

# Salary Setting Advisory Committee BYLAWS

## **ARTICLE I: PURPOSE**

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The purpose of the Salary Setting Advisory Committee is to make recommendations to the Santee City Council regarding the appropriate level of salary and benefits for the Mayor and Council Members.

## **ARTICLE II: MEMBERSHIP**

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### **Section 1. Committee Membership**

The Salary Setting Advisory Committee will be comprised of seven (7) members.

### **Section 2. Appointment of Members**

Members will be appointed by the City Council. Members must be residents of the City of Santee. No voting member may be an employee or an elected official of the City of Santee.

### **Section 3. Officers**

A Chair and Vice-Chair will be elected by the Committee from among its members to serve a two-year term. The Chair, or Vice Chair in his/her absence, will present the Committee's recommendations to the City Council at a regularly scheduled public Council Meeting.

## **ARTICLE III: MEETINGS**

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### **Section 1. Time and Place**

The Committee will meet every two years in the odd numbered years, unless otherwise directed by City Council. The Committee will meet and conclude its recommendation no later than the month of May in preparation of a recommendation to the City Council in June, in conjunction with the City's regularly scheduled budget preparation process for the upcoming fiscal year. Meetings will be held at City Hall.

### **Section 2. Legal Requirements**

Meetings of the Committee are subject to the public meeting rules of the California Government Code, including the Brown Act. Reports and written materials of the Committee are subject to the California Public Records Act.

### **Section 3. Quorum**

A quorum will consist of a majority of the members of the Committee. No business shall be transacted unless a quorum is present.

### **Section 4. Voting**

Each Committee member, including the Chair and Vice-Chair, will have one (1) vote. In case of a tie vote, the motion fails.