

# TRAFFIC AND TRANSPORTATION COMMISSION

PURPOSE OF COMMISSION  
CONDUCT OF MEMBERS AND MEETINGS

March 13, 2025

# Establishment and Governance of T&T Commission

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- Salinas Municipal Code Section 3-01.01(a)(4)
  - Composition; Terms: SMC §3-01.02
  - Powers and Duties: SMC §3-01.03(a), (b)(4)
  - Quorum: SMC §3-01.04
  - Appointment; Vacancies; Removal: SMC §3-01.05
  - Organization; Officers; Meetings; Conduct of Business: SMC §3-01.06
  
- Resolution No. 21165 (May 2, 2017)
  - Uniform Bylaws for Commissions, Committees, etc.

# Duties of the T&T Commission

- Salinas Municipal Code Section 3-01.03(4)(a)-(d)
  - “to study and recommend to the council and city manager ways and means of improving traffic flow and safety on existing streets and property within the city.”
  - "to render advice on the safe use of all public streets, crosswalks, sidewalks, alleys, parking lots, curb parking and other parking areas within the city."
  - "working in conjunction with other community interest groups to prepare and recommend adoption of municipal off-street public parking improvement programs."
  - "to study and recommend to the council and city manager ways and means of improving the city operated municipal transportation system."

# Brown Act and Open Government Laws

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- Transparency: promotes understanding and trust in government
  
- California's transparency laws
  - ▣ Brown Act: conduct the public's business in open and publicized meetings (closed session exceptions); allow the public to participate in meetings
    - Open and Public V: A Guide to the Ralph M. Brown Act
      - <https://www.calcities.org/resource/open-public-v-a-guide-to-the-ralph-m.-brown-act>
  - ▣ Public Records Act: allow public inspection of records
    - The People's Business: A Guide to the California Public Records Act
      - <https://www.calcities.org/resource/the-people's-business-a-guide-to-the-california-public-records-act>

# Open and Public Meetings

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- Public agency decision-making bodies (“legislative bodies”) must conduct their business in open and public meetings
- “Legislative body”: governing board of local agency (City Council), commissions, committees, board, or other bodies
  - ▣ Decision-making or advisory
  - ▣ Created by charter ordinance, resolution or other formal action of the legislative body

# Open and Public Meetings

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- “Meeting”: any situation involving a quorum (majority) of a decision-making body in which agency business is transacted or discussed
  - ▣ Majority cannot talk privately about agency business whether by telephone, email or at a local coffee shop
  - ▣ Quorum defined in SMC §3-01.04
- Serial Meetings: series of communications that result in a majority of the governing body members having conferred on an issue to develop a “collective concurrence”
  - ▣ Email
  - ▣ Committee and staff communications
  - ▣ Assembly Bill 992: Social Media

# Open and Public Meetings

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- Permissible Gatherings
  - ▣ Educational conferences
  - ▣ Social or ceremonial events
  - ▣ Community meetings not organized by the City
  - ▣ Basic rule: majority cannot gather and discuss agency business and cannot determine an issue; must occur at an open and public meeting

# Open and Public Meetings

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- Notice and Agenda Requirements
  - In general, public officials may only discuss and act on items included on the posted agenda for a meeting
    - Public must be informed of the time and place and items
    - Agenda must be posted at least 72-hours in advance
    - Limited exceptions (special or emergency meetings)
  - Public comment--allows public participation in the meetings
    - Rule one: tell the public what the body will be doing
    - Rule two: keep the public informed while the body is doing it
    - Rule three: when the body has acted, tell the public what happened
  - Officials may request that a matter be placed on the agenda for a future meeting
  - Only under extraordinary circumstances can matters be added to the agenda
  - Remote participation: AB 2449



# Open and Public Meetings

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- Penalties and Remedies for Brown Act Violations
  - ▣ Criminal penalties: misdemeanor
  - ▣ Civil remedies
    - Injunctive relief (District Attorney or private individual)
    - Invalidation of action (action is null and void)
    - Notice to cure
    - Attorney's fees

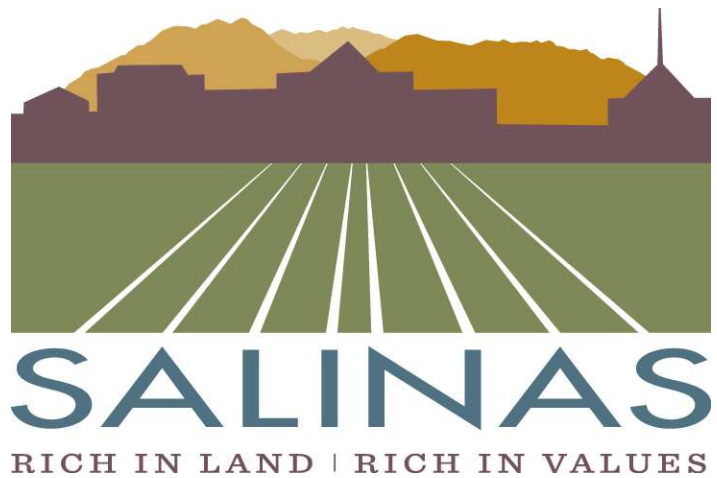
# Conduct of Meetings

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- Parliamentary Procedure
  - ▣ Robert's Rules of Order; Rosenberg's Rules of Order
  - ▣ Chairperson controls the meeting (Bylaws Section 2, Art. 2)
  - ▣ Order of speaking
  - ▣ Making and considering motions (majority of the quorum, generally)
  - ▣ Recording of votes: Roll Call Votes
  - ▣ "Cheat Sheet" on dais
- Rules of Decorum
  - ⦿ Established by Resolution of the City Council
- Ethics Principles

# City Seal and City Logo

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# Questions

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□ Questions?