

City Policy #3002

Bylaws

Brown Act

Rules of Order

MARTIN LUTHER KING JR. CELEBRATION AND JUNETEENTH CELEBRATION ADVISORY COMMITTEE

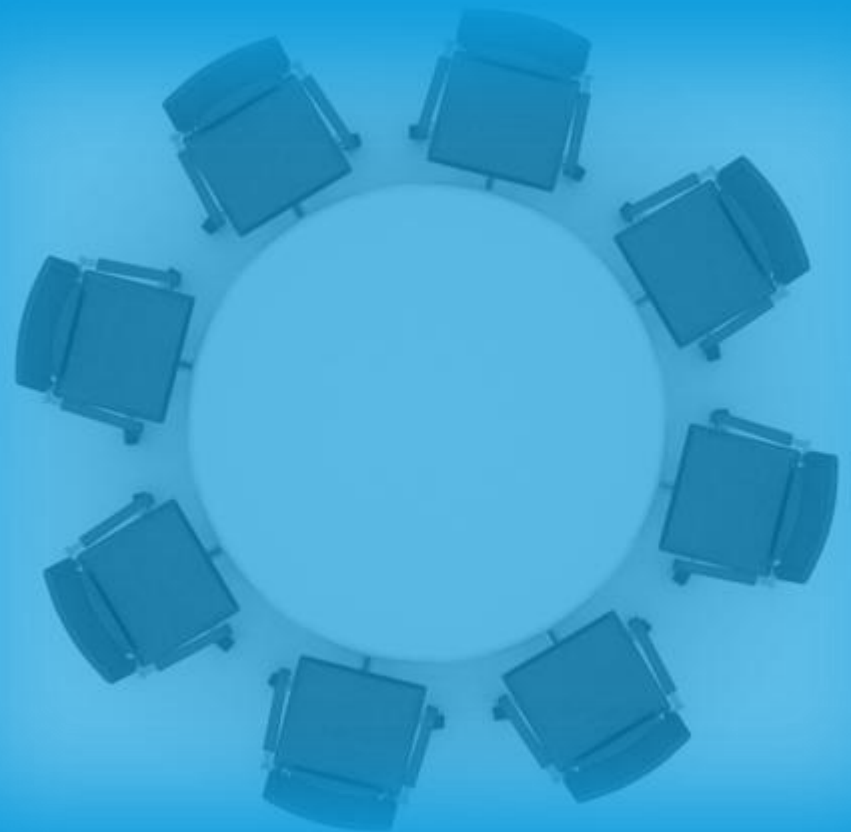


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CITY POLICY #3002

HIGHLIGHTS FROM CITY POLICY #3002

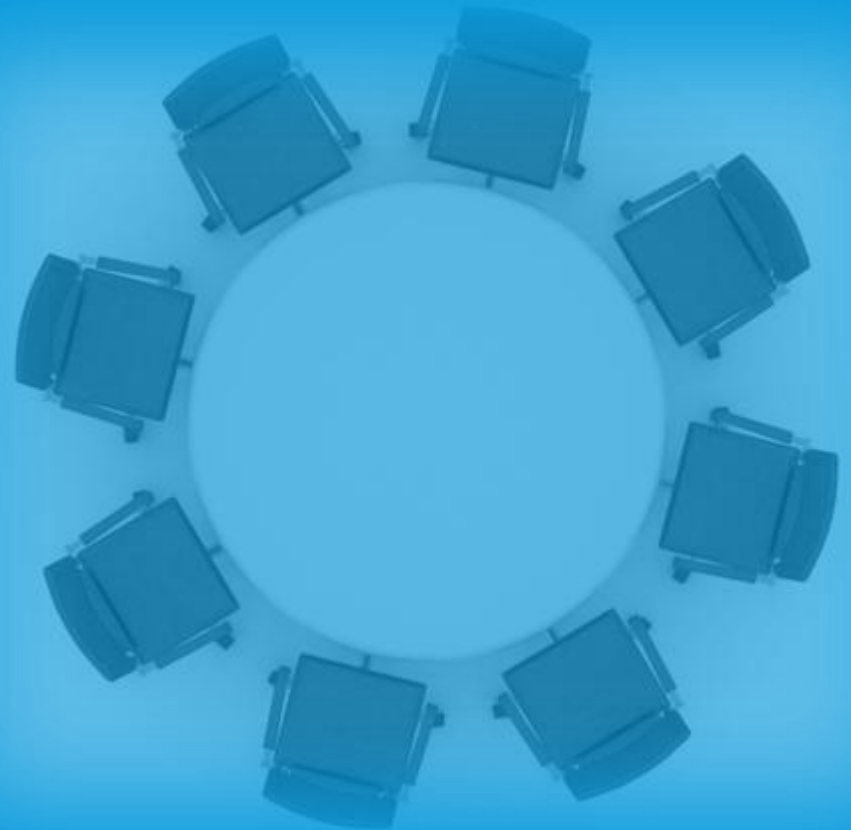
- Policy provides general guidelines on topics related to City's CBCs
- Major Points
 - Private citizen vs. Representative of City
 - Individual views can be wrongfully construed to represent the collective
- Applicable Laws
 - Code of Conduct
 - Ethics



BYLAWS

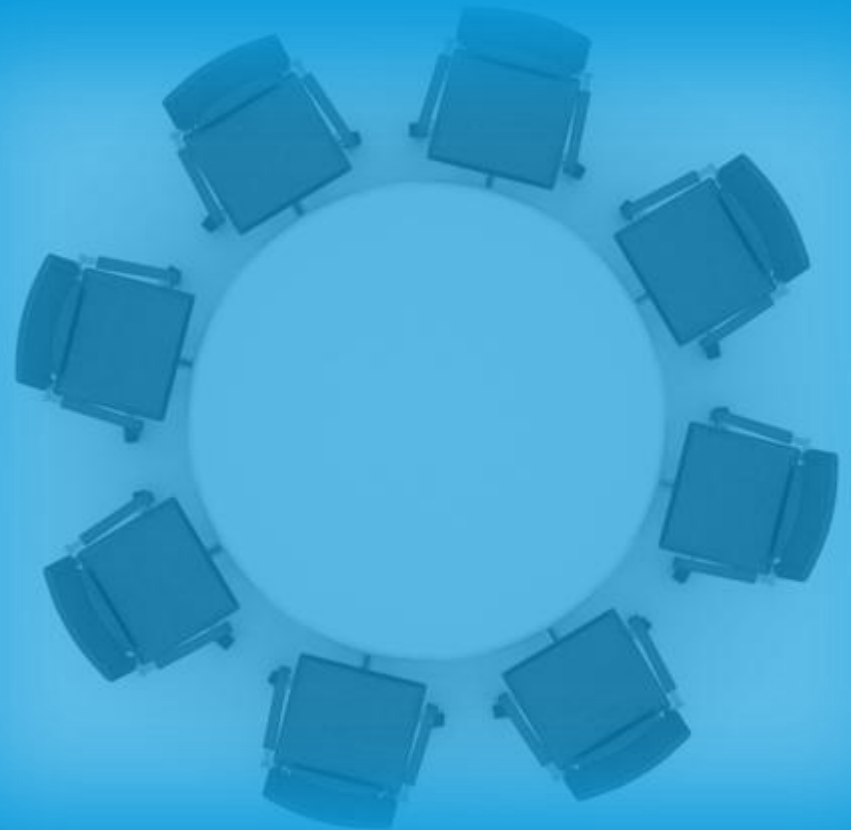
HIGHLIGHTS FROM THE BYLAWS

- Purpose of the Committee
 - Acts in an Advisory Capacity
 - Recommendations to City Council and Staff
- Attendance
 - According to City Policy, any member who is absent three consecutive meetings or a total of five meetings in any six-month period shall automatically forfeit his or her seat



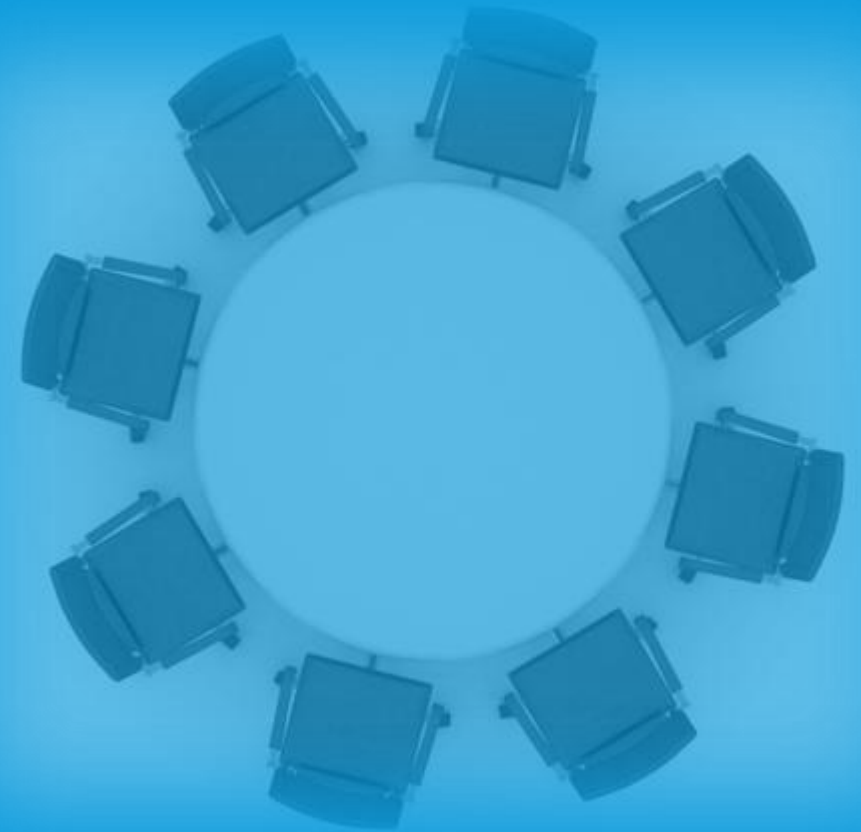
HIGHLIGHTS FROM THE BYLAWS

- Interact with PRCS Staff with proper politeness and courtesy
- Shall not provide direction to Staff for significant research or other allocation of staff resources
- If City Policy, Bylaws and/or Rules of Order are in opposition, City Policy is controlling



HIGHLIGHTS FROM THE BYLAWS

- General Definitions
 - Chair: The chair must remain impartial, recognize speakers, and ensure the rules of order are followed
 - Vice-Chair
 - Regular Meetings
 - Special Meetings
 - The Quorum is 5



THE BROWN ACT

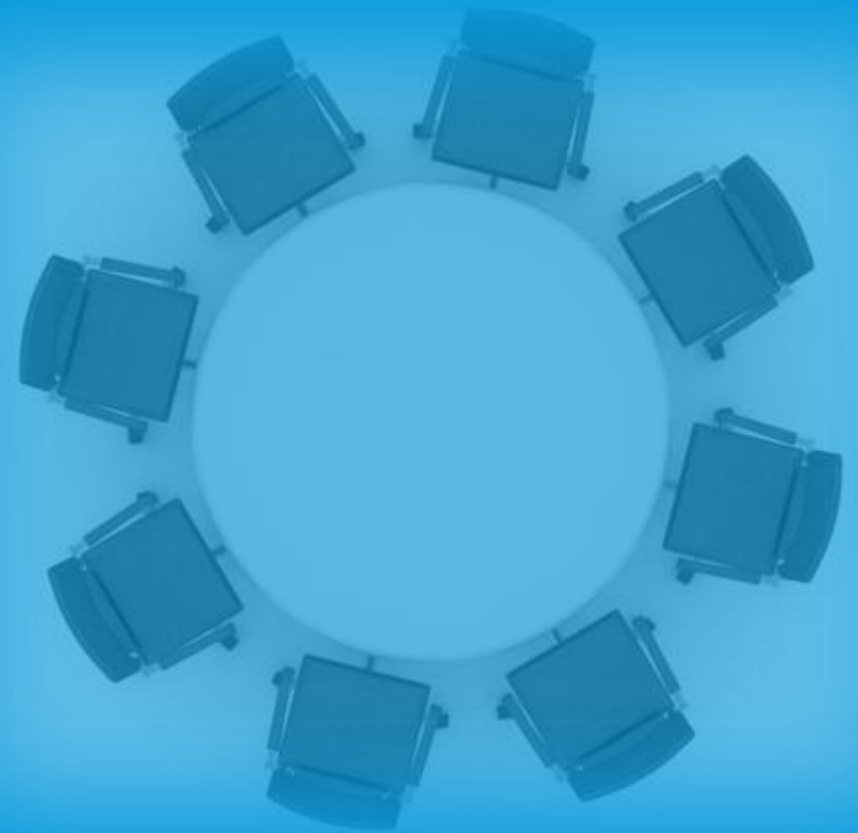
THE BROWN ACT

- Meeting Basics

- A meeting is a gathering of a majority of members to hear, discuss, or deliberate any item of business or potential business in which is within its subject matter jurisdiction
- Can include the use of technology (email and/or phone) by a majority of members to discuss an issue
- Meetings take place if a quorum discusses or deliberates on any item, even if no action takes place

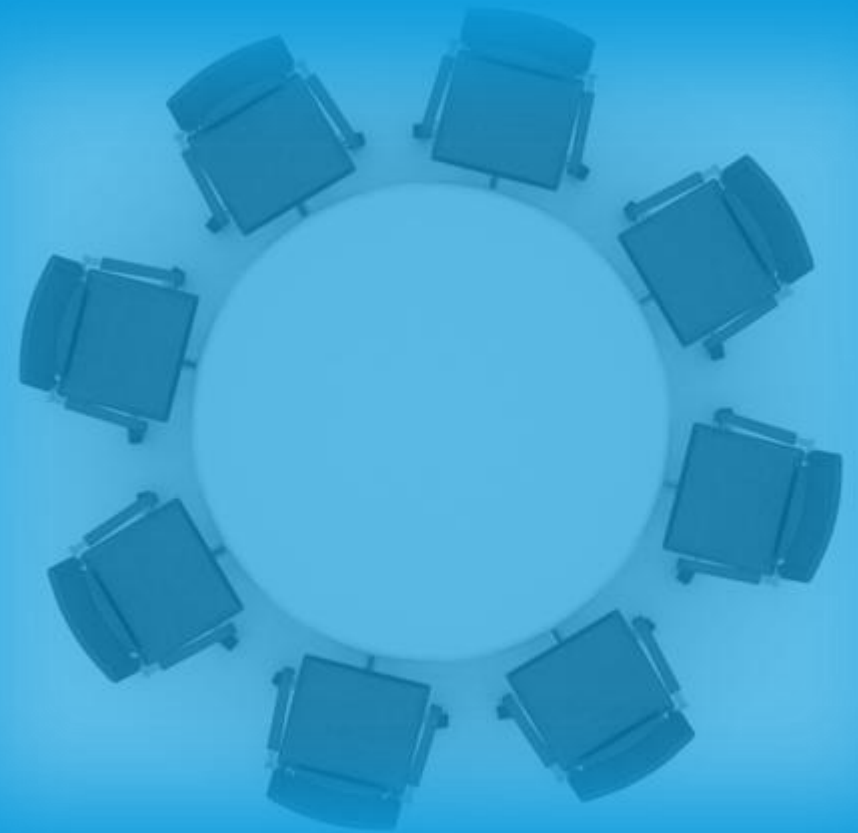
- Email

- A majority of the CBC members cannot email each other to discuss topics that are within the subject matter of the CBC
- The Attorney General's opinion is that a majority of the members of a local public agency may not email each other without violating the Brown Act



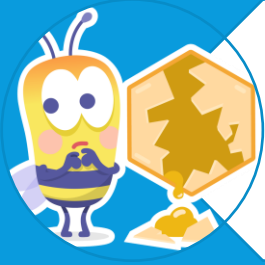
THE BROWN ACT

- Serial Meetings
 - What are They?
 - A series of private meetings that allows a majority of the CBC Members to commit to a decision or engage in deliberation of public business
 - “Daisy Chain” Contact
 - A to B and B to C can lead to a collective concurrence.
 - “Hub & Spoke” Contact
 - One person is the hub who then feeds and receives information to and from other members.



RULES OF ORDER

RULES OF ORDER



Robert's Rules of Order:
Procedural and complex for governing bodies



Rosenberg's Rules of Order:
Simplified version and most used among local municipalities



If Rosenberg's Rules of Order and City Council policy are in conflict, City Council policy is controlling.

RULES OF ORDER

- Order of the Agenda must be followed
- Items not on the agenda cannot be discussed
- Agenda Items
 - Added by staff as part of the workplan or by consensus of CBC members present
 - Cannot be discussed until next meeting is reached



RULES OF ORDER

- Public Comment
 - Ability of the Chair to determine length of time for speaker comments
 - Same amount of time for all speakers in queue
 - Considered a “one-way” communication to the CBC and not a dialogue
 - Members may ask simple clarifying questions



RULES OF ORDER

- Member Comments
 - Only one motion is discussed at a time, and only one person can speak at a time
 - Members must be recognized by the chair before speaking
 - Discussion should be relevant to the motion
 - Personal remarks, side discussions, and personal attacks are out of order
 - The Chair generally speaks last



RULES OF ORDER

- Member Comments
 - Motions must be seconded to be considered, and each motion must be disposed of (passed, defeated, tabled, etc.)
 - Unless otherwise specified, a member is typically limited to speaking once to a motion. A person may speak a second time with the Chair's permission



RULES OF ORDER

- Consent Calendar
 - Groups routine, non-controversial items into a single motion for approval
 - Allows the group to address items quickly and efficiently without individual discussion or votes
 - Individual Consent Calendar items may be pulled by any member to allow for individual discussion and/or vote.
- Items from Members/ Staff
 - Intended to provide updates and community announcements
 - Discussion or dialogue on items is not allowed



RULES OF ORDER

- Motions

- After the CBC has finished discussion of an item, a Member may make a motion (or action) to approve the item
- Below is sample language used when making a motion
 - Chair: May I get a motion to approve?
 - 1st Member: Motion.
 - 2nd Member: Second.
 - Secretary: I have a motion by _____ and a second by _____.
- Once a second has been made, discussion needs to stop, and a vote must commence.



RULES OF ORDER

- Common Motions
 - Approve: Approves the subject at hand
 - Amend: Changes the wording or content of a motion or subject
 - Table: Temporarily sets aside the motion until a later time
 - Withdraw a Motion: Allows the motion maker to remove it
 - Adjourn: Ends the meeting immediately
 - Point of Order: Raises a concern about rule violations
 - Receive and File: Acknowledges receipt of information



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QUESTIONS/ COMMENTS

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