

South Bay Cities Council of Governments

May 27, 2022

TO: SBCCOG Board of Directors
FROM: SBCCOG Steering Committee
SUBJECT: Hybrid Meeting Criteria

Adherence to Strategic Plan:

Goal C: Member Networking and Communications. Sustain and strengthen Board and member commitment to SBCCOG and its initiatives.

BACKGROUND

Last month, the South Bay Cities Council of Governments (SBCCOG) was planning to host a hybrid meeting but only 4 board members indicated that they were coming in person. Because staff is now not regularly working in the office and the need to provide refreshments and set-up and closing, a decision was made that the meeting should just be virtual. This decision was made not for convenience but to save costs of staff working after hours and food expenses. This decision began the SBCCOG Board discussion of how many members coming in person would be the minimum amount to hold a hybrid meeting.

PROPOSAL FOR HYBRID MEETING IN-PERSON PARTICIPATION

There are 18 jurisdictions with representatives on the Board of Directors – 16 cities and 2 supervisorial districts. Each of those jurisdictions has one or more alternates. At this point, 9 jurisdictions represented with a delegate or alternate constitute a quorum.

From the SBCCOG Board discussion, there appeared to be consensus that 8 or 9 people attending in person would be the minimum for an in-person Board meeting. It was also agreed that the Steering Committee could decide each month based on possible RSVPs.

RECOMMENDATION

As long as hybrid meetings are legally allowed, at least 4 people in attendance are required for in-person participation at the Steering Committees, and at least 8 people in attendance are required for in-person participation at the Board of Directors meetings. RSVPs must be received at least 3 days prior to the meeting to allow staff to prepare accordingly.