

**A Policy of the Gualala Municipal Advisory Council**

**(Adopted 1 July 2010)**

**Policy Regarding Council Sanctioned Outgoing Correspondence**

One of the specifically enumerated advisory powers of the Gualala Municipal Advisory Council (GMAC) is “Planning” in the Gualala area. Resolution Number 97-03 5 of the Mendocino County Board of Supervisors specifically states that GMAC is to “advise the Board of Supervisors on current and long term planning and development projects.”

There are instances when one or more council members may volunteer or be directed to draft, under majority vote of the Council or direction of the Council Chair, a communication to a body, party, agency, or individual, in relation to (but not limited to) a permit application, which has been directed to GMAC, as a referral agency, for consideration and comment, or a proposed governmental action, public health and/or safety concern, deemed to be within the jurisdiction of this council, or if outside GMAC jurisdiction, the potential to influence or impact GMAC’s area of influence.

The GMAC members wish to adopt a formal and consistent protocol for such instances for purposes of transparency, clarity, and to diminish any suggestion of conflicts of interest. Therefore, Council members will adhere to the following:

- 1) When drafting a letter in response to a submitted permit application, council member(s) designate will be provided with the following information by the Council Secretary or Council Chair:
  - Copy of “motion” language as passed by GMAC.
  - Results of GMAC vote.
- 2) Letters to be drafted using the following format:
  - Addressee information: Including name of “project coordinator”, department or agency, and mailing address.
  - Description of project: Including permit application number, assessor parcel number(s), site address.
  - Body of letter, including “motion” language.
  - Results of GMAC vote.
  - Name of letter writer(s).
- 3) Once item #2 is complete, the draft letter is to be emailed to the Council Secretary for processing.

- 4) Council Secretary will forward letter to Council Chair for final review. If the Council Chair requests alterations to the letter, said requests will be forwarded back to the letter writer(s) for consideration.
- 5) When the final-draft is complete, the Council Secretary will formally format the letter before it is released to addressee, applicant, and the GMAC website.

For correspondence other than permit applications, council member(s) designate will be provided with the following information by the Council Secretary or Council Chair:

- Copy of “motion” language as passed by GMAC, if applicable.
- Results of GMAC vote, if applicable.

1.b. Letters are to be drafted using the following format:

- Addressee information: Including name, department or agency, and mailing address.
- Description of project (if applicable): Including permit application number, assessor parcel number(s), site address.
- Body of letter, including “motion” language, if applicable.
- Results of GMAC vote, if applicable.
- Name of letter writer(s).

2.b. Once item #1.b. is complete, the draft letter is to be emailed to the Council Secretary for processing.

3.b. The Council Secretary will forward the letter to the Council Chair for final review. If the Council Chair requests alterations to the letter, said requests will be forwarded back to the letter writer(s) for consideration.

4.b. When the final-draft is complete, the Council Secretary will formally format the letter before it is released to addressee, applicant, and the GMAC website.

- 6) This policy will be reviewed and revised as necessary.