

Bylaws  
Brown Act  
Rules of Order

# DISABILITY ADVISORY COMMITTEE

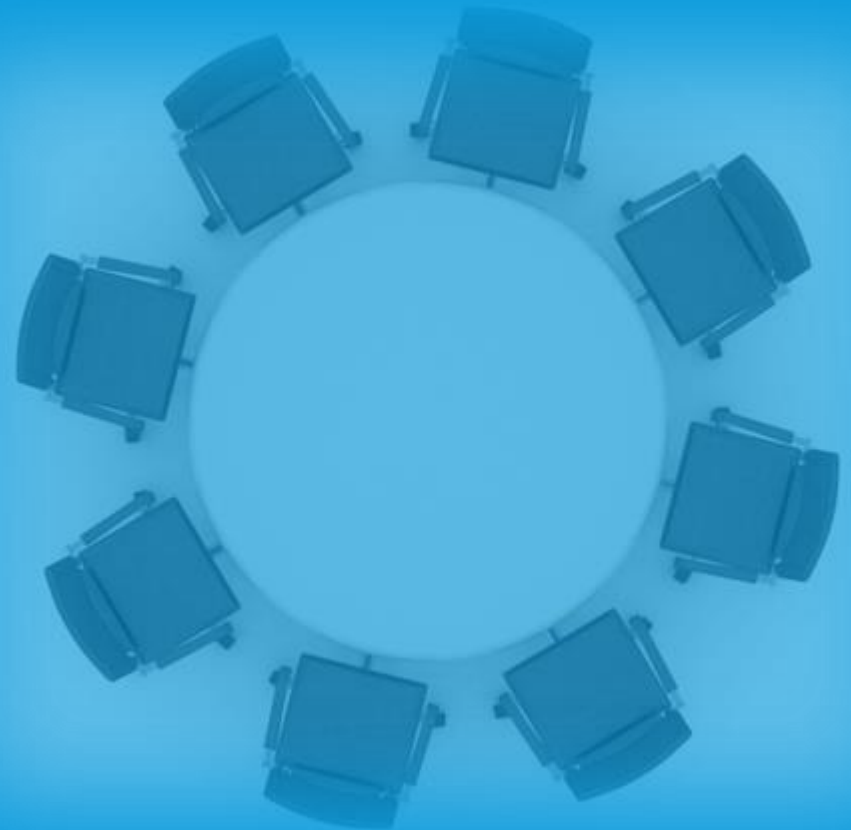


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# ADVISORY COMMITTEE BYLAWS

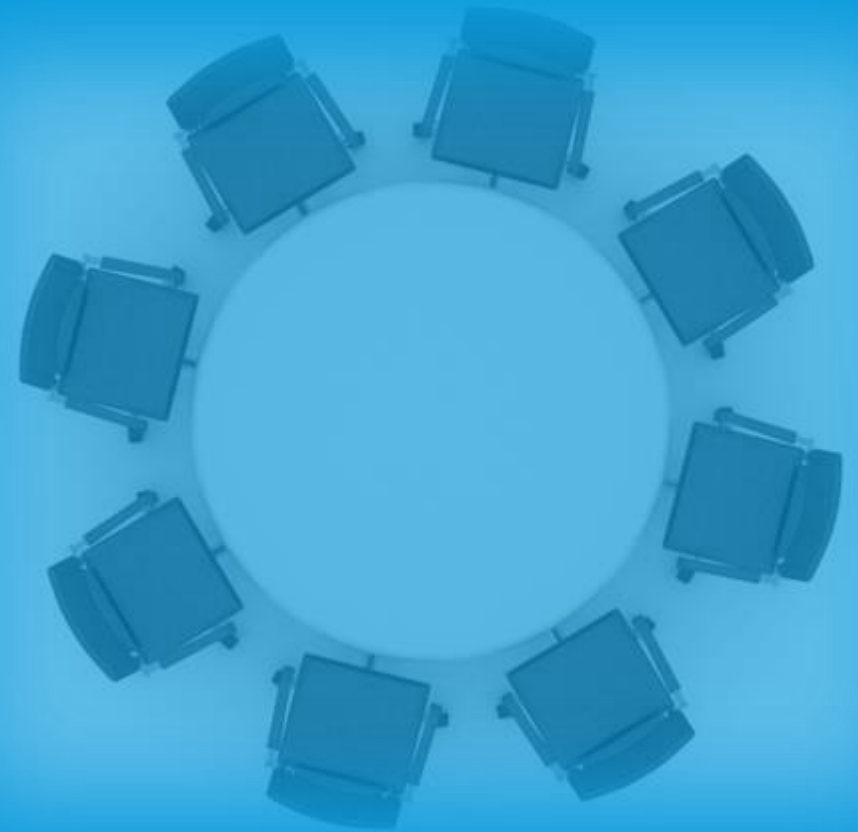
# HIGHLIGHTS FROM THE BYLAWS

- Duties of the Committee
  - Advisory
  - Recommendations to City Council and Staff
- Only one representative from any given private, non-profit, public, or quasi-public agency or organization shall serve as a Committee Member.
- Applicable Laws
  - Code of Conduct
  - Ethics



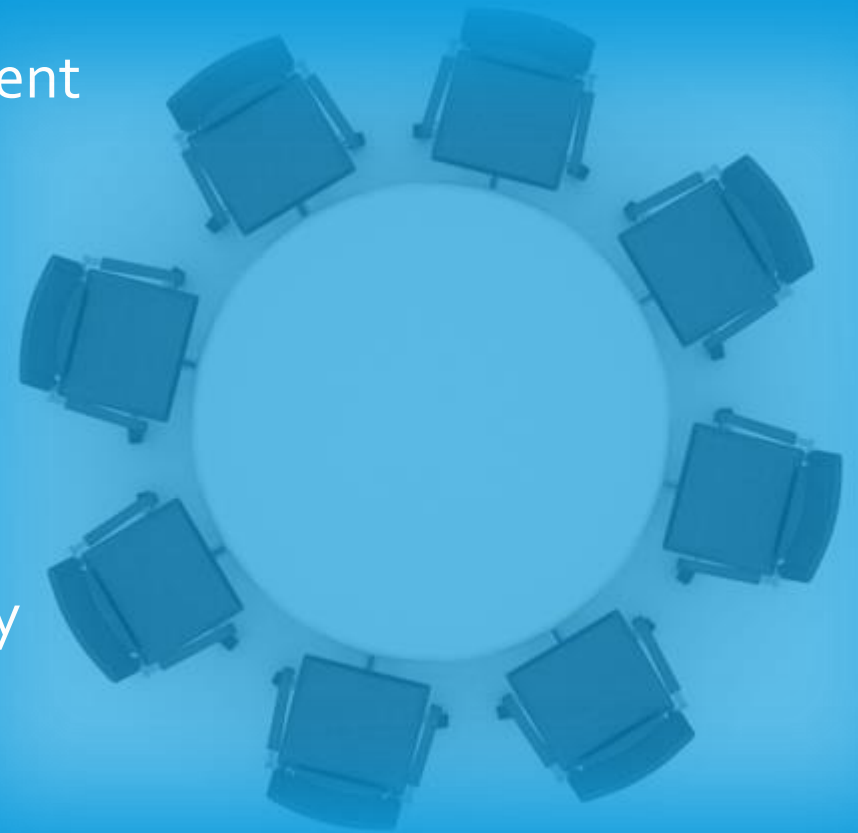
# HIGHLIGHTS FROM THE BYLAWS

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



# HIGHLIGHTS FROM THE BYLAWS

- 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.
  - According to DAC Bylaws, any member who has missed 2 consecutive meetings can be deemed inactive and referred to City Council by a majority vote.
  - The DAC does not have authority to remove any Committee Member.



# THE BROWN ACT

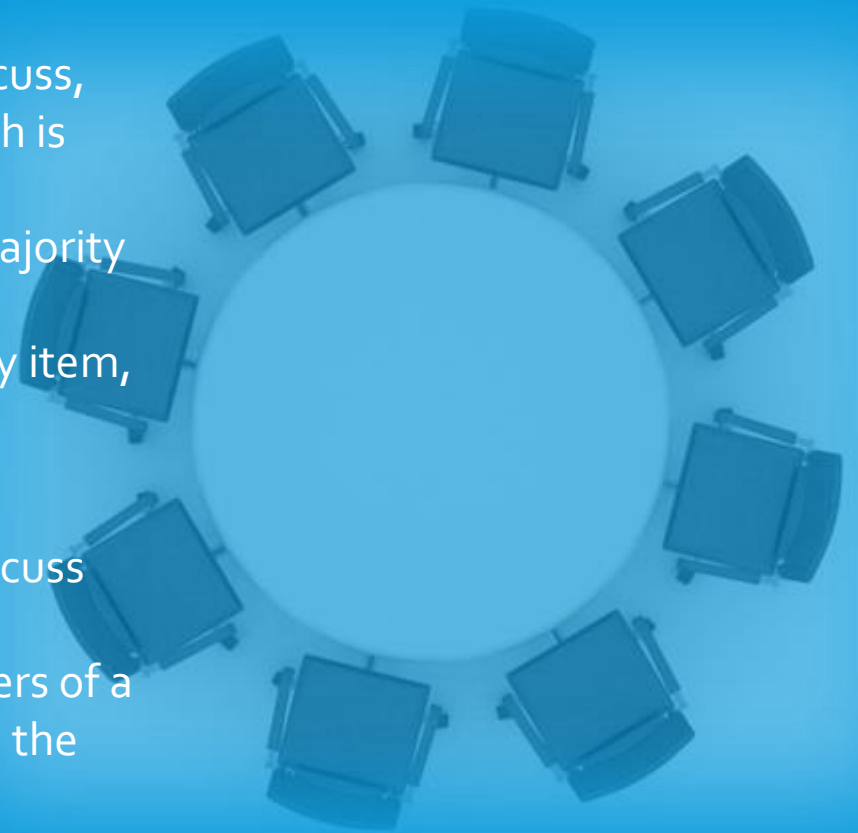
# THE BROWN ACT

- 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

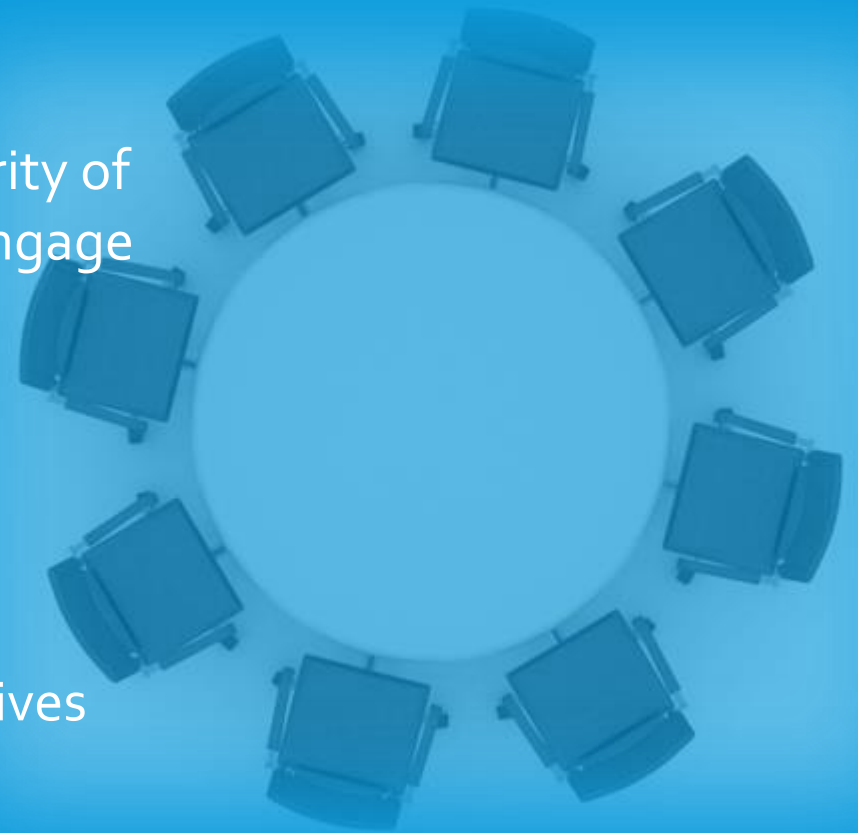
- Email

- 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

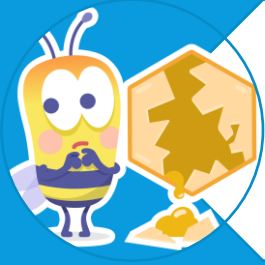
- Serial Meetings
  - What are They?
    - A series of private meetings that allows a majority of the CBC Members to commit to a decision or engage in deliberation of public business
  - “Daisy Chain” Contact
    - A to B and B to C can lead to a collective concurrence.
  - “Hub & Spoke” Contact
    - 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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