

**LEMOORE PLANNING COMMISSION
ORGANIZATION, RULES AND RESPONSIBILITIES**

The following "Rules of Procedures", "Selection and Responsibilities of Chairperson and Vice Chairperson" and "Procedures for Chairing Meetings" are adopted by the Lemoore Planning Commission.

RULES OF PROCEDURES

I. ORGANIZATION AND OFFICERS:

A. Organization

The Planning Commission shall consist of seven members and shall be organized and exercise such powers as prescribed by the City Code and by ordinance of the City of Lemoore.

B. Officers

1. Election

- a. A Chairperson and Vice-Chairperson shall be elected annually from among the Commission's membership at the first meeting in January to serve at the pleasure of the Commission.
- b. The Vice-Chairperson shall succeed the Chairperson if Chairperson vacates the office before his/her term is completed. A new Vice-Chairperson shall be elected at the next regular meeting.
- c. In the absence of the Chairperson and Vice-Chairperson, any other member shall call the Commission to order, whereupon a chairperson shall be elected from the members present to preside.

2. Responsibilities

The responsibilities and powers of the officers of the Planning Commission shall be as follows:

a. Chairperson

- (1) Preside at all meetings of the Commission.
- (2) Call special meetings of the Commission in accordance with legal requirements and the Rules of Procedure.
- (3) Sign documents of the Commission.
- (4) See that all actions of the Commission are properly taken.
- (5) Assist staff in determining agenda items.
- (6) The Chairperson shall be an ex-officio member of all committees with voice but not vote.

b. Vice-Chairperson

During the absence, disability or disqualification of the Chairperson, the Vice-Chairperson shall exercise or perform all the duties and be subject to all the responsibilities of the Chairperson.

C. Powers and Duties

1. **General Plan:** It shall be the function and duty of the Planning Commission to make and adopt, subject to the provisions of law, a General Plan for the physical development of the City and of any land outside the boundaries thereof which, in the Commission's judgement, bears relation to the planning thereof.

2. **Additional Powers and Duties:** The Planning Commission shall have such other powers and duties as are prescribed by law and shall be governed by the procedure provided by law.
3. **Governing the Planning Commission:** The powers, duties and procedures of the Planning Commission may be so prescribed by ordinance or resolution of the City Council as well as by applicants State and Federal Law.
4. If any Commissioner should be absent for three consecutive regular meetings of the Planning Commission, the Commission will notify the City Council and may advise that the member be replaced.

D. Rules of Order

Except as otherwise provided in State law and these Rules of Procedure, "Robert's Rules of Order" shall be used as a guide to the conduct of the meetings of the Planning Commission provided, however, that the failure of the Commission to conform to said rules of order shall not, in any instance, be deemed to invalidate the action taken.

II. MEETINGS:

A. Public Meetings

All meetings shall be held in full compliance with the provisions of state law, ordinances of the City, and these Rules of Procedures.

B. Regular Meetings

1. Regular meetings shall be held at 7:00 p.m. on the second and fourth Mondays of each month in the Council Chambers of the City Hall unless otherwise determined by the Commission. Regular meetings may include "Study Sessions" at the direction of the Commission.
2. Whenever a regular meeting falls on a public holiday, no regular meeting shall be held on that day. Such regular meeting may be rescheduled to another business day, or cancelled by motion adopted by the Planning Commission.

C. Adjourned Meetings

In the event it is the wish of the Planning Commission to adjourn its meeting to a certain hour on another day, a specific date, time and place must be set by the Commission prior to the regular motion to adjourn.

D. Special Meetings

Special meetings of the Planning Commission may be held at any time upon the call of the Chairman or by a majority of the voting members of the Commission or upon request of the City Council following at least 24 hours notice to each member of the Commission and to the press. The time and place of the special meeting shall be determined by the convening authority.

E. Study Sessions/Workshops

1. The Commission may be convened as a whole or as a committee of the whole in the same manner as prescribed for the calling of a regular or special meeting for the purpose of holding a study session.
2. Such meetings shall be open to the public, but unless the Commission invites evidence or comments to be given, participation by interested members of the public shall not take place at such study sessions, except as may be required by law.

F. Agenda

1. An agenda for each meeting of the Commission shall be prepared by the Community

Development Director.

2. The Commission cannot guarantee that applicants meeting filing deadlines will be placed on the agenda of the first meeting thereafter.
3. A copy of the agenda shall be posted in the City Hall.

G. Order of Meetings

1. The Order of Business Shall be as follows:

- a. The Chairperson shall take the chair precisely at the hour appointed for the meeting and shall immediately call the Commission to order.
- b. Commission members present and absent shall be recorded.
- c. The agenda shall be approved as submitted or revised.
- d. The minutes of any preceding meeting shall be submitted for approval.
- e. Under agenda item "Public Comments and Inquiries", any member of the audience may comment on any matter which is not listed on the agenda. However, the Commission will not act on a matter which is not on the agenda.
- f. The public shall be advised of the procedures to be followed in the meeting.
- g. The Commission shall then hear and act upon those proposals scheduled for consideration or public hearing, together with such other matters of business and report as the Commission or Community Development Director finds to require Commission consideration.
- h. Adjournment.

2. Presentation or Hearing of Proposals

The following shall be the order of procedure for public hearings concerning planning and zoning matters:

- a. The Chairperson shall announce the subject of the public hearings, as advertised.
- b. If a request is made for continuance, a motion may be made and voted upon to continue the public hearing to a definite time and date.
- c. The staff shall be asked to present the substance of the application, staff report and recommendation, and to answer technical questions of the Commission.
- d. The order of testimony shall be as follows:
 - (1) Applicant's statement
 - (2) Proponents' statements
 - (3) Opponents' statements
 - (4) If necessary, a rebuttal from the applicant
 - (5) Public hearing closed
 - (6) The Commission shall then deliberate and either determine the matter or continue the matter to another date and time certain.
- e. The rules of testimony shall be as follows:
 - (1) Person presenting testimony to the Commission are requested to give their name and address for the record.
 - (2) To avoid unnecessary cumulative evidence, the Chairperson may limit the number of witnesses or the time of testimony on a particular issue.
 - (3) Irrelevant and off-the-subject comments will be ruled out of order.
 - (4) The Chairperson will not permit any complaints regarding the staff or individual commissioners during a public hearing. Complaints should be submitted in writing or presented verbally as a separate item on the agenda.
 - (5) No person shall address the Commission without first securing the permission of the Chairperson to do so.
 - (6) All comments shall be addressed to the Commission. All questions shall be placed through the Chairperson.

H. Motions

1. A motion to adjourn shall always be in order except during roll calls.
2. The Chairperson of the Commission, or other presiding officer, may make and second motions and debate from the Chairperson subject only to such limitations of debate as are imposed on all members of the Commission.

I. Voting

1. Voting Requirements

- a. A quorum shall consist of four members.
- b. The affirmative vote of a majority of the Commission present is necessary for it to take action.
- c. Chairperson shall vote last.

2. Recording of Votes

The minutes of the Commission's proceeding shall show the vote of each member, including if they were absent or failed to vote on a matter considered.

3. Disqualification from Voting

A member shall disqualify from voting in accordance with the Conflict of Interest Rules of the City and State Law. When a member disqualifies, he/she shall state prior to the consideration of such matter by the Commission that he/she is disqualifying due to a possible conflict of interest and refrain from any part of the discussion.

III. REVIEW AND AMENDMENTS PROCEDURE:

- A. These Rules of Procedure shall be reviewed as and when needed.
- B. These Rules and Procedure may be amended at any meeting of the Planning Commission by a majority of the members present provided that notice of the proposed amendment is shown as an action item on the posted agenda for the said meeting.

SELECTION AND RESPONSIBILITIES OF CHAIRPERSON AND VICE-CHAIRPERSON

Being Chairperson is a rewarding experience but involves a number of responsibilities in addition to running the Commission meetings. Normally, a lot of extra time is spent on both preparing for such meetings and working with the Community Development Director and others on various matters such as those noted below.

Those Planning Commissioners who have not served as Chairperson might discuss the responsibilities with the present or former chairperson to get a better idea of what is involved.

It has been the Commission's practice for Commission members to take turns being the chairperson and vice-chairperson. Sometimes members serve one term and sometimes two consecutive terms. Seniority is often a consideration but does not have to be a deciding factor. Also, consideration should be given to a member's ability and effectiveness as chair in making the selection. Of course, sometimes individual Commission members prefer not to be the vice-chairperson and/or the chairperson and that should be respected.

The following is a list of many of the Planning Commission Chairperson's responsibilities. A number of these can fall on the vice-chairperson in the chairperson's absence.

1. Preside at all meetings of the Commission.
2. Call special meetings of the Commission in accordance with legal requirements and the Rules of Procedure.
3. Sign documents of the Commission.
4. See that all actions of the Commission are proper.
5. Assist staff in determining agenda items.
6. Appoint committees as necessary.
7. Assist staff in determining whether certain matters can be handled administratively or should come to the Planning Commission.
8. Assist staff in certain zoning enforcement matters.
9. Attend certain City Council, County Planning Commission and other meetings as the Planning Commission's representative.
10. Communicate informally as necessary with the Mayor, City Council members and City Manager on certain Planning Commission matters.
11. Assist in the orientation and education of new Planning Commission members.
12. Write and approve letters on behalf of the Planning Commission.

PROCEDURES FOR CHAIRING MEETINGS

The following steps are normally appropriate for regular Planning Commission meetings:

1. **Call the meeting to order** promptly at the appointed hour (if a quorum exists).
2. **Roll Call.** Ask the staff to call **the roll**.
3. **Update Agenda.** Ask whether staff or commissioners have **proposed changes** to the agenda and indicate when and how those new items will be considered.
4. **Minutes.** Note the **minutes** on the agenda and, unless changes are necessary, ask for a motion to approve them. Voice vote is sufficient.
5. **Communications.** Announce that this is the time on the agenda that any member of the audience may comment on any matter which is not listed on the **agenda**.
6. Announce to the audience certain Planning Commission procedures:
The Planning Commission normally ends its meetings at **11:00 p.m.** even if it necessitates carrying items over to another meeting. The Planning Commission will not consider a new item on the agenda after 11:00 p.m., except under unusual circumstances.

In order to assist in completing the agenda items, **please be brief** and to the point -- preferably 2 to 5 minutes. The maximum time limit is 15 minutes unless prior arrangements have been made. Please use the **microphone** and write your name and address on the **sign-in sheet** provided for the record.

7. **Consent Items:** All matters under consent items on the agenda are considered routine and will be acted upon (roll call vote) without discussion by the Planning Commission unless any Commission member or member of the audience has a question or wishes to make a statement or discuss the item. In that event, the chairperson will remove that item from the regular consent items and place it for separate consideration. Be sure to ask if anyone wishes an item removed from the regular consent items. Take up such items next, as first regular agenda items.
8. Regular Agenda Items:
 - a. **Announce** the item.
 - b. Ask the staff to present the staff report.
 - c. Ask the Planning Commission if they have any questions for the staff.
 - d. **Open** the public hearing; if it is necessary to continue the public hearing, make sure that the hearing is opened (and not closed) and continued to a specific time and date. (See below: "9. Public Hearings")
 - e. Invite the **applicant** to speak.
 - f. Invite **others in favor** of the application to speak.
 - g. Invite those **in opposition** to speak.
 - h. Ask the staff if any **written communications** have been received and, if so, have them either read into the record or summarized as appropriate.
 - i. Allow, if necessary, the applicant to make a **rebuttal** statement. This must be brief and limited to a rebuttal of comments made by those in opposition.
 - j. **Close** the public hearing.
 - k. Ask the Planning Commission if they have **any questions** for the staff or public hearing speakers.
 - l. Turn the item over to the Planning Commission for **discussion**. It may be appropriate to focus or structure the discussion regarding certain issues or questions. If the Commissioners do not volunteer comments, it may be necessary to ask individual Commissioners what they think about specific points. Normally, the Commission should first discuss land use and zoning issues, and then deliberate on specific conditions and details rather than mixing the two or beginning with details.
 - m. After a motion and second are made, **restate the motion** or at least get confirmation from the Planning Commission that everyone is clear on the motion prior to voting.
 - n. Call for **the question** (vote). Roll call vote is needed for all applications.
 - o. Following the voting, **announce** the Planning Commission's **action to the audience**. Indicate whether the action is final or whether it is a recommendation to the City Council. Indicate, **if there are any questions** regarding this action, possible appeal procedures, etc., that the Community Development Department should be contacted for assistance.
9. **Public Hearings:** Ask those who are for and against a proposal to speak at the public hearing in the following sequence:
 - a. **Staff report** of background and recommendation.
 - b. **Applicant's** statement.
 - c. **Proponents** of the proposal statements.
 - d. **Opponents** of the proposal statements.
 - e. If necessary, a **rebuttal** from the applicant.
 - f. Instructions to audience: If you decide to speak, please start by giving your name and address and completing the sign-up sheet at the podium. Then tell the Commission your concerns. We want your views; don't worry about how to say them. If several people have spoken, try not to be repetitious. If there are several with the same concerns, please try to appoint a spokesperson. The Commission is particularly interested in the specific reasons you are for or against a proposal because the Commission's decision needs to be based on specific reasons.
10. **Adjournment:** Prior to adjourning the meeting, ask staff whether the meeting needs to be adjourned to a specific time and date.

LEMOORE PARKS AND RECREATION COMMISSION

Rules of Procedure

ORGANIZATION AND OFFICERS

A. Organization

The Parks and Recreation Commission shall consist of seven regular members and shall be organized and exercise such powers as prescribed by the City Charter and by ordinance of the City of Lemoore.

B. Officers

1. Term of Office

Each appointed member of the Parks and Recreation Commission shall serve for a period of two (2) years. Three of the commission appointees shall be appointed at the first Council meeting in January of even years. Four of the Commission appointees shall be appointed at the first Council meeting in January of odd years.

2. Selection

- a. A Chairperson and Vice-Chairperson shall be elected annually from among the Commission's membership at the first meeting in January to serve at the pleasure of the Commission.
- b. The Vice-Chairperson shall succeed the Chairperson if he/she vacates his/her office before his term is completed, the Vice Chairperson to serve the un-expired term of the vacated office. A new Vice-Chairperson shall be elected at the next regular meeting.
- c. In the absence of the Chairperson and Vice-Chairperson, any other member shall call the Commission to order, **where upon a Chairperson shall be elected from the members present to preside.**

3. Responsibilities

The responsibilities and powers of the officers of the Parks and Recreation Commission shall be as follows:

a. Chairperson

- (1) Preside at all meetings of the Commission
- (2) Call special meetings of the Commission in accordance with legal requirements and the Rules of Procedure.
- (3) Sign documents of the Commission
- (4) See that all actions of the Commission are properly taken
- (5) Assist staff in determining agenda items.

b. Vice-Chairperson

During the absence, disability or disqualification of the Chairperson, the Vice-Chairperson shall exercise or perform all the duties and be subject to all the responsibilities of the Chairperson.

c. Duties and Powers

- (1) The Parks and Recreation Commission shall have the power to recommend to the City Council for adoption, amendment, or repeal, agenda items pertaining to parks, recreational programs or facilities.

- (2) The Parks and Recreation Commission shall be the Parks and Recreation Department's advisory board in setting of policy and regulations governing recreational programs, fees, and facilities.
 - (3) The Commission shall advise the City Council on those matters falling within its charged responsibilities in a manner reflecting concern for the overall development and environment of the City as a setting for human activities.
 - (4) If any commissioner should be absent for three regular meetings of the Parks and Recreation Commission within a 12-month period, the Commission will notify the City Council and may advise that the member be replaced.
- d. Rules of Order

Except as otherwise provided in these Rules of Procedure, "Robert's Rules of Order, Newly Revised" shall be used as a guide to the conduct of the meetings of the Parks and Recreation Commission provided, however, that the failure of the Commission to conform to said rules of order shall not, in any instance, be deemed to invalidate the action taken.

MEETINGS

A. Public Meetings

All meetings shall be held in full compliance with the provision of state law, ordinances of the City, and these Rules of Procedures.

B. Regular Meetings

1. Regular meetings shall be held on the second Wednesday in each month, at 7:00 p.m. in the City Council Chambers unless otherwise determined by the Commission.
2. Whenever a regular meeting falls on a public holiday, no regular meeting shall be held on that day. Such regular meeting may be rescheduled to another business day, or cancelled by motion adopted by the Parks and Recreation Commission.

C. Adjourned Meetings

In the event it is the wish of the Parks and Recreation Commission to adjourn its meeting to a certain hour on another day, a specific date, time and place must be set by the Commission prior to the regular motion to adjourn.

D. Special Meetings

Special meetings of the Parks and Recreation Commission may be held at any time upon the call of the Chairperson or by a majority of the voting members of the Commission or upon request of the City Council following at least 36 hours notice to each member of the Commission and the press, the time and place of the special meeting shall be determined by the convening authority.

E. Study Sessions / Workshops

1. The Commission may be convened as a whole or as a committee of the whole in the same manner as prescribed for the calling of a special meeting for the purpose of holding a study session provided that no official action shall be taken and no quorum shall be required.
2. Such meetings shall be open to the public; but unless the Commission invites evidence or comments to be given, participation by interested members of the public shall not take place at such study sessions.

F. Agenda

1. An agenda for each meeting of the Commission shall be prepared by the Parks and Recreation Director.
 - a. The Parks and Recreation Commission Chairperson will be notified of any special agenda items before distribution of the agenda.
2. Items to be considered by the Parks and Recreation Commission must be submitted to the Parks and Recreation Department, 435 "C" Street, by the first Wednesday of the month.
3. There shall be attached to each agenda a report of the matters pending further action by the Commission.
4. A copy of the agenda shall be posted on front City Hall board, back City Hall door and City Council ramp door for a period of three full calendar days not counting the day of posting (minimum of 72 hours prior to meeting).

G. Order of Meetings

1. The Order of Business Shall be as Follows:
 - a. The Chairperson shall take the Chair precisely at the hour appointed for the meeting and shall immediately call the Commission to order.
 - b. Members present and absent shall be recorded.
 - c. The agenda shall be approved as submitted or revised
 - d. The minutes of any preceding meeting shall be submitted for approval.
 - e. Any member of the audience may comment on any matter which is not listed on the agenda.
 - f. The public shall be advised of the procedures to be followed in the meeting.
 - g. The Commission shall then hear and act upon those proposals scheduled for consideration or public hearing, together with such other matters of business and report to City Council.
 - h. Adjournment.
2. Presentation of Proposals

The following shall be the order of procedure for public meetings concerning recreational programs and / or facilities.

 - a. The Chairperson shall announce the subject of the public meeting as advertised.
 - b. If a request is made for continuance, a motion may be made and voted upon to continue the public meeting to a definite time and date.
 - c. The staff shall be asked to present the substance of the application, staff report and recommendation and to answer technical questions of the Commission.
 - d. Order of Testimony. The order of testimony shall be as follows:
 - 1). Citizen statement
 - 2). Proponents' statements
 - 3). Opponents' statements
 - 4). If necessary, a rebuttal from the citizen
 - 5). Public hearing closed
 - 6). The Commission shall then deliberate and either determine the matter or continue the matter to another specified date and time.
 - e. Rules of Testimony. The rules of testimony shall be as follows:
 - 1). Person presenting testimony to the Commission are requested to give their name and address for the record.
 - 2). To avoid unnecessary cumulative evidence, the Chairperson may limit the number of witnesses or the time of testimony on a particular issue.
 - 3). Irrelevant and off-the-subject comments will be ruled out of order.

- 4). The Chairperson will not permit any complaints regarding the staff or individual commissioners during a public hearing.
- 5). No person shall address the Commission without first securing the permission of the Chairperson to do so.
- 6). All comments shall be addressed to the Commission. All questions shall be placed through the Chairperson.

H. Motions

1. A motion to adjourn shall always be in order except during roll call.
2. The Chairperson of the Commission, or other presiding officer, may make and second motions and debate from the Chairperson subject only to such limitations of debate as are imposed on all members of the Commission.

I. Voting

1. Voting Requirements
 - a. The quorum shall consist of four members.
 - b. The affirmative vote of a majority of the Commission present is necessary for it to take action.
2. Voting Procedure
Chairperson shall conduct a voice vote.
3. Recording of Votes
The minutes of the Commission's proceeding shall show the vote of each member, including if they were absent or failed to vote on a matter considered.
4. Disqualification from Voting
When a person disqualifies himself, he shall state prior to the consideration of such matter by the Commission that he is disqualifying himself due to a possible conflict of interest and shall then leave the voting area and refrain from any part of the discussion.

REVIEW AND AMENDMENTS PROCEDURE

- A. These Rules of Procedure shall be reviewed as and when needed.
- B. These Ruled of Procedure may be amended at any meeting of the Parks and Recreation Commission by a majority of the members present of the Commission provided that notice of the proposed amendment is received by each Commissioner not less than 5 days prior to said meeting.

SELECTION AND RESPONSIBILITIES OF CHAIRPERSON AND VICE-CHAIRPERSON

Being a Chairperson is a rewarding experience but involves a number of responsibilities in addition to running the Commission meetings. Normally, a lot of extra time is spent on both preparing for such meetings and working with the Parks and Recreation Director and others on various matters such as those noted below.

Those Parks and Parks and Recreation Commissioners who have not served as Chairperson might discuss the responsibilities with the present or former chairperson to get a better idea of what is involved.

It has been the Commission's practice for Commission members to take turns being the Chairperson and the Vice-Chairperson. Sometimes members serve on term and sometimes two consecutive terms. Seniority is often a consideration but does not have to be a deciding factor. Also, consideration should be given to a member's ability and effectiveness as Chairperson in making the selection. Of course, sometimes individual Commission members prefer not to be the Vice-Chairperson and/or the Chairperson and that should be respected.

The following is a list of many of the Parks and Recreation Commission Chairperson's responsibilities. A number of these can fall on the Vice-Chairperson in the Chairperson's absence.

1. Preside at all meetings of the Commission.
2. Call special meetings of the Commission in accordance with legal requirements and the Rules of Procedure.
3. Sign documents of the Commission.
4. See that all actions of the Commission are proper.
5. Assist staff in determining agenda items.
6. Appoint committees as necessary.
7. Assist staff in determining whether certain matters can be handled administratively or should come to the Parks and Recreation Commission.
8. Communicate informally as necessary with the Mayor, City Council members and City Manager on certain Parks and Recreation Commission matters.
9. Assist in the orientation and education of new Parks and Recreation Commission members.
10. Write and approve letters on behalf of the Parks and Recreation Commission.

PROCEDURES FOR CHAIRING METTINGS

The following steps are normally appropriate for regular Parks and Recreation Commission meetings:

1. Call the meeting to order promptly at the appointed hour (if a quorum exist).
2. Roll Call
3. Update Agenda – Ask whether staff or commissioners have proposed changes to the agenda and indicated when and how those new items will be considered.
4. Minutes – Note the minutes of the agenda and unless changes are necessary, ask for a motion to approve them. Voice vote is sufficient.
5. Public Comments – Announce that this is the time on the agenda that any member of the audience may comment on any matter not listed on the agenda.
6. Announce to the audience certain Parks and Recreation Commission procedures: The Parks and Recreation Commission can not take any action at this time and will not consider a new item on the agenda after 10:00 p.m., except under unusual circumstances.
- In order to assist in completing the agenda items, please be brief and to the point – preferably 2-5 minutes. The maximum time limit is 15 minutes unless prior arrangements have been made.
7. Consent Items: All matters under consent items on the agenda are considered routine and will be acted upon by a voice vote without discussion by the Parks and Recreation Commission unless any Commission member or member of the audience has a question or wishes to make a statement or discuss the item. In that event, the chairperson will remove that item from the regular consent items and place it for separate consideration. Be sure to ask if anyone wishes an item removed from the regular consent items. Take up such items next, as first regular agenda items.

8. Regular Agenda Items
 - a. Announce the item/
 - b. Ask the staff to present the staff report.
 - c. Ask the Parks and Recreation Commission if they have any questions for the staff.
 - d. Open the public meeting. If it is necessary to continue the public hearing, make sure that the hearing is opened (and not closed) and continued to a specific time and date. (See below: 9-Public Meeting)
 - e. Invite the applicant to speak
 - f. Invite others in favor of the agenda item to speak
 - g. Invite those in opposition to speak.
 - h. Ask the staff if any written communications have been received and if so, have them either read into the record or summarized as appropriate.
 - i. Allow, if necessary, the applicant to make a rebuttal statement. This must be brief and limited to a rebuttal of comments made by those in opposition.
 - j. Close the public meeting.
 - k. Ask the Parks and Recreation Commission if they have any questions for the staff or public meeting speakers.
 - l. Turn the item over to the Parks and Recreation Commission for discussion. It may be appropriate to focus on structure the discussion regarding certain issues or questions. If the Commissioners do not volunteer comments, it may be necessary to ask individual Commissioners what they think about specific points.
 - m. After a motion and second are made, restate the motion or at least get confirmation from the Parks and Recreation Commission that everyone is clear on the motion prior to voting.
 - n. Call for the question (vote) Voice vote is needed for all agenda items.
 - o. Following the voting, announce the Parks and Recreation Commission's action to the audience. Indicate whether the action is final or whether it is a recommendation to the City Council. Indicate, if there are any questions regarding this action, possible appeal procedures, etc., that the Parks and Recreation Department should be contacted for assistance.
9. Public Meetings: Ask those who are for and against a proposal to speak at the public meeting in the following sequence:
 - a. Staff report of background and recommendation.
 - b. Citizen statement
 - c. Proponents of the proposal statements.
 - d. Opponents of the proposal statements
 - e. If necessary, a rebuttal from the citizen
 - f. Instructions to audience:

If you decide to speak, please start by giving your name and address and completing the sign-up sheet at the podium. Then tell the Commission your concerns. We want your views: don't worry about how to say them. If several people have spoken, try not to be repetitious. If there are several with the same concerns, please try to appoint a spokesperson. The Commission is particularly interested in the specific reasons you are for or against a proposal because the Commission's decision needs to be based on specific reasons.
10. Adjournment:

Prior to adjourning the meeting, ask staff whether the meeting needs to be adjourned to a specific time and date.

Chapter 1

PLANNING COMMISSION

2-1-1: COMMISSION CREATED; MEMBERS; APPOINTMENT:

2-1-2: TERMS; REMOVALS FROM OFFICE:

2-1-3: ORGANIZATION:

2-1-4: POWERS AND DUTIES:

2-1-5: EXPENDITURES:

2-1-1: COMMISSION CREATED; MEMBERS; APPOINTMENT:

There is hereby created a Planning Commission for the City. Said Commission shall consist of seven (7) members appointed by the Mayor with approval of at least two (2) other members of the City Council. It is hereby reaffirmed that the Mayor, with the consent of at least two (2) other members of the Council, is empowered to designate at least one member of the Council to attend the meetings of the Planning Commission as an observer on behalf of the Council. Said member shall serve as such observer for such time as such member and at least two (2) other members of the Council desire.

2-1-2: TERMS; REMOVALS FROM OFFICE:

The terms of appointed members of the Planning Commission shall be for four (4) calendar years and terms of office shall expire at eleven fifty nine o'clock (11:59) P.M. on December 31 of the last year of each member's term of office. No more than two (2) appointed members' terms of office shall expire at the same time. (Ord. 8501, 1-15-85)

A member of the Commission may be removed by (a) expiration of his term, or (b) majority vote of the City Council.

2-1-3: ORGANIZATION:

A. Officers: The Commission shall elect the chairman from among the appointed members for a term of one year and, subject to other provisions of law, may elect such officers as it may determine.

B. Meetings: The Commission shall hold at least one regular monthly meeting each month.

C. Records Kept: The Commission shall keep a record of its meetings, resolutions, transactions, findings and determinations, which such records shall be open to the public.

2-1-4: POWERS AND DUTIES:

A. General Plan: It shall be the function and duty of the Planning Commission to make and adopt, subject to the provisions of law, a General Plan for the physical development of the City and of any land outside the boundaries thereof which, in the Commission's judgment, bears relation to the planning thereof.

B. Additional Powers and Duties: The Planning Commission shall have such other powers and duties as are prescribed by law¹ and shall be governed by the procedure provided by law.

C. Governing the Planning Commission: The powers, duties and procedures of the Planning Commission may be so prescribed by ordinance or resolution of the City Council as well as by applicable State and Federal law.

2-1-5: EXPENDITURES:

The Commission may appoint officers and employees and contract for services, subject to the provisions of law, provided that all expenditures of the Commission, exclusive of gifts, shall be within the amount appropriated for the purpose by the City Council. (Ord. 8302, 4-5-83)

Footnotes - Click any footnote link to go back to its reference.

Footnote 1: West's Ann. Cal. Gov. Code §65103.

ARTICLE D. ARCHITECTURAL DESIGN REVIEW

9-15D-1: PURPOSE AND APPLICATION:

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9-15D-1: PURPOSE AND APPLICATION:

The purpose of the architectural design review process is to implement architectural design guidelines within the Lemoore downtown area to avoid the ugly, inharmonious and monotonous appearance of structures and signs through the review of the design, materials, textures, colors and such other elements of construction which affect the exterior appearance of structures; to encourage originality in building design and construction in a manner which will enhance the physical appearance and attractiveness of the community; to preserve the investments in properties which exhibit tasteful consideration of the external physical appearance of the site and structures thereon; and to encourage and enhance the desirability of private investment within the surrounding area.

Architectural design review provisions of this article shall apply to any permitted use or conditional use listed within the PO, CC and CS districts in the Lemoore downtown area bounded by Lemoore Avenue to the east, B Street to the south, Hill Street to the west and the railroad tracks to the north. (Ord. 2000-09, 6-20-2000)

9-15D-2: ARCHITECTURAL DESIGN REVIEW COMMITTEE:

A. **Committee Membership; Term:** The city council shall create an architectural design review committee which shall review plans and drawings as prescribed in this article. The architectural design review committee shall consist of five (5) members appointed by the mayor with concurring vote of at least two (2) other members of the city council. The architectural review committee may invite a person to serve in the capacity as technical advisor to the committee who is qualified to serve in such capacity by reason of training or experience in architecture, landscape architecture, city planning, urban design, real estate, land development, engineering or other relevant business or profession, and by reason of sound judgment, to judge the effects of a proposed development. Members of the committee appointed by the city council shall normally serve for a term of two (2) years and shall be subject to reappointment by the city council; provided that as of the effective date of the changes made to this subsection by ordinance 2009-01, the terms of such committee members shall be adjusted by the city council so that the terms of only two (2) members end each year, with the terms of the other three (3) members ending the following year. Should a member resign or be removed prior to his or her term ending, a new person shall be appointed as soon as possible to fulfill the remainder of the term. (Ord. 2009-08, 7-21-2009)

B. **Meetings:** The architectural design review committee shall meet as needed at a time to be designated by the chairperson of the committee.

1. If any committee member appointed by the city council should be absent for two (2) meetings of the committee in any calendar year, the committee chairperson will notify the council and the member, in writing, and advise that the member be replaced.

C. **Officers Election:** A chairperson and vice chairperson shall be elected annually from among the committee membership at the first meeting held in each calendar year to serve at the pleasure of the committee.

D. **Responsibilities And Powers Of Officers:**

1. The chairperson will preside at all meetings of the committee and will have such other duties, responsibilities and powers as the city council may direct from time to time.
2. The vice chairperson, during the absence, disability or disqualification of the chairperson, shall exercise or perform all the duties and be subject to all the responsibilities of the chairperson.

E. Public Meetings: All meetings shall be held in full compliance with the applicable provisions of state law, this code and ordinances of the city.

F. Agendas: An agenda for each meeting of the committee shall be prepared by the planning department staff and posted in compliance with the Ralph M. Brown act (California Government Code sections 54950 et seq.).

G. Voting Requirements:

1. A quorum of the committee shall consist of three (3) members.
2. The affirmative vote of a majority of the committee members present at a duly called and convened meeting is necessary for the committee to take action.
3. The chairperson shall vote last. (Ord. 2009-01, 1-20-2009)

9-15D-3: REQUIRED ARCHITECTURAL DESIGN REVIEW:

Architectural design review is required for building and site improvements, alterations, and other work within the downtown area, as described in subsection 9-14-4-4N of this title, as follows:

- A. Any new buildings or new exterior site improvements, provided that facade or site work shall be governed by subsection B of this section.
- B. Any existing use of the site or building for which exterior remodeling proposes to alter more than fifty percent (50%) of the building facade (including exterior surface improvements such as sandblasting, veneer and stucco surfacing) or the site.
- C. Painting/altering of artwork, mural, or building facade in a color which is not in conformance with the historical color palette adopted by the architectural design review committee.
- D. Any maintenance is not subject to review (such as repainting the existing building with like color, reroofing, resurfacing parking lot, etc.).

New signage in conformity with the historical color palette adopted by the architectural design review committee is not subject to architectural design review, but is subject to the criteria outlined in the design guidelines. A sign application shall be submitted and administratively reviewed and approved by the planning department.

Repainting of buildings within the approved color palette shall not be subject to approval or review. The color palette is available at the planning department. (Ord. 2009-01, 1-20-2009)

9-15D-4: DESIGN REVIEW PROCEDURE:

- A. **Submission Of Drawings:** In addition to the drawings required under subsection 9-15C-3B of this chapter, the following drawings shall be submitted to the community development department at the time of or prior to the submission of drawings required for site plan review; provided, however, that architectural design review drawings need not be submitted prior to the approval of a conditional use permit or amendment to this title:
1. Architectural drawings or sketches, drawn to scale, showing all elevations of the proposed structures as they will appear upon completion of construction. All exterior surfacing materials and colors shall be specified.
 2. Scale drawings of all signs that are subject to architectural review showing size, location, material, colors and illumination, if any.
- The architectural design review committee may require additional information if necessary to carry out the purposes of this article, or may authorize the omission of any or all of the drawings required by this subsection if they are not necessary.
- B. **Review And Recommendation By Community Development Department:** The department shall check all drawings submitted for architectural design review for compliance with applicable provisions of this title and shall submit the drawings to the architectural design review committee.
- C. **Committee Action:** The architectural design review committee shall meet, review and act on architectural design review applications within twenty (20) days from the date the application is determined as complete by the department. The committee may approve, require modifications to or deny the application if found not in compliance with the architectural design guidelines.
- D. **Appeal:** If the applicant is not satisfied with the committee's decision, he or she may file within fifteen (15) days of the committee's decision, a written appeal with the city clerk stating reasons for appeal.
- E. **Council Action On Appeal:** The council shall consider and act on the appeal at a regular meeting at least ten (10) days after the filing of the written appeal with the city clerk.
- F. **Conduct Of Architectural Design Review:** Architectural design review shall be conducted in accordance with guidelines set forth in the report entitled "Lemoore Downtown: Architectural Guidelines" adopted by the city, dated May 22, 1996, or as such guidelines may hereafter be amended by the city, and in accordance with other applicable provisions of this article. (Ord. 2000-09, 6-20-2000)



City of
LEMOORE
CALIFORNIA
CODE OF ETHICS

PREAMBLE

Ours is a government of the people. As neighbors and professional colleagues, we offer our talents and have been chosen to work together to advance our community. We promise to be vigilant in serving the public's interest, to be at our best in advancing the community's good, and to be accountable to the people and the institutions we serve. The City of Lemoore has adopted this Code of Ethics to foster public trust and public confidence by promoting and maintaining the highest standards of conduct. The people of Lemoore expect all elected and appointed officials, candidates for public office, and City Management Staff, to follow this Code and to practice its six core values. To gain and keep the people's confidence and trust, we who serve this community or are candidates for public office must be credible role models, and must master the fundamental practices that include, but are not limited to, those described in this Code. We meet the most demanding ethical standard and demonstrate in word and action the deepest commitment to the City's values.

TRUSTWORTHINESS

As I serve Lemoore, I am honest. I keep my word and lead by example. I base my actions on behalf of the City on the best available information. I go out of my way to build trust, and consider carefully the impact of my actions on public confidence. I maintain integrity at all times and consistently so what I believe is in the best interests of this community.

RESPECT

As I serve Lemoore, I treat everyone with respect and dignity, the way I would want to be treated. I practice patience, courtesy, and civility even when we disagree. I maintain confidentiality, am sensitive about other people's time, and am careful with the public's property. I listen actively, engage in effective two-way communication, and demonstrate responsive public service.

FAIRNESS

As I serve Lemoore, I am fair. I treat everyone equitably. I value people's right to know, encourage public input and listen to all sides. I honor due process. I make impartial decisions, using relevant and consistent criteria, caring for special needs, and giving priority to merit.

CARING

As I serve Lemoore, I emphasize teamwork. I reach out to all individuals and groups, involving them in the process, and partnering with them. I value diversity, seek differing and divergent viewpoints, and ask for and consider all opinions. I recognize that good ideas and better solution can come from anyone.

CITIZENSHIP

As I serve Lemoore, I foster, protect, and conserve the community's resources. I practice fiscal responsibility and preserve resources. I respect individual rights and uphold the public trust. I am committed to the long-term stability and growth of the community.

RESPONSIBILITY

As I serve Lemoore, I hold myself to high standards and am accountable to the public, stakeholders, and other institutions. I am willing to explain my actions and decisions, give and receive criticism, accept consequences, and engage in continuous improvement.

Lemoore...where CHARACTER COUNTS!

Adopted June 7, 2005

CHARACTER COUNTS! and the Six Pillars of Character are service marks of the CHARACTER COUNTS! Coalition, a project of the Josephson Institute of Ethics. www.charactercounts.org

CITY OF CHICO
Administrative Procedure and Policy Manual

Subject: BOARD, COMMISSION, ADVISORY COMMITTEES AND TASK FORCE RULES OF PROCEDURE	Number: 10-1 Effective Date: January 8, 2009
/Department(s) Affected: All Departments	Supersedes: 10-1 dated 11/04/08
Authority: The Charter of the City of Chico, Article X; Council Motion 1/15/08, Council Motion 4/01/08, Council Motion 11/04/08, Council Motion 1/08/09	File Reference: D-AP&P Approved:

I. PURPOSE

To set forth the policy of the City Council regarding its board and commission procedures in accordance with all established rules of procedure contained in AP&P 10-10, City Council Rules of Procedure.

II. ELIGIBILITY

- A. Shall be resident of the City.
- B. Shall be qualified voter as defined by the California Elections Code.

III. RECRUITMENT

- A. Biennial recruitment shall be conducted in the fall of even-numbered years for four-year appointments to positions with terms commencing in January of odd-numbered years.
- B. Procedure
 - 1. Advertisements – Display ads will be placed by the City Clerk at least 60 days prior to the expiration of the terms seeking applications from City residents interested in serving on a board or commission. Advertisements will include wording indicating that the City of Chico supports workforce diversity and that women, minorities and persons with disabilities are encouraged to apply to serve in these volunteer positions.
 - 2. Application Form – The City Clerk will provide interested applicants with an application form and instructions for completing and a copy of this Administrative Procedure and Policy. Once filed, applications become a public record and will be made available to the public. Following the biennial recruitment appointment process, applications will not be kept on file. In the event of a vacancy, the City Clerk will conduct a recruitment and all interested parties must re-apply.
 - 3. Application Deadline – When advertising for applications, the City Clerk will establish a deadline for filing not less than 15 days prior to the meeting at which the Council will receive the applications. Applications received after the filing deadline will not be submitted to the City Council.
 - 4. Interviews – A separate City Council meeting will be scheduled solely for applicant interviews prior to making appointments. The City Clerk will notify applicants of the date/time/place of the meeting. At this meeting, the Council will be provided with a staff overview of each board and commission. The Council will also be provided with time to discuss the criteria for appointment to each specific commission. Following that discussion, the Council will conduct the interviews. No formal action will be taken at this interview meeting.
 - 5. Nomination Process – A nomination form listing the number of positions to be filled for each board or commission will be provided to the Council for completion. Each Councilmember will nominate one citizen for each open position. Nominations are due to the City Clerk by 10:00 a.m. five days before the "appointment" meeting. Following receipt of the nominations, the City Clerk will consolidate the information into one form representing the nominees who will be voted on.

IV. APPOINTMENT

1. Appointments to serve on a board and commissions are for the length of term specified and appointees serve at the pleasure of the City Council.
2. Appointments to serve on advisory committees or task forces where the appointments do not conflict with Charter, Municipal Code Provisions, or the Brown Act will be determined by Council at the time of creation. The Council will establish its policy for soliciting applications and making appointments for advisory committees or task forces at the time it determines the need for and purpose of any advisory committee or task force.
3. Appointment Process – As required by State law, appointments will be considered by the Council in an open public meeting.

The Council will confirm the final appointments to its board and commissions. Individuals receiving a majority vote (4 votes or more) will be appointed. Should there be more applicants than the number of vacant positions, then following discussion of the criteria for appointment, Council will vote on the nominees by using the following method of voting.

The Council will proceed with a first round of voting on each applicant, with members being unlimited in the number of times they can vote. If the number of applicants receiving a majority vote exceeds the number of vacancies, the Council may proceed with a second round of voting on these applicants in the same manner as round one. If the number of applicants still exceed vacancies, the Council may proceed with a third round of voting, with each member limited to voting only once for each vacancy. At any time the Council may, by mutual agreement, end the voting process.

The City Clerk will notify appropriate City staff members of appointments in order that appointees can be provided with appropriate information to carry out the duties and responsibilities of the board or commission to which they were appointed. Appointees are required to execute on Oath of Office prior to attending any meetings.

4. Financial Disclosure/Conflict of Interest – As required by State law and the City's Conflict of Interest Code, an appointee may be required to disclose certain financial information on a Statement of Economic Interests form and/or advise the Council of any potential conflict of interest which may arise if he/she is appointed. The City Clerk will provide appointees with forms and instructions following their appointment. Those appointees that are required to file, must file these forms within 30 days of appointment.

- V. ORIENTATION AND TRAINING – All appointed board and commission members will attend an orientation training provided by the City Clerk's Office and any additional training as may be required pursuant to State Law, City Council direction, or staff recommendations.

- VI. RESPONSIBILITIES – The primary role of the advisory body is to provide judicious advice to the City Council, the elected policy-making body of the City. The advisory body's role can include:

1. Hearing public testimony on the Council's behalf;
2. Building community consensus for proposals or projects;
3. Reviewing written material, facilitating study of issues;
4. Guiding implementation of new or regulating established programs;
5. Assessing the alternatives regarding issues of community concern; and
6. Ultimately forwarding recommendations to the Council for its consideration.

There may be times when the advisory body's recommendations will not be sustained or will be modified by the City Council. It is important for the advisory body members to recognize that this is not a rejection of the integrity of the recommendation but as an inevitable part of the process of community decision-making.

- VII. WORK PLANS – In order to ensure that the work that is being carried out by each advisory body reflects the vision, mission, or priorities of the City Council, each board or commission is required to develop a two-year work plan following the appointment of newly appointed members in January of odd numbered years. The plan must be presented to the City Council within six months of the newly appointed commission being seated. Once approved by Council, this plan guides the advisory body for the life of the plan. At the end of the work plan, a status report is provided to Council on the work that was completed.

- VIII. CODE OF CONDUCT – The Code of Conduct governs the actions and deliberations of City commissions, committees and boards so that public deliberations and actions can be conducted in an atmosphere free from personal animosity and hostility and that all actions serve to increase public confidence in the City of Chico's government.

Each member of all City's commissions, committees and boards has the duty to:

- A. Adhere to a high level of ethical conduct in the performance of public duties;
- B. Represent and work for the common good of the City;
- C. Pursuant to state law, refuse to accept gifts of favors or promises of future benefits which might compromise or tend to impair independent judgment or action;
- D. Provide fair and equal treatment for all persons and matters coming before the commission, committee, or board whether in person, in writing, or in an E-Mail communication;
- E. Faithfully perform all duties of office;
- F. Learn and study the background and purpose of important items of business before voting and in order to facilitate a timely meeting, board or commission members are asked to work with staff prior to the meeting on questions of clarifications;
- G. Members are to be tolerant of all views expressed at public meetings;
- H. Refrain from abusive conduct, personal charges or verbal attacks made upon others; and
- I. Most importantly, advisory bodies are not to be involved in administration or operation of City departments. Advisory body members may not direct administrative staff to initiate programs and may not conduct major studies or policy without the approval of the City Council. City staff members are available to provide general staff assistance to the advisory body.

Any violation or disregard for the Code of Conduct may result in one or more of the following actions being taken:

- A. Verbal or Written Admonishment – Least severe form of action and may be directed to one or all members of the board, commission, or committee.
- B. Written Sanction – Official written reprimand which the City Council directs the Mayor to sign and send out.
- C. Censure – Severe form of action taken by Council in open session directing the Mayor to send a letter of censure to the board, commission, or committee member expressing the Council's strong displeasure and/or disappointment of the action(s) taken.
- D. Removal from Office – Any appointee to a City of Chico board, commission or committee serves at the pleasure of the City Council and may be removed at any time by a majority vote of the City Council.

- IX. SELECTION AND RESPONSIBILITIES OF CHAIR AND VICE-CHAIR – The chair and vice-chair are selected annually by the members of the board or commission and serve a maximum two-year term. The chair serves as the presiding officer of all commission meetings. In the chairs' absence, the vice-chair serves as the presiding officer. In the event of both being absent, the staff liaison will call the meeting to order and the commissioners select a temporary chair to serve until adjournment or the arrival of the chair or vice-chair.

Role and Responsibilities – The Chair or Presiding Officer shall preserve order and decorum at all meetings of the advisory body. The Chair is responsible for ensuring the effectiveness of the group process and to guide the advisory body by adhering to the rules of conduct contained in this policy and in the Brown Act. In the absence of the Chair, the Vice Chair shall act as the presiding officer.

- A. The Presiding Officer may move, second, and debate from the Chair, subject only to such limitations of debate as are imposed on all Commission members, and he/she shall not be deprived of any of the rights and privileges of a Commission member by reason of his or her acting as Presiding Officer.
- B. The Presiding Officer shall preserve order and decorum and confine members in debate to the question under discussion.
- C. The Presiding Officer shall state all questions submitted for a vote and announce the results of that vote. A roll call vote shall be taken when requested by a member.
- D. The Presiding Officer shall determine, based on the meeting agenda, a schedule for consistent breaks for the Council. He or she should strive to call for a 10-minute recess at regular intervals of approximately one hour at appropriate points in the meeting agenda.
- E. The Presiding Officer shall ensure that he/she, as well as the balance of the Commission, refrains from commenting or entering into conversation with speakers during public comments or during public hearings, until all speakers have been heard.
- F. The Presiding Officer shall determine points of order, subject to the right of any member to appeal to the Council.

G. The Presiding Officer shall ensure that members of the public who address the Council from Business from the Floor address matters “**not appearing**” on the agenda which is of interest to such person and which is within the jurisdiction of the Council. Speakers shall not use Business from the Floor to make additional comments regarding an item that has already been heard earlier in the meeting.

X. ATTENDANCE REQUIREMENTS – When appointed, it is expected that members will attend all regular and adjourned meetings of their respective board or commission.

In order that the Council is kept advised of attendance of board and commission members, a report is provided by the City Clerk to the City Council at the end of each calendar year. The Council is also advised if a board or commission member misses two consecutive regular or adjourned regular meetings (pursuant to this AP&P), and removal of a member may occur at Council's discretion (Charter Section 1001.c)

Missed meetings – If an appointed member of a board or commission misses two consecutive regular or adjourned regular meetings of such board or commission, the chair of such board or commission, or in the absence of the chair, the vice-chair, shall report to the City Clerk the name of the member having missed such meetings, together with the dates of the meetings at which such member was absent and the reason for such absences, if known. The City Clerk shall forward the information to the City Council and removal of the member may occur at Council's discretion (Charter Section 1001.c).

XI. VACANCIES – If an appointed member of a board or commission is convicted of a crime involving moral turpitude or ceases to be an elector of the City, his/her office shall become vacant and shall be so declared by the Council. (Charter Section 1005.) If an unscheduled vacancy occurs whether due to resignation, death, termination, or other cause, a special vacancy notice shall be posted pursuant to Government Code Section 54974 in the Office of the City Clerk, and in the Chico Branch of the Butte County Library within twenty days after the vacancy occurs. Final appointment to the board or commission shall not be made for at least 10 working days after the posting of the notice. At such time the City Clerk will move forward with a recruitment as outlined in Section III.B.

XII. REMOVAL FROM POSITION – All appointees to the board and commissions, advisory committees and task forces, including ad hoc committees serve at the pleasure of the City Council and may be removed at any time by a majority vote of the Council. (Also referenced under Code of Conduct, Section VIII.)

XIII. MEETINGS

A. Scheduling

1. Regular Meetings – Held for each board or commission as currently scheduled, or as determined by Board/Commission action.
2. Adjourned Regular Meetings – When workload requires, additional meetings may be scheduled as necessary.
3. Meeting Times – It is the intent of the City Council that all meetings of the advisory bodies be conducted in a timely and efficient manner. Evening meetings are to end at 10:00 p.m., in accordance with AP&P 10-10. By majority vote of the Commission, the meeting can be extended to 10:30 p.m. with no new items considered by the body following the 10:00 p.m. deadline. Items may need to be deferred to a future meeting. Commission or board members are encouraged to call or meet with staff prior to the meeting in order to get clarification on questions. By doing so, more time will be available for public input and for discussion by the advisory body.

Change in meeting time – Whenever a majority of the members of a board or commission wishes to change the date and/or time of its regular meetings in accordance with the provisions and within the limitations set forth in the Municipal Code specifically applicable to such board or commission, it shall submit its request in writing to the City Manager, giving the current date and time of its regular meetings and its requested date and time for regular meetings. After review, the City Manager will either approve or deny the request, in writing, based on the: (1) availability of a meeting room and any conflicts with other City meetings; (2) ability to televise or videotape meetings, if appropriate; (3) impact on City staff that normally prepare for and/or attend the meetings; and (4) any other issues that the City Manager deems pertinent.

In order to adequately notify the public of an approved change to a regular meeting schedule, that Board or Commission shall include the City Manager's approval letter on the next agenda acknowledging the change in meeting times.

4. Video Taping/Televising – All video taping/televising requests will be reviewed and approved by the City Manager based on the needs of the City including: (1) current fiscal situation; (2) availability of staff, and (3) resources needed to fulfill the request. Audio taping will be encouraged whenever feasible. A report providing an overview of usage and costs will be provided to the City Council and City Manager on an annual basis.
- B. Agendas & Staff Reports – Board or commission agendas will be prepared by staff liaisons in accordance with the format approved by the Council (see AP&P 10-10) and in accordance with the requirements set forth in the Brown Act. The format of the staff reports is determined by the City Manager and City Clerk in order to meet the needs of the City Council. Standardized reports also ensures a consistent approach in providing critical information necessary to make an informed decision.
- C. Minutes – Per Council direction at its meeting of 11/7/00, staff is to provide “action-only” minutes for board and commission meetings.
- D. Ex Parte Communications – An ex parte communication is a communication made outside the Council Building between a board or commission member and any person in the public concerning a quasi-judicial proceeding to be heard by the board or commission. When a board or commission member has an ex parte communication, the member shall state for the public record: (a) the nature of that communication, (b) with whom the ex parte communication was made, and (c) a brief statement as to the substance of the communication.