASE INITIAL HERE _____

3. I understand that I am expected to come to the meeting fully prepared, having reviewed the agenda and all related written/graphic material available before the meeting.

PLEASE INITIAL HERE _____

4. I will conscientiously follow high ethical standard in putting the broad public interest ahead of any personal interest and/or bias. I further

understand that it is my duty to abstain from all discussions and votes on matters that could materially affect any development interest that I may have in any real property, or where a professional allegiance and/or personal bias cannot be set aside to allow my fair consideration of the issue(s) at hand. I further understand the if I should not voluntarily abstain from the discussion and/or vote in such situation, that my participation can be challenged by another committee member, staff or the public, and my participation in that issue can be prevented by a two-thirds majority vote of the full committee. I understand that pervasive or recurring conflicts of interest and/or duty should lead me to voluntarily resign from the committee and may be grounds for dismissal by the appointing Supervisor(s).

PLEASE INITIAL HERE_____

5. I commit to supporting the General Plan Update process.

PLEASE INITIAL HERE_____

6. I agree to communicate the issues under discussion with the constituents that I represent and to express their interests in public forum.

PLEASE INITIAL HERE_____

7. I agree to promote and publicize planning and the function of the committee to generate public interest and awareness.

PLEASE INITIAL HERE_____

8. I agree to promote and participate in full and open discussion of all matters of official committee business, and strive for consensus to the maximum possible extent.

PLEASE INITIAL HERE_____

9. I understand that I am expected to state the reason and basis for a decision before casting a vote on any substantive issue.

PLEASE INITIAL HERE_____

10. I agree to support the committee Chairperson and County staff in maintaining order, keeping discussions relevant to the business at hand, and following the proper procedures, while giving primary attention to matters of substance.

PLEASE INITIAL HERE _____

11. I understand that it is the role of the Chairperson to lead all meetings, be the primary spokesperson for the committee, and be the primary liaison to the staff and public. The Chairperson is also expected to attend periodic meetings with staff prior to regular and/or special meetings of the committee to discuss the agenda and format of the meeting. The Vice-Chairperson shall fulfill the duties of the Chairperson in the latter's absence. The Recording Secretary shall take notes of, or tape record, each regular and special committee meeting, and shall prepare minutes of such meetings, which shall be considered and approved by the full committee at the earliest possible time.

PLEASE INITIAL HERE _____

As a member of the **Summerland General Plan Advisory Committee (SunPAC)** I have read and understand the guidelines provided above.

Signature

Date