

PROCEDURES FOR NORTH SONOMA VALLEY MUNICIPAL ADVISORY COUNCIL LETTERS

Approved by North Sonoma Valley MAC, August 18, 2021

North Sonoma Valley Municipal Advisory Council (MAC) Ad hoc committee drafts letter about a community issue, concern or opportunity to be sent on behalf of the whole MAC. Letters may also be written in support of current or pending efforts by county agencies and community organizations.

Ad Hoc notifies County staff five business days to two weeks in advance of the next MAC meeting so the letter can be placed on the agenda.

Letter is submitted before the next MAC meeting and distributed with the agenda for that meeting for review by councilmembers.

Supervisor's office assists with identifying recipients at various agencies.

At the monthly meeting, councilmembers review the draft and recommend edits and changes. County staff edits the letter, making changes supported by the council (straw votes held if needed).

Recipients are clearly identified (e.g. CALTRANS, Public Works etc.).

Council invites public comment and considers further edits following procedure above.

Council votes to support the letter in its final form.

If approved, letter is signed by MAC Chair and sent to recipients by North Sonoma Valley MAC, ad hoc committee, or Supervisor's office, as appropriate.

The letters themselves:

Should be one page; no more than two maximum.

Should begin by stating the issue(s) and our role as the community's voice.

Distill what we know about the community's opinions on the matter (e.g. "3 people provided public comments at the last MAC meeting. Two Stated their concerns about the impacts of X, while one was in favor of it")

Request action(s) or make recommendation(s), even if it's just to consider further study

Inclusion of supporting materials beyond the page limit (written comments from the public, results of a survey etc.) is encouraged.