



## GUIDELINES FOR COMMISSIONERS FOR ATTENDANCE AT 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 when they were updated and clarified based on the City's Budget Principles and the difficult financial outlook facing the City. In general, the policy discourages out-of-state travel and out of the United States travel for Conferences and Training.

### ***PROCEDURE***

1. Attendance at conferences and training events should be rotated as much as feasible among members of each City Commission.
2. 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. City revenues have been seriously impacted during recent fiscal years. If the commission believes that the out-of-state conference is highly important, and if sufficient funding is available within the existing budget, working with the staff liaison, the commission may make this recommendation to the City Council through an agenda report to be considered as a Consent Calendar item. No more than two members of a City commission may attend any specific out-of-state conference or training event.
3. No more than three members of a City commission may attend any specific conference and training event held within California. If more than three members of a City commission wish to attend a conference within 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.
4. Attendance at a conference or training held outside of the United States requires special approval by the City Council. Out-of-country travel is not recommended.
5. One-day meetings that do not require an overnight stay are allowed as long as the total budget is not exceeded.



## GUIDELINES FOR COMMISSIONERS FOR ATTENDANCE AT CONFERENCES AND TRAINING EVENTS (cont.)

6. 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.
7. 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.)

**Reference:** *City Council minutes from August 5, 1997*  
*Amended by Council Action in June 10, 2003 and June 15, 2010.*