

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.

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 Commission 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 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. The is 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. 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 will elect 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.

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. Non-members of the public may also participate on committees. Subject to the approval of the commission, committee, or board each committee 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.