

SAN BRUNO
COMPLETE STREETS
COMMITTEE
BY-LAWS



COMPLETE STREETS COMMITTEE BY-LAWS

1. **Purpose and Intent.** The membership and duties of the Complete Streets Committee (the “Committee”) are prescribed in the San Bruno Municipal Code. These Bylaws set forth the procedural rules for the conduct of Committee meetings.
2. **Meetings.** The Committee shall conduct its business in accordance with these Bylaws and the Ralph M. Brown Act (Government Code Section 54950 et seq.).
 - 2.1 **Regular Meetings.** The Committee shall hold regular meetings at 6:00 p.m. on the 1st Wednesday of each month, except that no meeting shall be held if a regular meeting falls on a legal holiday. Regular meetings shall be held at San Bruno City Hall in Conference Room 115.
 - 2.2 **Special Meetings.** Special meetings may be called at any time by the Chair or by a majority of the Committee.
 - 2.3 **Public Meetings.** All meetings and study sessions of the Committee shall be open to the public. Closed sessions may be held only when specifically authorized by the Brown Act.
 - 2.4 **Cancellation of Regular Meetings.** The Committee may cancel an upcoming regular meeting for lack of a quorum or if the Secretary has indicated that there are no agenda items required to be heard by the Committee. Notice of the cancellation shall be posted in lieu of an agenda.
3. **Organization of the Committee.**
 - 3.1 **Compensation.** No person shall receive compensation for service as a member, except for reimbursement of all such expenses necessarily and legitimately incurred and authorized during the performance of official duties.
 - 3.2 **Officers.** The Committee shall elect from its membership a Chair, who shall preside over meetings. The Committee shall also elect a Vice- Chair, who shall preside in the absence of the Chair. The Chair and Vice- Chair are sometimes referred to herein as the “presiding officer.” The Chair shall have the following powers:
 - 3.2.1 To call to order the meeting and to conduct the order of business as set forth in the agenda.
 - 3.2.2 To adjust the agenda, if needed, at the time of the meeting with the approval of the Committee;
 - 3.2.3 To move, second, debate and vote;
 - 3.2.4 To rule motions in or out of order;

- 3.2.5 To determine whether a speaker from the audience has exceeded his or her time or is otherwise out of order;
- 3.2.6 To rule on questions of parliamentary procedure based generally on Robert's Rules of Order;
- 3.2.7 To sign all minutes and resolutions and other documents necessitating his or her signature;
- 3.2.8 To call a brief recess during a meeting;
- 3.2.9 To appoint members to subcommittees with the approval of the Committee; and
- 3.2.10 To maintain decorum.

The presiding officer's determination as to any of the above matters may be overruled by a majority of the members present.

- 3.5 **Organizational Meeting.** At its first meeting in January, the members shall elect a Chair and Vice-Chair from among its members.
- 3.6 **Term of the Chair and Vice-Chair.** The term of office of the Chair and Vice Chair shall be one year. A member may serve more than one consecutive term as Chair or Vice-Chair. Nothing shall prevent the Committee from removing and replacing the Chair or Vice-Chair at any time during their respective terms, provided that the item is properly on the agenda of the meeting.
- 3.7 **Vacancy in the Office of Chair or Vice-Chair.** A vacancy in the office of Chair or Vice-Chair shall be filled for the remainder of the unexpired term by election at the next meeting provided the election has been noticed on the agenda.
- 3.8 **Vacancy of a Member's Seat.** A member may resign by submitting his or her resignation in writing to the Chair. The resignation is effective and irrevocable when submitted. In the event of an unscheduled vacancy of any member's seat prior to the expiration of their term, the City Council may appoint a member to serve the remainder of the unexpired term. The newly appointed member shall take and subscribe to the oath of office before the next regular meeting after his or her appointment by the City Council.
- 3.9 **Quorum.** A majority of the total membership of the Committee shall constitute a quorum for the transaction of business. Where there is not a quorum present, the Secretary of the Committee shall announce that no meeting will be held due to lack of a quorum, and shall announce the date

of the next regular or adjourned meeting. When a member is disqualified due to a financial conflict of interest, his or her presence shall not be considered in determining the presence of a quorum. Any decision of the Committee shall require a vote of the majority of the members present and qualified to vote.

3.10 Subcommittees. Subject to the approval of the Public Works Director or City Council, the Committee may from time to time establish either standing or ad hoc subcommittees consisting of any number less than a quorum of its membership for the purposes of studying a specific area of concern. Standing subcommittees (that have a regular meeting schedule or continuing subject matter jurisdiction) are subject to all of the requirements of the Brown Act. The subcommittee shall make reports to the full Committee or City Council at a future date. Subcommittee reports will be considered advisory and recommendations are subject to action by the full Committee or City Council.

3.11 Absences from meetings. If a member of the Committee has 2 unexcused or 4 excused absences from regular meetings in any twelve-month period, the office of such member shall be vacated. A successor for the remainder of the term of such member shall be appointed by the City Council. In order to request an excused absence, a member must notify the Chair and the Secretary of the anticipated absence in advance of the meeting and the request must be noted during call of the roll and reflected in the minutes of the meeting.

3.12 Oath of Office. Newly appointed members shall take and subscribe to the oath of office before assuming their duties. The oath may be given by a City official authorized to do so by State law.

4. The Committee Agenda.

4.1 Preparation of the agenda. The Secretary of the Committee shall formulate and prepare the agenda for meetings.

4.2 Posting of the agenda. The City Clerk shall cause to be posted an agenda for each regular meeting in the designated posting locations not less than 72 hours prior to the meeting. Agendas for adjourned meetings and special meetings shall be posted as required by law.

4.3 Affidavit of posting. Immediately following the posting of the agenda, the City Clerk shall cause to be completed an affidavit of posting. The affidavit shall indicate the time and location of posting, and shall be signed under penalty of perjury. The City Clerk shall retain all such affidavits in accordance with the City's records retention policy.

4.4 Order of Business. Items shall be placed on the agenda substantially according to the following "Order of Business." Upon review of the agenda at the beginning of any meeting, the Committee may change the order of business in order to promote the efficiency of the meeting. The Order of Business for each regular meeting shall be as follows:

1. Call to Order/Roll call
2. Pledge of Allegiance
3. Approval of Minutes (unless approved on the Consent Calendar)
4. Public Comments for items not on the agenda
5. Announcements of Conflicts of interest
6. Consent Calendar (if applicable)
7. Public Hearings
8. Conduct of Business
9. Comments from Staff
10. Items from Members
11. Adjournment

4.5 Description of Matters on the Agenda. All items of business to be transacted shall be described briefly on the agenda in sufficient detail so that a reasonable person can determine the general nature of the matter under consideration. Not every recommendation or conceivable action or alternative need be listed. Generally, each item on the agenda shall contain a staff recommendation and the specific action requested to be taken.

4.6 Adding Items of Business to a Future Agenda. Any member may during "Items from Members" request that an item of business within the Committee's subject matter jurisdiction be added to a future agenda. Such requests are subject to approval of the Committee.

4.7 Public Comments. Members of the public shall be permitted to speak on each item of business on the agenda when the item is taken up and before action is taken on the item by the Committee. Each speaker shall have a three (3) minute period to speak; time cannot be ceded to another speaker. In order to facilitate the conduct of the meeting, the Chair or the Committee may lengthen or shorten the three-minute period for all speakers on a particular agenda item based on the number of persons in attendance wishing to speak or the complexity of the matter under consideration. An individual may speak only once during "Public Comments."

5. Minutes. The minutes of meetings shall be kept by the Secretary in accordance with the following policy:

- 5.1** The Complete Streets Committee shall use Action Minutes to record their proceedings.

5.2 Action Minutes shall be defined as decision-on minutes that exclude any discussion that went into making the decision and capture only the conclusion and/or action to be taken. The minutes shall include the definition of action minutes.

5.3 Motions and votes are outlined in the action minutes.

6. **Annual Report.** The Committee shall provide a report to the City Council concerning its actions, activities, and achievements during the preceding year, its goals for the subsequent year and any recommendations for improvement in providing service to the City. A summary of the annual report shall be presented orally at a regular City Council meeting. If the annual report requirement is suspended by the City Council, then a report would not be required.

7. **Secretary.** The Public Works Director or their designee shall serve as the Secretary for the Committee. The Secretary shall:

7.1 Keep the minutes of all meetings and post approved minutes to the City website;

7.2 Give or serve all notices required by law or by these rules;

7.3 Formulate and prepare the agenda for all meetings;

7.4 Be custodian of Committee records;

7.5 Inform the Committee of correspondence relating to business of the Committee and attend to such correspondence;

7.6 Handle funds allocated to the Committee, as directed by the Public Works Director, and in accordance with its directives, the law, and City regulations; and

7.7 Sign official documents of the Committee.

8. **Conduct of Meetings.**

8.1 **Action by the Committee.** The Committee shall proceed by way of motion. Any member, including the Chair, may make a motion and any member may second the motion except that the same person who made the motion cannot second it. A member may make only one motion at a time and a motion or second may be withdrawn by the maker at any time before a vote.

8.2 **Adoption by Majority Vote.** A motion shall be adopted by an affirmative vote of a majority of the members present provided a quorum is

determined to exist. Members have a duty to vote "aye", or "nay" on each motion. Abstentions shall be cast only if the member declares:

8.2.1 The existence of a conflict of interest or other disqualification from voting; or

8.2.2 A lack of sufficient information upon which to base a vote due to absence from a previous meeting.

Abstentions are not counted in the vote tally.

8.3. Rules of Decorum.

8.3.1 Rules for Members. Members of the Committee shall conduct themselves in an orderly and businesslike manner to ensure that the business of the City shall be attended to efficiently and thoroughly and to ensure that the integrity of the deliberative process is maintained at all times. Members shall maintain a polite, respectful and courteous manner when addressing one another, City staff and members of the public during meetings. Members shall speak clearly into the microphone so that they can be heard by the audience.

a. Communication with Members

- 1) Members should request the floor of the Presiding Officer before speaking.
- 2) A member who is speaking shall attempt to avoid repetition and shall limit their comments to the subject matter at hand. Members should express their views without engaging in lengthy debates.
- 3) When one member is speaking, other members shall not interrupt or otherwise disturb the speaker.

b. Communication with Members of the Public Addressing the Committee.

- 1) Members may question a person addressing the Committee at the conclusion of the person's comments or upon expiration of the person's time to speak. Such questions shall be directed to the person through the Presiding Officer.
- 2) Members shall not engage the person addressing the Committee in a dialogue with the Committee or City staff, but

shall confine communication to a question and answer format conducted through the Presiding Officer.

- 3) If a member of the audience has addressed the Committee on matters that are not on the agenda, members shall refrain from discussion of the matter. If a member so wishes, the member may, if appropriate, during the “Items from Members” portion of the meeting, direct the Secretary to place the matter on the next agenda, subject to the approval of the Committee.

8.3.2 Rules for City Staff.

- a. Decorum. City staff shall not engage in public dialogue or debate with members of the public during public meetings. When addressed by the Committee, staff shall respond in a polite and respectful manner.
- b. Role of the Secretary. The Secretary’s duties during the meetings include keeping a record of concerns raised by the Committee regarding staff matters and directions for future staff action.

8.3.3 Rules for the Public

- a. Members of the Audience. Members of the audience shall not engage in disorderly or boisterous conduct, including the utterance of loud, threatening or abusive language, whistling, stamping of feet or other acts which disturb, disrupt, impede or otherwise render the orderly conduct of the meeting infeasible.
- b. Persons Addressing the Committee.
 - 1) Any person wishing to speak in connection with any item of business on the agenda shall first be invited to voluntarily complete a speaker request slip and submit the slip to the Secretary, although completion of the speaker’s slip is not required to speak.
 - 2) No person shall address the Committee without first being recognized by the Presiding Officer.
 - 3) No person addressing the Committee shall make repetitious, slanderous or irrelevant remarks, or engage in any other disorderly conduct which disrupts, disturbs or otherwise impedes the orderly conduct of the meetings.

- 4) Any person who disrupts the meeting may, at the discretion of the Presiding Officer or a majority of the Committee, be subject to ejection from that meeting.

8.3.4 Enforcement.

- a. The Chair shall follow the following procedure to maintain decorum:
 - 1) Warning. The Presiding Officer shall request that a person who is disrupting the meeting cease such conduct. If after receiving a warning from the Presiding Officer, the person persists in disrupting the meeting, the Presiding Officer may request a recess to address the situation and, if necessary, direct the secretary to contact law enforcement to assist in maintaining order.
 - 2) Removal. A law enforcement officer may remove from the meeting any person who is actually disrupting the proceedings.
 - 3) Meeting restart. The meeting may restart once the disruption has been addressed. If a meeting continues to be disturbed or disrupted in such a manner as to make infeasible or improbable the restoration of order, the Presiding Officer can adjourn the meeting.

9. General

- 9.1** The Committee and its activities are completely distinct from the Public Works Department.
 - 9.2** No member shall use any public resources including the Public Works Department, City, and/or Committee letterhead and paper in any private activity.
 - 9.3** The Public Works Director shall approve and release any and all publicity releases, public information, pamphlets and other public relations. The purpose is to ensure that no release or programs will conflict with policies or programs of the City.
- 10.** **Robert's Rules of Order.** If a matter arises that is not covered by these rules, the Brown Act or the San Bruno Municipal Code, the procedures of the Committee shall be governed by the latest revised edition of Robert's Rules of Order to the extent not inconsistent with laws governing public agencies.
 - 11.** **Amendments to By-Laws.** These by-laws may not be amended unless the proposed amendment has been presented to and approved by the City Council.