



January 25, 2023

Governing Board Communication

TO: MERA Governing Board

FROM: Heather Plamondon, Executive Officer

SUBJECT: Review Process for Governing Board Officer Selection and Executive Board Appointments

Recommended Action
Discussion Item Only

Background

- Pursuant to the MERA By Laws, Article 3, Section One, “The governing body of each Member shall appoint a representative to serve as a member of the Governing Board and up to two (2) alternates to serve in the absence of the regular member.” The By laws further state that the representative shall hold the office until a successor is selected by the governing body of the Member.
- The Executive Board is selected under the terms of Section 7.3 as amended in Amendment No 5 as adopted on 6-20-2012, of the MERA JPA Agreement. Members of the Executive Board shall serve two-year terms with the exception of the Marin County Sheriff and may be re-appointed at the discretion of the appointing authority.
- In reviewing the roster for the Governing Board, it appears there have been changes in some members’ status, roles and responsibilities or employment with member agencies.
- In reviewing the roster for the Executive Board, it appears there is a vacancy for the seat representing Southern Marin Cities/Towns and staff is unable to determine when the current terms began.

At the November 9, 2022, meeting of the MERA Governing Board an appointment form was approved. This form will be sent to each member agency head in the coming weeks as an opportunity to change or confirm the appointment of the Member and up to two alternates for the Governing Board. A similar request will be sent to the Agencies referenced in Amendment No 5 of the JPA Agreement so staff can reset the two year term for identified Executive Board Representatives and fill the vacant seat. Staff will collect the forms and validate the information as it becomes available and once all of the member agencies have replied staff will bring this back as an agenda item to set new terms for the Governing Board and the Executive Board. It is expected to be no later than the May 2023 meeting of the Governing Board.