

Bylaws
Brown Act
Rules of Order

MARTIN LUTHER KING JR. CELEBRATION AND JUNETEENTH CELEBRATION ADVISORY COMMITTEE

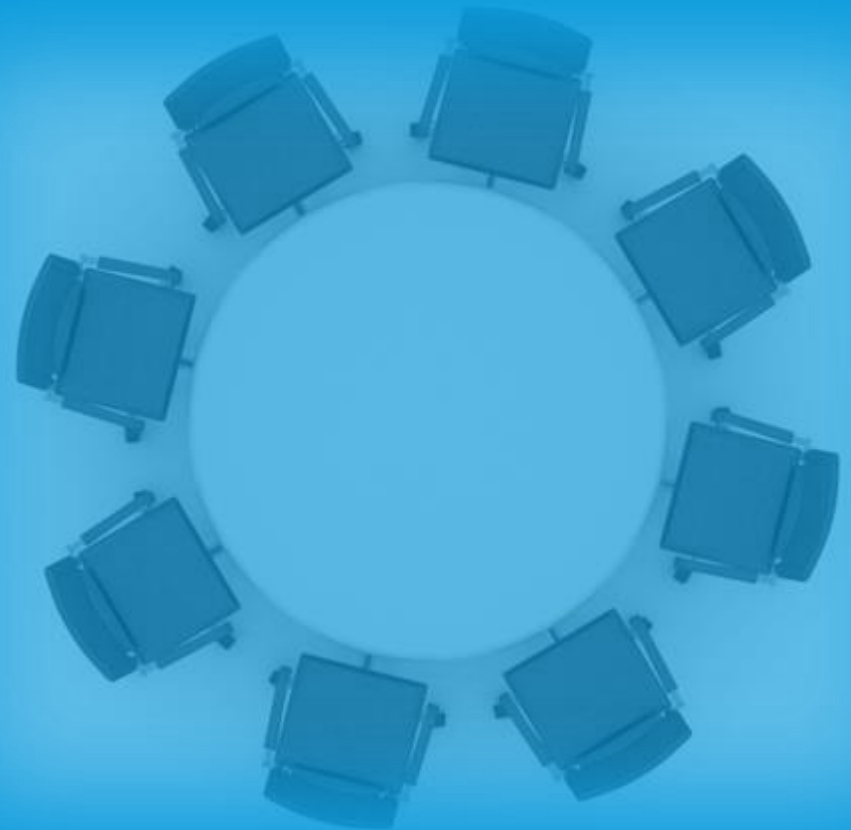


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ADVISORY COMMITTEE BYLAWS

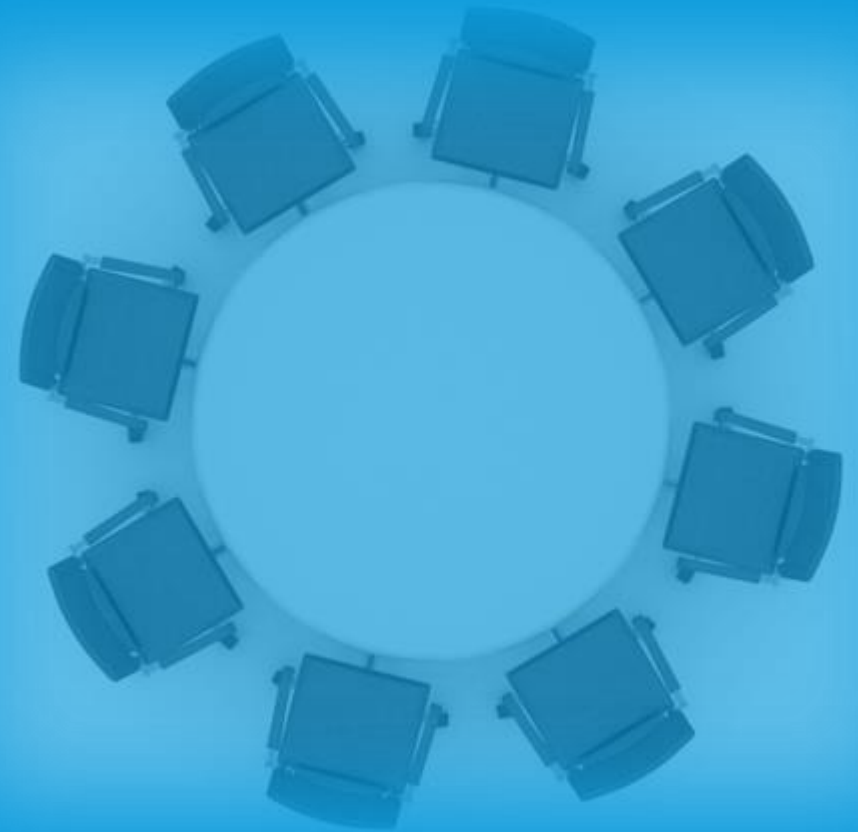
HIGHLIGHTS FROM THE BYLAWS

- Purpose of the Committee
 - Advisory
 - Recommendations to City Council and Staff
- Attendance
- Applicable Laws
 - Code of Conduct
 - Ethics



HIGHLIGHTS FROM THE BYLAWS

- Specific to Meetings
 - Chair and Vice-Chair
 - Regular Meetings
 - Special Meetings
 - The Quorum is 5
 - How to Place an Item on an Agenda



THE BROWN ACT

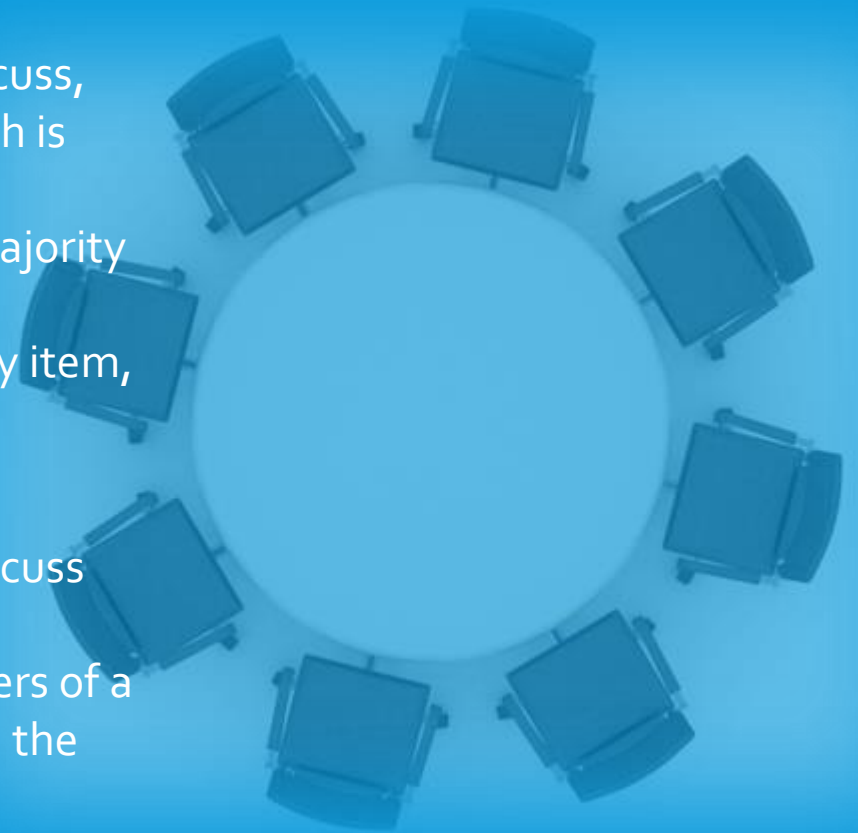
THE BROWN ACT

- 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

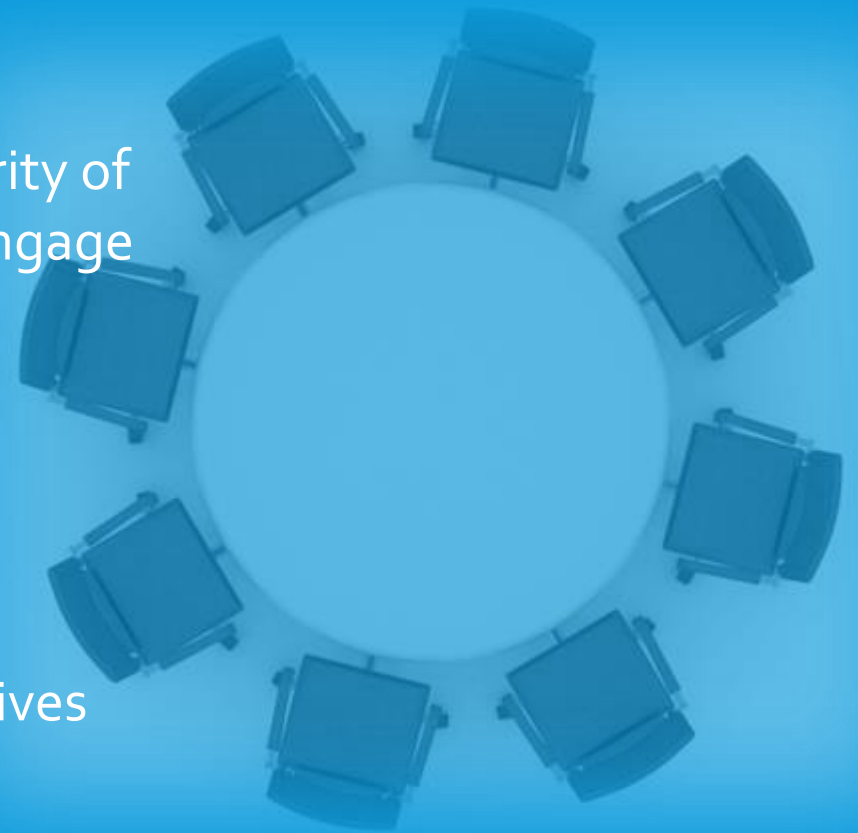
- Email

- 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



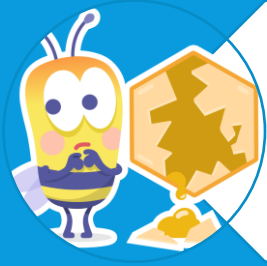
THE BROWN ACT

- 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

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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
- 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
 - No “discussions” between members of the public and members of the CBC
- Member Comments
 - Called on by the Chair to speak
 - Recite name before comments



RULES OF ORDER

- **Motions**

- After the CBC has finished discussion of an item, a Member may make a motion to approve the item
- The most common motions are:
 - (1) a motion to approve the item as is
 - (2) a motion to approve an item as amended
- 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 _____.
- Member must state their name prior to making a motion or second (and for speaking)



RULES OF ORDER

- Voting
 - All votes should be done by Roll Call/Voice vote
 - Members may not vote by raising their hands
 - Roll Call is called by title and last name in reverse alphabetical order , vice chair, chair



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QUESTIONS/ COMMENTS

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