

Columbia Neighborhood Center Community Advisory Committee By-laws

Purpose

The Columbia Neighborhood Center's Community Advisory Committee (CAC) advises the Columbia Neighborhood Center (CNC) Administration and provides input and expertise as applicable on the services provided at the CNC. The CAC also proactively connects and engages the residents of the Columbia neighborhood to enhance the neighborhood's quality of life. (Note: The CAC does not determine policy or direct staff regarding the CNC or its services.)

Roles and Duties

The CAC members advise the CNC Administration by:

- Identifying community needs of the CNC service area,
- Helping to evaluate the effectiveness of CNC services in the community,
- Providing resources and methods to collaborate with community groups,
- Serving as a resource in effectively operating, planning and advertising CNC services, and
- Assisting staff with special projects.

The CAC members help engage the community by:

- Encouraging residents to work on addressing community issues, being helpful to other residents and supportive of youth in the community,
- Developing methods for outreach to community members,
- Initiating community efforts that the Committee and Administration deem are appropriate, such as events, meetings, volunteering or other community activities, and
- Serving as ambassadors of the CNC to the community.

Membership

The Columbia Neighborhood Center Community Advisory Committee will be made up of at least seven members appointed by the CNC Joint Task Force, the CNC's governance and oversight board. The Committee's members will include individuals from the following categories:

- 1) Students attending a CNC service area school (Bishop, Columbia, Fairwood, Fremont, Lakewood or San Miguel schools),
- 2) Parents living in the CNC service area (north of Central Expressway and within Sunnyvale borders),
- 3) Staff members of a CNC service area school,
- 4) Members of businesses or organizations located in or serving Sunnyvale,
- 5) Residents of Sunnyvale, and
- 6) Experts in areas related to CNC's goals and services.

Eligibility Requirements

No individual can be appointed to or continue to serve on the Community Advisory Committee who is or has a spouse, household member, or relative currently serving as a member of the Joint Task Force, employed at the Columbia Neighborhood Center, serving as a member of the CNC Service Team or providing services at/with/through the Columbia Neighborhood Center. Relatives include the parents, grandparents, children, sisters and brothers, nieces and nephews, uncles and aunts related to the individual or spouse.

Membership Requirements

At the time a member is appointed to the Community Advisory Committee, he or she must be affiliated with (either through employment, official membership, school enrollment or residence)

the above categories. In the event that the affiliation ends, and the member is not eligible in another category, that person will no longer be eligible to continue to serve as a member of the CAC.

Members are required to spend 2-4 hours during their term either volunteering for a CNC event or assisting with a CNC project outside of regular meeting times.

CAC members are considered City volunteers and are covered by the City's volunteer program and policies, including fingerprinting. In addition, all City volunteers must abide by the same ethical standards, rules of conduct, and confidentiality that govern staff. Violation of ethical standards, rules of conduct and/or confidentiality may result in termination from CCSAC at the discretion of the Director of Library and Community Services.

Selection Process

When there is a vacancy on the CAC, CNC staff shall seek applicants through mailings and other recruitment efforts. CNC staff will recommend appointments, which are subject to the approval of the Joint Task Force.

Terms/Vacancies

The members of the CAC shall serve for a term of two years and/or until the next term's members are appointed. Membership terms will be staggered when possible. The recruitment for new members will start before the end of term for outgoing members. It will begin approximately 3 months before the outgoing members' terms end, or as soon as possible. Terms will preferably start in January/February and August/September of each year to ensure continuity and overlap of members.

Attendance

CAC members are expected to attend all regularly scheduled meetings. Meetings are six times a year, approximately in February, April, June, August, October and December. Each member is expected to have no more than one unexcused absence in 12 months. Each member is expected to participate in and support CAC special projects and activities, some of which may be outside of the regular meetings. The time commitment of a CAC member is approximately 15 hours per year.

Members must inform the staff liaison of their intended absence prior to the meeting. If a member is unable to attend a meeting, he/she may contact the staff liaison to discuss the meeting agenda items before and after the meeting.

CAC meetings are not public meetings and therefore are not subject to the Brown Act. Attendance at meetings is limited to committee members and those individuals invited by staff. If a CAC member wishes to invite other individuals to a meeting, advance staff notification and approval are required.

Limitations on Authority

The CAC serves in an advisory capacity to staff. It shall have no independent duties and no authority to take actions that bind City staff or the City Council. The CAC is not responsible for setting City policy, although staff may share the CAC input on policy issues with members of City Boards and Commissions or the City Council at staff's discretion. CAC members shall not represent the CAC outside of formal CAC meetings or activities. No expenditures or requisitions for services and supplies shall be made by the CAC and no individual member thereof shall be entitled to reimbursement for travel or other expenses.