

**BYLAWS OF THE  
LOS ALTOS - LOS ALTOS HILLS JOINT  
COMMUNITY VOLUNTEER SERVICE AWARDS COMMITTEE**

**ARTICLE I – NAME, PURPOSE**

1.1. The name of the organization shall be the Los Altos - Los Altos Hills Joint Community Volunteer Service Awards Committee (“Committee”).

1.2. The Committee is organized jointly by the City of Los Altos and the City of Los Altos Hills as a non-profit effort to recognize volunteers who have benefitted these two communities. The recognition is during an annual luncheon (the “Recognition Luncheon”) generally held during one of the first Fridays of each December, for which tickets are sold to the public.

1.3. The duties and responsibilities of the Committee are to seek and request applications from various organizations and persons for nominations for the potential awardees, select the awardees to be recognized, organize the Recognition Luncheon, and present the awards at the Recognition Luncheon.

**ARTICLE II – MEMBERSHIP**

2.1. There shall be twelve (12) members of the Committee. Each City shall appoint one of its Councilmembers as representative and five (5) additional members, each appointed for a four (4) year term; provided, however, that the Councilmember representatives are appointed following the rules of their respective City. Each City is encouraged to make the appointments by January 31st for any vacancies, and to make appointments in such a way that the terms stagger for two years. (Consequently, initial appointments or re-appointments after adoption of these Bylaws may be for less than four year terms.) In selecting appointees, preference should be given to prior awardees. All regular Committee members, including the two Councilmembers, are entitled to full participation and voting rights.

2.2. A person may be re-appointed for up to two successive four-year terms. (Upon adoption of these Bylaws, all current Committee members may complete their terms of appointment, and, if they so request, their respective City Council may reappoint them to one new term, and in the future only one additional term, at which time their two-term limit shall apply.)

2.3. Any vacancy on or resignation from the Committee may be filled by appointment from the City Council for which the right to appoint resides. Absence from three consecutive meetings, without the prior consent of the Chair, shall constitute resignation from the Committee, subject to a timely appeal to remain in good standing if approved by the Committee.

2.4. From time to time the Committee may appoint Associate Members to assist with the administration of its duties, selected from prior Awardees, prior Committee members, potential or current applicants for membership, or the general community. Such persons shall be limited, in general, to four (4) at any one time, and shall serve up to a maximum of eight (8) successive years, at the pleasure of the Committee, and without need for Council approval. Their duties shall be

prescribed by the Committee during its regular course of business, and they may attend and participate at all meetings, including helping to produce the Recognition Luncheon, but shall not have the right to vote as a Member.

### **ARTICLE III – MEETINGS & OFFICERS**

3.1. There will normally be five to seven meetings prior to each Recognition Luncheon.

3.2. Once all the applications for volunteers are received, a selection meeting (the “Selection Meeting”) will be held during which the volunteers to be recognized will be selected by the Committee as provided in Article IV below.

3.3. Notice of each meeting (including time and place) shall be given to each Committee member by email or U.S. Mail at least four business days prior to the meeting. During the first Committee meeting after the Chair is selected, the Chair shall hand out a schedule of proposed meetings and a date for the Recognition Luncheon. Notwithstanding this schedule, an agenda for each subsequent meeting, along with minutes of the prior meeting (after approval by the Chair), shall be provided to each Committee member as provided above. A Special Meeting may be called by the Chair, the Vice-Chair, the two Councilmembers on the Committee, or a majority of the members of the Committee.

3.4. An annual wrap-up meeting will be held in January following the annual Recognition Luncheon. The purpose of this meeting is to review the prior Recognition Luncheon, decide on any improvements or changes, and set the date for the reorganization meeting the following May. The reorganizational meeting to be held in May is for the purpose of electing officers for the next twelve (12) months, which period will include the next Recognition Luncheon.

3.5. Officers shall be selected by a majority vote. The Chair shall serve for one year, with the selection alternating each year from a resident of the City of Los Altos and a resident of the City of Los Altos Hills. Deviations from this rotation should be allowed only if all the members of the City entitled to that year’s rotation are unable or unwilling to so serve. The Vice-Chair should be selected from the alternate City from the Chair, with the expectation that such person will serve as the Chair the following year. The Secretary shall make sure Brown Act notices of meetings are provided, if required, and keep records of Committee actions. The Treasurer shall keep track of income and expenses, along with such other responsibilities as the Committee may assign. Officers are to be elected from the regular Committee members.

3.6. The Committee shall manage its affairs under the guidelines of the Rosenberg Rules of Order; provided, however, that a motion is not required prior to a general discussion on an agenda item, a motion may be amended at the request of the maker and the consent of the person who seconded the motion, and a motion need not be restated prior to the vote. Notwithstanding the foregoing, the Committee is free to modify its procedures as it reasonably sees fit.

### **ARTICLE IV - CRITERIA FOR NOMINATIONS AND SELECTION OF AWARDEES**

4.1. The Committee will be responsible to deliver a letter, signed by each of the Mayors from the two cities, to the various community organizations and other interested individuals which

contains a nominating packet with the applicable instructions and materials to allow the nomination. Individual Committee members may also deliver and encourage community organizations or persons to submit applications. In order to avoid any undue bias, Committee members should not be a nominating party nor provide any supporting letters.

4.2. The following persons are eligible for awards: (a) the residents of Los Altos and Los Altos Hills, and the adjacent unincorporated areas (e.g. San Antonio Hills); and (b) non-residents who have performed the activities for which they are nominated in the Los Altos-Los Altos Hills community (e.g., nominees working for organizations that service the two cities).

4.3. The following persons are not eligible for awards:

(a) Volunteers whose activities have not benefitted the Los Altos-Los Altos Hills community.

(b) Elected officials, during their terms of office. (Note: an elected official who has retired from office may be eligible for notable work done in office. For example, an elected official serving as a city's representative on a Joint Powers Agency, and who has performed in that capacity at a level far above the expected call of duty, is eligible, after retirement, for consideration for an award.)

(c) Volunteers whose activities have been limited exclusively to a private group. While such activities may be of great benefit to the private group, they do not necessarily benefit the community at large. This section does not preclude volunteers who are members of private groups, (such as fraternal organizations, churches, etc.) from being eligible, if their activities have benefitted the community at large.

4.4. The following categories of volunteer activities should be considered: (a) helping people, particularly the seniors, youth, shut-ins, and handicapped; (b) promoting arts, education (in the broad sense; political campaigning on behalf of benefits to education does not qualify), history, recreation; (c) providing service to city government (e.g. major unpaid work helping the city); and (d) working behind the scenes as a professional (e.g. a town newspaper editor, or a non-volunteer such as the head of a JP, or a group).

4.5. The sole criteria for selection shall be the value to the community of the volunteer's personal and non-financial contribution. The contribution being made should be within the geographical boundaries of the two cities, and their adjacent unincorporated areas. The "value" should be compounded with the length of time over which the contribution was made in order to determine its true worth. Obviously, if two nominees had done the same work, but for different periods of time, the nominee with the longer term of service would have contributed greater value to the community.

4.6. The number of awardees should normally be in the range of six (6) to ten (10). There have been times when larger numbers of volunteers were honored, but this was because in the early years of the awards there was a fairly large pool of worthy awardees to be honored. While this "backlog" no longer exists, it is possible, given special circumstances, to honor more than ten (10) volunteers. It should be remembered, however, that if excessively large numbers of awards

are given, the honor of receiving an award will be correspondingly diluted.

4.7. In order to avoid protracted selection considerations and inadvertent bias by individual members of the Committee, the method of voting shall be as follows:

(a) Prior to the Selection Meeting, the Chair will provide to all Committee members a written list of all nominees whose nominations were received by the permitted deadline, along with the supporting documents. Late or incomplete nominations may be considered only upon approval of the Committee.

(b) Each Committee member should arrive at the Selection Meeting with a charted ranking, or order of merit, listing all the nominees. For example, if there are 20 nominees, the Committee member should have each nominee's name annotated with a ranking number, 1 being the highest order of merit, and 20 the lowest. Rankings are not to be fractional, in other words, dividing a rank between two nominees is not permitted.

(c) After general discussion, each Committee member shall provide his/her written rankings to the Treasurer, who will see that the rankings are compiled and displayed. For each nominee, the highest ranking and the lowest ranking are then deleted, and the total of the remaining rankings (presumably ten if all twelve Committee members voted) are added together. The purpose of the deletions is to avoid undue bias for or against any nominee.

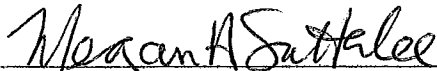
(d) The resulting scores should be a fair representation of the Committee's opinion, and the nominees receiving the lowest 6 to 10 scores will become finalists; with the lowest six (6) automatically qualifying for awards, and the remaining four (4) being considered at the discretion of the Committee. In normal practice, a natural "break point" is sought for distinguishing the most deserving of the remaining four nominees. Experience has shown that eighty percent or so of the awardees can thus be determined with virtually no debate, and final discussion can then concentrate on the most suitable break point.

## ARTICLE V - AMENDMENTS


5.1 These Bylaws may be amended by the approval of the two City Councils.

### APPROVED:

Approved on April 14, 2009

  
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Mayor Megan Satterlee  
City of Los Altos

Approved on April 23, 2009

  
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Mayor Jean Mordo  
City of Los Altos Hills