

CRC Member Profile

1. Charter Requirements
 - a. Must be a registered voter (elector) of Orange County
 - b. May not be an elected official (county, city, etc.)
2. Should be willing to serve for approximately 20 months (January 2019 – August 2020); the 2020 CRC goes *sine die* (no more activity) on 11/03/2020 (election day 2020)
NOTE: First three meetings of CRC set for **February 25, 2019, March 14, 2019 and April 11, 2019.**
3. Financial disclosure reports are required within 30 days after appointment (by approximately **2/19/2019**); reports are sent to the Supervisor of Elections; updated reports due in January 2020
4. CRC members must comply with the Sunshine Law, Public Records Law, and the State Code of Ethics, similar to BCC members
 - a. All meetings must be open to the public and 3-day notice provided; minutes taken
 - b. Public records (emails, letters, memos, etc.) subject to disclosure; County can assist in establishing an email account to ensure accessibility to records
 - c. Two or more CRC members may not meet outside of the “Sunshine” on Charter related items
5. CRC members are expected to attend all meetings; 2-3 excused absences typically allowed
6. CRC members are expected to review reference materials including Charter History (1986 – present) and the current Orange County Charter before 1st meeting of full CRC
7. It is most helpful if CRC members are electronically capable (i.e., email receiving and sending, able to comment on draft documents via Word, track changes, etc.)
8. Typical full CRC meeting pattern
 - a. Full CRC regular meetings held in BCC Chambers; meetings usually last 2-3 hours; meetings start about 4 pm on a weekday; regular meeting date to be decided but options currently appear to be 4th Monday, 2nd Thursday, 1st Wednesday or 1st Friday of the month.
 - b. One full CRC meeting per month for approximately 12 months
 - c. During last 5-6 months (January 2020 – June 2020), usually at least two full CRC meetings per month
 - d. CRC must hold no less than four public hearings. Normally six public hearings (one per BCC commission district) are held in various locations throughout the county from about October 2019 – March 2020 to elicit public comment on proposed/possible charter changes; public hearings start at 6 pm and usually last 1-2 hours
9. Typical committee meeting pattern
 - a. Usually between 3-8 committees are appointed over life span of CRC
 - b. Committees meet at mutually-agreed-upon time but can only meet after notice is posted three days in advance
 - c. CRC Staff Member Committee – interviewing and recommending part-time staff member
 - d. CRC Outside General Counsel Committee – interviewing and recommending outside general counsel

- e. Topic-specific committees
 - i. 3-5 CRC members appointed/volunteer to consider an issue
 - ii. 5-6 meetings
 - iii. Report of each meeting sent to next full CRC meeting
 - iv. Final recommendation from committee to full CRC
 - f. Final Report and Ballot Language Committee – working with outside counsel to finalize recommendations, ballot language, etc.
 - g. Registered Voter Household Mailing Committee – preparing (in English and Spanish) a mailer to be sent one to each household containing at least one registered voter; listing pros and cons of each proposed Charter change recommended by CRC
10. Information needed from/for appointee (all public record unless exempt)
- a. Formal name
 - b. Preferred first name/nickname
 - c. Mailing address
 - d. 2 phone numbers (work/home and cell)
 - e. Preferred email address (CRC members are advised to set up a special CRC only email address)