



City of Santa Clara

The Center of What's Possible

City of Santa Clara Council Policy Manual

GUIDELINES FOR COMMISSIONERS FOR ATTENDANCE AT CONFERENCES AND TRAINING EVENTS

PURPOSE

The purpose of this Policy is to establish criteria for Boards and Commissions travel to conferences and training events.

POLICY

Each City Commission has a separate budget to pay for members' attendance at appropriate conferences and training programs. These guidelines were established by the City Council in 1997 and amended in 2003 and 2010 based on the City's Budget Principles. In general, the policy discourages international and out-of-state travel for conferences and training events.

TRAVEL GUIDELINES

1. Official travel must be related to the Commissioner's roles or duties and approved by the City Commission.
2. Attendance at conferences and training events should be rotated as much as feasible among members of each City Commission.
3. All travel requests must be pre-approved by the Board or Commission prior to travel arrangements.
4. The City of Santa Clara is fiscally responsible and endorses the proper use of City assets to help ensure the City's fiscal stability. To that end, out-of-state travel is discouraged. If the City Commission believes that the out-of-state conference is highly important, and if sufficient funding is available within the existing budget then approval by the City Council is required.
5. No more than two members of a City commission may attend any specific out-of-state conference or training event.
6. No more than three members of a City commission may attend any specific conference and training event held within the State of California. If more than three members of a City commission wish to attend a conference within the State of California, if sufficient funding is available within the existing budget, working with the staff liaison, the City Commission may send more than three members to the conference upon a vote of the City Commission, without requiring additional City Council approval.
7. Attendance at an international conference or training held outside of the United States requires special approval by the City Council. Out-of-country travel is not recommended.



GUIDELINES FOR COMMISSIONERS FOR ATTENDANCE AT CONFERENCES AND TRAINING EVENTS

8. One-day meetings that do not require an overnight stay are allowed as long as the total budget is not exceeded.
9. Overnight lodging may be approved depending on whether an extensive commute is required to reach the conference/event by 8 a.m.
10. A special situation exists for the Historical & Landmarks Commission which has a formally designated advisor as required for the City's Certified Local Government status. The Commission may choose to send the advisor instead of a member of the commission.
11. Per AB 1234 requirements, Commissioners should report verbally on conference and training attendance at the subsequent meeting of the Commission. A brief written report from the Commissioner may be substituted for the verbal report. (See the "Resource Material" section of "Board and Commission Handbook and Survival Guide" for more information.)