

RESOLUTION NO. 21165 (N.C.S.)

A RESOLUTION ESTABLISHING UNIFORM BYLAWS FOR CITY COMMISSIONS, COMMITTEES, AND BOARDS

WHEREAS, the City's various commissions, committees, and boards conduct their meetings pursuant to bylaws approved by the City Council; and

WHEREAS, the bylaws for the various commissions, committees, and boards differ in some respects; and

WHEREAS, the Salinas City Council has set as one of its goals and priorities an effective, efficient government; and

WHEREAS, the Salinas City Council desires to have its commissions, committees, and boards conduct their business pursuant to a uniform set of standards and pursuant to a uniform administration.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF SALINAS that the Uniform Bylaws for City Commissions, Committees, and Boards which are attached to this Resolution shall, unless otherwise specifically set forth in this Resolution or in a subsequent action by the City Council, govern the operation and the management of the City's commissions, committees, and boards and shall replace the existing bylaws currently used by the City's commissions, committees, and boards; and

BE IT FURTHER RESOLVED, that the bylaws for the Salinas Police Community Advisory Committee dated June 30, 2010, shall continue to govern the operation and the management of the Committee, except that Section 2 of the bylaws shall be amended to provide that the total number of members of the Committee shall be seven (7), one appointed by each member of the City Council from residents within their districts, with the Mayor's appointment made from among residents of the City at-large.

PASSED AND APPROVED this 2nd day of May, 2017, by the following vote:

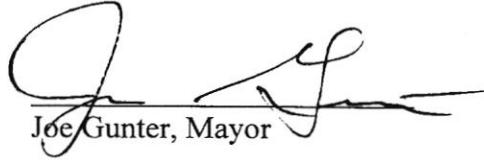
AYES: Councilmembers: Craig, Davis, De La Rosa, McShane, Villegas and Mayor Gunter

NOES: Councilmember Barrera

ABSTAIN: None

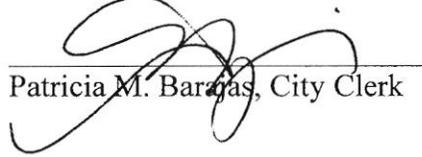
ABSENT: None

APPROVED:



Joe Gunter, Mayor

ATTEST:



Patricia M. Barajas, City Clerk

UNIFORM BYLAWS FOR CITY COMMISSIONS, COMMITTEES, AND BOARDS

Unless specific bylaws are approved by the City Council for a commission, committee, or board, these Uniform Bylaws shall govern the operation and management of the City's commissions, committees, and boards.

Article 1. Officers.

Section 1. The Officers are Chairperson, Vice-Chairperson, and Executive Secretary.

Section 2. Chairperson. The Chairperson will preside at meetings of the commission, committee, or board.

Section 3. Vice-Chairperson. In the absence of the Chairperson, the Vice-Chairperson will preside at meetings. In the absence of both the Chairperson and the Vice-Chairperson, the members present (provided a quorum is present) shall designate an acting Chairperson for the meeting.

Section 4. Executive Secretary. A Department Director selected by the City Manager, or the Department Director's designee, shall serve as the Executive Secretary and will carry out the administrative details of the commission, committee, or board. S/he will keep the records of the commission, committee, or board, will act as secretary of the meetings, will record all votes, and will prepare the agenda and the minutes of the meetings. S/he will serve as technical advisor to the commission, committee, or board and will provide the necessary research and fact-finding services.

Section 5. Election of Officers. Annually, during the month of July, the commission, committee, or board will elect from among its members a Chairperson and Vice-Chairperson who shall serve for a term of one year. A minimum of four votes are required for electing each position.

Section 6. Term of Office. No person shall serve for longer than two consecutive terms as elected Chairperson. Further, no person shall serve more than two consecutive terms as elected Vice-Chairperson. This intended to create a rotation of commissioners into the elected officer positions.

Section 7. If the office of Chairperson becomes vacant, the Vice Chairperson shall automatically become Chairperson for the existing Chairperson's remaining term of office. Alternatively, the commission, committee, or board may select a successor from its membership to assume the office of Chairperson. The period of time during which the Vice Chairperson assumes the office of Chairperson will not be counted toward the maximum term of office under Section 6, above. If the office of Vice Chairperson becomes vacant, the Commission, committee, or board will select a successor from its membership at the next regular meeting and such election will be for the existing Vice Chairperson's remaining term of office. The period of time during which a Commissioner assumes the role of Vice Chairperson will not be counted toward the maximum term of office under Section 6, above. A minimum of four votes is required for electing each position under this Section.

Article 2. Meetings.

Section 1. Regular meetings. Regular meetings shall be held in the Council Chambers in City Hall, 200 Lincoln Avenue, Salinas, California 93901, unless otherwise designated in advance by the Executive Secretary. Regular meetings shall be held on such days and at such times as may be determined by the commission, committee, or board, unless there is no business to discuss, at which time the Executive Secretary shall post a notice of cancellation as prescribed by the City Clerk, at least seventy-two hours prior. Alternate meeting times and places are encouraged as long as sufficient public notice is given.

Section 2. Special Meetings. Subject to proper notice, special meetings may be called by the Chairperson, or in his/her absence, by the Vice-Chairperson for the transaction of business. Only those matters listed in the agenda notice of a special meeting may be discussed at that meeting and such meetings shall be conducted in full conformity with the Brown Act.

Section 3. Attendance Requirements. Each member will be required to attend a minimum of 75% of all scheduled regular and special meetings held within a calendar year. Further, a member shall be absent from no more than three consecutive regular and special meetings. A violation of either of these attendance requirements will invoke enforcement procedures, which may include the commission, committee, or board making a recommendation to the appropriate City Council member that their appointee be removed from the membership or recommending to the City Council that the member be removed and an alternate appointment be made.

Section 4. Quorum. A majority of the appointed members of the Commission, committee, or board shall constitute a quorum. No action shall be taken except by the affirmative vote of the majority of the members present. In the event any member or members abstain from the determination of an item, said member or members shall be counted as present for the purpose of determining a quorum.

When the Executive Secretary receives notice from individual members prior to the meeting which indicates that a quorum will not be present, the Secretary may cancel the meeting on behalf of the commission, committee, or board.

Section 5. Minutes. All official actions shall be entered in the minutes of each meeting, said minutes to be prepared by the Executive Secretary.

Section 6. Manner of Voting. Voting on matters coming before the commission, committee, or board will be by roll call, and the vote entered into the minutes.

In the event the commission, committee, or board is unable to approve, conditionally approve, disapprove, or make a recommendation to the City Council on an item because a motion on the application fails to receive a majority vote resulting in no action taken by the commission,

committee, or board, the item or application shall be forwarded directly to the City Council with a record of the commission, committee, or board's vote and the proceeding thereon.

Section 7. Rules of Order and Procedure. Robert's Rules of Order, or those rules of order and procedure used by the City Council, will provide guidelines for those aspects of proceedings not specifically provided for in these Bylaws, however, action by the commission, committee, or board will not be invalidated because of a technical violation of these rules. The Chairperson will have the final say on interpretation, subject to override by a majority of the members present if there is a disagreement over a particular procedure.

Section 8. Agenda. An agenda will be prepared by the Executive Secretary who has authority over the scheduling of agenda items, and will be adhered to with the exceptions that items may be taken out of order for the convenience of those in attendance. The agenda will be published and distributed to interested parties at least seventy-two hours in advance of all meetings.

Article 3. Committees.

Committees of the commission, committee, or board may be established to pursue the goals and the programs of the body. No more than three members may serve on each committee. Members of the public may also participate on committees. Subject to the approval of the commission, a committee, or board can set their own rules and meeting schedule. Committees will report to the body regularly with updates and/or recommendations and an accounting of time spent by the members and non-members of the public on work items.

1 **SALINAS POLICE COMMUNITY ADVISORY COMMITTEE**

2 **BY-LAWS**

3 **Article I — The Committee**

4 Section 1. Name

5 The name of the committee is the “Salinas Police Community Advisory Committee,”
6 hereinafter the “PCAC.”

7 Section 2. Composition

8 The PCAC will be composed of fourteen (14) voting members, two (2) appointed by each
9 member of the Salinas City Council, and a secretary and a police department liaison
10 appointed by the Chief of Police from the Department staff, both of whom shall be non-
11 voting, ex-officio members.

12 Section 3. Duties

13 The purpose of the PCAC shall be to review police service delivery relevant to
14 community needs, provide input on programs, and advise the City Council and police
15 department about community relations strategies. The PCAC members appointed by the
16 City Council will report to their respective council members and also be responsive to
17 procedural and/or community issues as defined by the Chief of Police. PCAC members
18 also are to bring to the PCAC concerns and questions from their communities.

19 Section 4. Governing Law

20 The PCAC shall, in all its official activities, adhere to the provisions of the Ralph M.
21 Brown Act of California and all amendments thereto.

22 Section 5. Qualification for Membership

23 All City Council appointees shall provide identifying information to the Chief of Police
24 and shall be subject to a criminal history check conducted in accordance with procedures
25 determined by the Chief of Police. A record of the criminal history/background check
26 will be maintained by the Chief of Police. The Chief of Police shall have the right to
27 deny membership to any appointee to the PCAC based on the confidential results of the
28 criminal history/background check.

29 Section 6. Removal

30 Any member of the PCAC may be removed from office upon the affirmative vote of a
31 majority of the members of the City Council and any such action shall be final and not
32 subject to review.

33 Section 7. Term

34 Members of the PCAC shall serve until successors are appointed, unless either resigns or
35 is removed sooner by action of the City Council as herein provided.

36
37 **Article II — Officers**

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38 Section 1. Titles

39 The officers of the PCAC shall be a Chairperson and a Vice Chairperson, both of whom
40 shall be voting members of the PCAC; a Secretary and Police Department Liaison,
41 neither of whom shall be voting members of the PCAC.

42 Section 2. Chairperson

43 The Chairperson will preside at meetings of the PCAC. He/she shall be appointed by the
44 Chief of Police for a term of one year from among not less than two nor more than three
45 nominees presented by the voting members of the PCAC.

46 Section 3. Vice Chairperson

47 The Vice Chairperson shall preside at all PCAC meetings in the absence of the
48 Chairperson. He/she shall be appointed by the Chief of Police for a term of one year
49 from the list of nominees for Chairperson (see Section 2).

50 Section 4. Secretary

51 The Secretary is the executive officer of the PCAC and shall carry out the administrative
52 details of the PCAC. He/she shall be appointed annually by the Chief of Police from the
53 police department staff. As Secretary, he/she shall keep the records of the PCAC, act as
54 Secretary of the meetings of the PCAC, cause to be recorded all votes, and cause to be
55 prepared the agenda and minutes of the PCAC. The Chief of Police shall designate an
56 alternate to serve in the absence of the Secretary.

57 Section 5. Police Department Liaison

58 The Police Department Liaison shall be appointed annually by the Chief of Police from
59 police department staff. He/she shall act as the representative of the Chief of Police when
60 the Chief is not present, and shall provide or arrange for such data and research on police
61 activities as may be requested by the PCAC in pursuit of its duties as stated in Article 1,
62 Section 3.

63 Section 6. Vacancies

64 If any office becomes vacant for any reason, a replacement shall be appointed by the
65 Chief of Police for the remainder of the vacated term according to the provisions of
66 Sections 2, 3, 4 or 5 above, as appropriate.

67 **Article III — Meetings**

68 Section 1. Regular Meeting Place

69 Unless otherwise designated in advance by the Chairperson or the Secretary, PCAC
70 meetings will be held at City Hall.

71 Section 2. Regular Meetings Date

72 Regular meetings will be held at 6:00 p.m. on the last Wednesday of each month, unless
73 cancelled by the Chairman due to lack of business. The PCAC may determine at any
74 regular meeting that any subsequent regular meeting or meetings will be held at a
75 different time, day, or location.

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76 Section 3. Special Meetings

77 The PCAC may hold special meetings in accordance with the provisions of California
78 law. Such meetings may include sub-committee meetings, strategy sessions, and social
79 functions.

80 Section 4. Agenda

81 The Secretary will prepare and publish an agenda for each meeting, which will be posted
82 and otherwise made available according to the requirements of California law. The
83 Chairperson or any member may make additions to the agenda at the beginning of the
84 meeting with the consent of the members present, provided no public notice is required
85 by law.

86 Section 5. Quorum

87 A simple majority of current PCAC voting members shall constitute a quorum for the
88 transaction of business. No action shall be taken except by the affirmative vote of a
89 majority of the voting members. However, if a quorum is present at the beginning of a
90 meeting and such members subsequently depart prior to adjournment as reduces the
91 number present to less than a quorum, the PCAC may continue to conduct business
92 provided any action taken is approved by no less than a majority of a quorum.

93 Section 6. Attendance

94 PCAC members must report to the Secretary prior to a scheduled meeting if they intend
95 to be absent. Failure to report in a timely manner will be considered an unexcused
96 absence. Three consecutive unexcused absences will be reported to the Chief of Police
97 and constitute a basis for removal from the PCAC.

98 Section 7. Adjournment of Meetings Due to Lack of Quorum

99 The presence or lack of a quorum may only be determined by the PCAC at the time of the
100 meeting. Where those PCAC members present at the time of a meeting find that there is
101 not a quorum and that a quorum is not likely to be achieved, the meeting may be
102 adjourned or may continue to discuss informational items, taking no official action on
103 items discussed until a future meeting where a quorum of members are present.

104 Section 8. Conflict of Interest

105 Any member who believes himself/herself to have a conflict of interest in any matter
106 before the PCAC shall so indicate prior to discussion of the matter.

107 Section 9. Order of Business

108 At regular meetings of the PCAC, business will be conducted in the following order,
109 unless otherwise determined by the Chairperson with the approval of the PCAC:

- 110 1. Roll Call
- 111 2. Comments from the public
- 112 3. Approval of minutes of previous meeting(s)
- 113 4. Committee considerations

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- 114 5. Other business
115 6. Future agenda items
116 7. Roundtable (limit one (1) minute per committee member)
117 8. Date, time and place of the next meeting.
118 9. Adjournment
119 All official actions shall be entered in the minutes of each meeting and said minutes shall
120 be approved by the PCAC at its next meeting.

121 Section 10. Public Meeting -- Continuance and Cancellation

122 Once a public meeting has been duly scheduled and noticed, such meeting may be
123 continued or cancelled openly by the PCAC acting at the time set for such meeting. The
124 PCAC shall continue or cancel a public meeting only for a good cause as determined by
125 the PCAC.

126 Section 11. Manner of Voting

127 Voting on matters coming before the PCAC shall be by voice.

128 Section 12. Rules of Order

129 Roberts Rules of Order will govern those aspects of committee proceedings not
130 specifically provided for in these Bylaws.

131 Section 13. Request for Considerations

132 All requests for consideration of issues by the PCAC shall be made in writing to the
133 Secretary at least seven (7) days prior to the time of the regularly scheduled meeting.
134 Matters not on the agenda may be brought before the PCAC for discussion (but not for
135 action) provided a majority of the members present consent.

136 **Article IV – Ride-Alongs and Community Academy**

137 Section 1. Ride-Alongs Encouraged

138 PCAC members are encouraged to ride along with officers on duty a minimum of eight
139 (8) hours per year. Members may ride along in excess of the eight hours at the discretion
140 of the Chief of Police. All ride-along requests and scheduling will be coordinated through
141 the Police Department's Administration Division.

142 Section 2. Police Community Academy

143 PCAC members are encouraged to participate in the Salinas Police Community Academy
144 when it is being offered. The Academy is hosted by the Community Services Unit and
145 applications may be submitted through the Police Department Liaison or the Secretary.

146 **Article V - Bylaws**

147 Section 1. Review

148 These Bylaws shall be reviewed annually or at the time of appointment of new officers.

149 Section 2. Amendment

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150 The Bylaws may be amended with the approval of a majority of the voting membership
151 of the PCAC at a regular meeting provided that written notice of such amendment has
152 been received by PCAC members at least five (5) days prior to the meeting. A proposed
153 Bylaw amendment may not be introduced without the five-day written notice and passed
154 at the same meeting. All Bylaws are subject to review and approval by the Chief of
155 Police.

156

157 Approved by the Police Community Advisory Committee on June 30, 2010.

158 Approved by the Salinas Chief of Police on June 8, 2010.