

AGENDA ITEM

**Community Advisory Committee (Ravenswood/4 Corners
Transit Oriented Development Specific Plan)
MEETING**

Tuesday, November 10, 2009

Item No. 4,5,6

ITEM: 4,5,6

Receive a presentation of draft By Laws for the Community Advisory Committee for the Ravenswood/4 Corners Transit Oriented Development Specific Plan, and consider adopting By Laws and electing a Chair Person and a Vice Chair Person.

(Sean Charpentier, RDA Project Coordinator II)



CITY OF EAST PALO ALTO
OFFICE OF THE CITY MANAGER
REDEVELOPMENT AGENCY
2415 University Avenue • East Palo Alto, CA 94303

TO: Community Advisory Committee Members (Ravenswood/4 Corners Transit Oriented Development Specific Plan)

FROM: Sean Charpentier, Redevelopment Project Coordinator II
Carlos Martínez, Redevelopment Agency Manager

SUBJECT: Community Advisory Committee By Laws

DATE: November 10, 2009

SUMMARY/RECOMMENDATION

Receive a presentation of draft By Laws for the Community Advisory Committee for the Ravenswood/4 Corners Transit Oriented Development Specific Plan, and consider adopting By Laws and electing a Chair Person and a Vice Chair Person.

BACKGROUND

By Laws provide structure to an advisory body such as the Community Advisory Committee (CAC). By Laws are used to identify key operational priorities and processes. The CAC was appointed by the Council as an advisory body for a Specific Planning Process that will take approximately 18-20 months. The CAC has the critical role of guiding the visioning process for the Specific Plan. The Specific Plan will create the framework for all future projects in the RBD/4 Corners. While drafting By Laws, the CAC will need to balance the need for structure with the relatively short-lived nature of the CAC.

Streamlined and efficient By Laws are probably most appropriate given that the CAC is scheduled to have a total of 6 or 7 meetings. The challenge is to balance the need for structure with the need for clarity and simplicity. See Attachment 1 for draft By Laws. There are several major topics for the CAC's consideration.

Date and Timing of the Meetings

The goal should be to accommodate the CAC member's schedules and to avoid conflicts with regularly scheduled City Council, Planning Commission, and Public Works/Transportation Commission meetings. Taking these dates into account, staff created a schedule of available days. See Attachment 2. According to the schedule, the best available days are the second Tuesday and Thursday, the third Thursday, and possibly the fourth Tuesday of each month.

Below is a recommended order of preference of potential dates for scheduling CAC meetings.

1. The second Tuesday of each month.
2. The third Thursday of each month.
3. The second Thursday of each month.

4. The fourth Tuesday of each month.

For example, staff will first try to schedule CAC meetings for the second Tuesday of each month. If this date is not feasible, the second date will be the third Thursday of each month. Staff is recommending a preference for the third Thursday instead of the second Thursday because the San Mateo County City/County Association of Governments (CCAG) meets the second Thursday of every month, and East Palo Alto Councilmembers attend those meetings.

The challenge is that there are many demands on people's time, and there will be timing conflicts over the course of the process. A 6:30 start time is recommended so residents can participate after work.

Production of Minutes

The CAC is different from the Planning Commission and the City Council in that the CAC does not have legal powers or authority, and it will not be voting on items at each meeting. The CAC will be more likely to provide advice than to "vote" on several specific items each night. The recommendation is that action minutes and/or the meeting summary from DC&E be used as minutes. All votes will be recorded. In addition, the City does not have the capacity to produce verbatim minutes.

The Officers

Given the short-lived nature of the CAC, it is recommended that the structure be streamlined with a Chairperson and a Vice Chair Person. The Officers are responsible to conduct the meetings.

With the exception of Scheduling dates and times, the By Laws to do not apply to the Community Workshops planned. A set of By Laws that include the points described above is attached.

Attachments

- #1 Draft By Laws
- #2 Best Potential Dates

Attachment #1 Draft By Laws

BY LAWS COMMUNITY ADVISORY COMMITTEE (Ravenswood/4 Corners Transit-Oriented Development Specific Plan)

Adopted at the Committee's regular meeting on November 10, 2009

Operating Procedures for Regular meetings:

1. All meetings must be open to the public.
2. The Brown Act shall govern the conduct and noticing of the meetings and the CAC.
3. Regular meetings shall be held at either the City Hall Council Chambers or the Community Room at the East Palo Alto City Hall located at 2415 University Avenue in East Palo Alto. On an as needed basis, meetings can be scheduled at other locations that have adequate size and accessibility.
4. Meetings will be scheduled to facilitate public involvement and in accordance with CAC members' schedules. The first preference for a CAC meeting date is the second Tuesday of each month. The second preference shall be the third Thursday of each month. The third preference shall be the second Thursday of each month. The fourth preference shall be the fourth Tuesday of each month. Other meeting dates can be scheduled on an as needed basis.
5. The meetings shall start at 6:30 pm and end at 8pm. A separate meeting time can be scheduled on an as needed basis.
6. Public meetings and community workshops for the Specific Plan shall make a good faith effort to schedule meetings consistent with these dates and times to encourage participation from CAC members and the public.
7. To facilitate the orderly conduct of the business of the Committee, an agenda shall be prepared for each regular meeting, containing the specific items of business to be transacted and the order thereof. Such agenda shall be posted for the public's benefit at least 72 hours before the meeting time and date.
8. To the extent possible, packet materials will be posted online prior to the meeting, and presentations and meeting summaries shall be posted online as soon as possible after the meetings.
9. The order of the business agenda shall be as follows: (note, order of business may be changed by vote)
 - i. Call to Order and Roll Call
 - ii. Approval of Agenda

- iii. Community Forum and Other Communications
- iv. New Business
- v. Next Meetings Agenda
- vi. Adjournment

10. Whenever feasible, each agenda item should be transacted in the following order:

- a) Introduction of item by the chairperson
- b) Staff report and recommendation
- c) Committee member questions to staff
- d) Public Comment
- e) Committee discussion
- f) CAC Action/Direction/Advice (by voting, continuance, referral etc)

11. The minutes of the Committee are to will consist either of the meeting summaries to be provided by the Planning Consultant (Design, Community, Environment (DC&E) or “action” type with discussion being omitted except under exceptional conditions.

12. Public Comment shall be limited to 2 minutes. The CAC may choose to increase or decrease the 2 minutes at its discretion.

13. Those who wish to comment shall fill out a speaker’s form that identifies their name and address.

14. The officers of the committee shall consist of the following: A Chairperson, and a Vice Chair person.

15. The Chair person shall be the presiding officer at all meetings except when absent whereby the Vice chairperson or the Secretary would assume the duties of the presiding officer.

16. The powers and duties of the presiding officer are as follows:

- a. Conduct meetings
- b. Represent the committee before the City Council and other bodies with prior consultation with the Committee and with the understanding that under emergency situations, the chair or any other designated representative of the Committee, has the prerogative to speak on its behalf.
- c. Set meeting agenda
- d. Call recesses when necessary and
- e. Act as a regular Committee Member

17. Meeting procedures:

- a. The CAC can act only on a motion properly made and seconded.

- MAIN MOTIONS: These bring business before the Committee in a manner that opens it for discussion and action.

These types of motions have a recognized order of precedence that corresponds to the order in which they are listed, i.e. privileged motions must be acted upon before incidental motions).

- b) Every Advisory Committee member desiring to speak shall first address and gain recognition from the chairperson and shall confine themselves to the question under debate, avoiding reference to character and “ foul “ language.
 - c) Every member desiring to question the staff shall, after recognition by the chairperson, address their question to the appropriate staff member, Questions shall be limited to inquiries relevant to the time.
 - d) The chairperson shall determine all points of order subject to the right of any Committee member. Every member shall have the right to request full Committee ruling on any point and the question shall be: “Shall the decision of the chairperson be sustained?” A majority vote shall conclusively determine such questions of order.
 - e) A member who wishes to terminate discussion of a motion may call for the question. If the call is seconded, the chairperson shall ask for a vote. If the call carries, the Committee shall then vote on the motion without further discussion.
 - f) Any member shall have the right to have the reason for his/her dissent from or his/her protest against any action of the Committee entered in the minutes. Such dissent or protest to be entered into the minutes shall be made in substantially the following manner. “ I would like the minutes to show that I am opposed to this action for the following reasons....”
 - g) If a member has two consecutive unexcused absences or three unexcused absences in a year, then the Committee can recommend to the City Council that this member be removed from the Committee.
 - h) If the chairperson is unable to serve then the vice-chairperson will immediately become the chairperson. A new vice-chairperson should be elected as soon as possible.
 - i) An alternate will have the same privileges as a regular member except for voting. The alternate should participate in all of the deliberations of the Committee. Of course, if a regular member finds that they cannot serve, then the alternate will immediately become a regular member of the Committee.
- All regular meetings of the Committee should start promptly at 6.30pm. If there is no quorum (4 members) by 6.45PM then the meeting will be canceled and turned into a study session.

Attachment #2 Best Potential Dates

DRAFT CAC POTENTIAL MEETING DATES

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

City Council Mtgs (1st & 3rd Tues)

Planning Commission Mtgs (2nd and 4th Mon.)

Transportation Commission Mtgs (3rd Wed)

Not Available/CAC Conflict

Best Available Dates (1)

(1) (second and third Thursday; second and fourth Tuesday-last Tuesday of month will not work for some CAC members)

