

CASTRO VALLEY MUNICIPAL ADVISORY COUNCIL

RULES AND PROCEDURES

AMENDED OCTOBER 15, 2018

ARTICLE I

Application

Section 1. These rules shall apply to all meetings of the Castro Valley Municipal Advisory Council.

ARTICLE II

Council Meetings

Section 1. Regular meetings of the Council shall be held on the second, third and fourth Monday of each and every month, commencing at the hour of 6:00 pm, thereof in the Castro Valley Library, Chabot Room, 3600 Norbridge Avenue, Castro Valley. If any regular meeting day falls upon a holiday, the regular meeting of the Council shall be held at the same place, commencing at the same hour, at a date decided by the Council which will not be any more than 10 days from the regularly scheduled meeting date. All hearings, applications, petitions, and other matters before the Council shall be deemed to be automatically continued to said day and hour.

Section 2. Special meetings of the Council may be called with proper notification of all members and the public. The agenda for all meetings will be approved by the Chair of the Council.

Section 3. Each member shall be in their respective seat at the hour set for each regular meeting and at the time set for any adjourned or special meeting. Any member not present shall be designated in the minutes as absent, entering late or excused as provided in Article 5, Section 3 of the procedures.

ARTICLE III

Election, Powers and Duties of Chair, Vice-Chair, and Council Staff

Section 1. The Council is composed of seven (7) members, appointed by the Alameda County Board of Supervisors upon the nomination of the Supervisor(s) representing the Area. If more than one Supervisor represents the Area, nominations shall be in proportion to the population of the Area in each Supervisorial District, with each Supervisor (representing the Area) having at least one nomination.

No appointee shall serve more than twelve (12) years or as the Board of Supervisors may otherwise set out in the Alameda County Board of Supervisors Board Operating Procedures or

Castro Valley Municipal Advisory Council
Rules And Procedures
Amended October 15, 2018

Page 2

any succeeding document. The Board of Supervisors may remove any Council member from office at any time.

Section 2. The offices of the Council are Chair and Vice-Chair. The Chair and Vice-Chair shall be elected by a majority of Council members, taken by written ballot if there is more than one candidate for each office. Each shall serve until the election of their successor. Elections will take place at a meeting in June of each year. The Officers shall assume office at the first regular or special meeting after their election. The Chair and Vice Chair shall serve no more than two (2) consecutive years in each position.

Section 3. The Chair, when present, shall preside at all meetings of the Council and shall take the Chair at the hour appointed for every Council meeting and shall immediately call the meeting to order and, except in the absence of a quorum, shall proceed with the business of the Council in the manner prescribed by these rules.

Section 4. In the absence of a quorum, the members present shall adjourn the meeting until the same hour of the next regularly scheduled meeting. If all members are absent the Council Staff may adjourn the meeting to a stated time and place.

Section 5. The Chair shall preserve order, the decorum, and if the occasion demands, may call upon a police officer to preserve order. The Chair shall decide all questions of order subject to the action of a majority of the Council.

Section 6. In the absence or the inability of the Chair to act, the Vice-Chair shall take the Chair and have all the powers and duties of the Chair during the absence or inability of the Chair to act.

Section 7. No member of the public shall speak more than once on the same question until all members wishing to speak have had an opportunity to do so, nor more than twice without the permission of the Chair, nor more than ten (10) minutes at one (1) time.

Section 8. All votes other than procedure amendments to Rules of Order may be reconsidered at the same or next succeeding meeting upon a motion made and seconded by two (2) members who voted in the majority, provided a majority of the membership present and voting agrees thereto; but after a motion to reconsider has once been lost, it shall not be renewed.

Section 9. The Council Staff shall give notice of meetings, prepare Council agendas, maintain official records and files of Council meetings, hearings, and actions, and shall certify all official documents and resolutions of the Council. The Council Staff shall maintain the official office of the Council as provided by the Board of Supervisors.

Section 10. No Councilmember shall speak for the Council without being preauthorized by the full Council.

Page 3

Section 11. The Chair shall, with the approval of the Council, make appointments to community committees and subcommittees of the Council. A representative of the committees or subcommittees shall make periodic reports back to the Council.

ARTICLE IV **Order of Business**

Section 1. The Agenda for each regular meeting of the Council shall include a roll call, approval of the minutes, a Chair's report, and all other business. The above order of business may be suspended or changed at any time upon order of the Chair.

Section 2. The rules laid down in Roberts Rules of Parliamentary Procedures and the Ralph M Brown Act, Government Code Section 54950 et seq. are hereby adopted for the government of the Castro Valley Municipal Advisory Council in all cases not otherwise provided for in these rules. If there is a conflict between Roberts Rules of Parliamentary Procedures and The Ralph M Brown Act, the Ralph M Brown Act prevails.

ARTICLE V **Conduct of Meetings**

Section 1. Four appointed members shall constitute a quorum of the transaction of Council business.

Section 2. All matters shall be decided by a majority vote of the Council members present. A roll call vote shall be required if a doubt exists in the mind of the Chair concerning the approval or disapproval of the matter before the Council. All resolutions shall be decided by a roll call vote.

Section 3. No member shall leave any regular or special meeting, except on account of illness or emergency without the consent of the Chair. If any member is unable to attend a meeting, he or she shall notify the Chair or Council Staff prior to the meeting and indicate the reasons thereof.

Section 4. Persons desiring to address the Council shall speak in the order in which they are recognized by the Chair. Names and addresses are requested on speaker cards for the purpose of the record.

Section 5. Should the applicant or a designated representative fail to appear, written notice shall be given no later than three (3) working days after the first hearing. The notice shall specify that the applicant or a designated representative is expected to appear at the next regularly scheduled meeting.

Failure to appear at this subsequent hearing shall result in the application being placed on hold until such time as the applicant agrees to appear before the Council.