

RESOLUTION NO. 2003-42

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF YUCAIPA,  
CALIFORNIA, RESCINDING RESOLUTION NO. 95-10 AND  
ESTABLISHING RULES OF PROCEDURE FOR ALL ADVISORY  
COMMISSION AND COMMITTEE MEETINGS AND RELATED  
FUNCTIONS AND ACTIVITIES

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WHEREAS, the City Council establishes local advisory commissions and committees for the purpose of assisting in the effectiveness of City Government. The City Council will consider for appointment all persons willing to serve and whose interests, background, experience, perspective and talents may significantly contribute to the purpose of the various commissions and committees; and

WHEREAS, the purpose and intent of the City Council in establishing Rules of Procedure is to provide directory guidelines relating to the conduct of public business by or on behalf of any advisory commission or committee within the City of Yucaipa.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF YUCAIPA, CALIFORNIA, DOES HEREBY RESOLVE, DETERMINE AND ORDER AS FOLLOWS:

Section 1. That Resolution No. 95-10 is hereby rescinded in its entirety.

Section 2. MEETINGS.

2.1 REGULAR MEETINGS

The Beautification Committee shall hold regular meetings at the Yucaipa City Hall, 34272 Yucaipa Boulevard, Yucaipa, California, on the second Wednesday of each month, beginning at 6:30 p.m.

The Economic Development Advisory Committee shall hold regular meetings at the Yucaipa City Hall, 34272 Yucaipa Boulevard, Yucaipa, California, on a quarterly basis on the second Tuesday of January, April, July and October beginning at 5:00 p.m.

The Master Plan of Drainage Financing Ad Hoc Committee shall hold regular meetings at the Yucaipa City Hall, 34272 Yucaipa Boulevard, Yucaipa, California, on the second and fourth Thursdays of each month. On the second Thursday, they shall meet at 7:00 p.m. and on the fourth Thursday; they shall meet at 6:00 p.m.

The Parks and Recreation Commission shall hold regular meetings at the Yucaipa City Hall, 34272 Yucaipa Boulevard, Yucaipa, California, on the fourth Wednesday of each month, beginning at 6:30 p.m.

The Trails and Open Space Committee shall hold regular meetings at the Yucaipa City Hall, 34272 Yucaipa Boulevard, Yucaipa, California on the first Tuesday of each month, beginning at 6:00 p.m.

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In the case of a scheduled meeting date falling on a holiday, the meeting shall take place the following day at the designated time. Meetings may from time to time be canceled due to a lack of quorum. In that event, a Notice of Cancellation shall be posted and delivered to commission/committee members. Agenda items may be deferred to the next regularly scheduled meeting.

#### 2.2 SPECIAL MEETINGS

Special meetings may be called by the Chairman or a majority of Commissioners or Committee Members on 24-hour notice, as set forth in Section 54956 of the Government Code of the State of California. Only matters contained in the notice may be considered.

#### 2.3 NOTICE OF MEETINGS

Notice of regular meetings shall be by posted Agenda in accordance with City of Yucaipa Resolution No. 94-06. Mailed or personally delivered notice is required of special meetings.

#### 2.4 QUORUM

Unless otherwise provided for by Resolution of the City Council, a majority of the commission/committee shall be sufficient to do business.

#### 2.5 MEETINGS TO BE PUBLIC

All regular and special commission/committee meetings shall be open to the public.

### Section 3. ORDER OF BUSINESS

#### 3.1 AGENDA

The order of business of each meeting shall be as contained in the Agenda prepared by the Staff Liaison. The Agenda shall be a listing by topic of the subjects which shall be taken up for consideration. The commission/committee may not discuss or take action on a topic that is not listed on the Agenda.

#### 3.2 DELIVERY OF AGENDA

Agendas shall be delivered to the City Clerk in sufficient time to cause posting, in conformance with the Brown Act, at least 72 hours in advance of all regular meetings. If Agendas are not received in sufficient time to cause posting, the commission/committee shall not conduct their meeting.

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3.3 CALL TO ORDER

Before proceeding with the business of the commission/committee, the Staff Liaison shall record the names of those commissioners or committee members present and they shall be entered into the Minutes.

3.4 MINUTES

The Staff Liaison shall maintain a record (Minutes) of commission/committee meetings. The minute record shall contain a brief description of topics discussed and shall contain true and concise motions made and the vote thereon. The minutes shall be approved by the commission/committee at their next meeting and then the original forwarded to the City Clerk.

Section 4.

4.1 PRESIDING OFFICER

(a) The Chairman shall be the presiding officer at all meetings of the commission/committee. In the absence of the Chairman, the Vice-Chairman shall preside.

(b) The commission/committee shall meet annually to select one of its members as Chairman, another as its Vice-Chairman.

(c) Selection of the Chairman and Vice-Chairman shall occur at a regularly scheduled meeting of the commission/committee.

Section 5. RULES, DECORUM AND ORDER

5.1 MEMBERSHIP

Commission/committee members shall either be residents, property owners or business owners of the City of Yucaipa, California.

5.2 REMOVAL FROM OFFICE DUE TO ABSENTEEISM

If any member is absent three (3) consecutive meetings, without the consent of the Chairman, the Chairman shall submit a letter to the member questioning the reason(s) for the absences. If the Chairman determines that the absences were not valid, the member's position will be deemed vacant and the vacancy will be posted. Members may resign from the commission/committee at any time, subject to a written request to their appointing authority.

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5.3 VACANCIES

Upon the request to terminate, the position shall be declared vacant. Vacancies shall be filled in accordance with Government Code Section 54970, et. seq.

If a vacancy occurs during the term of any commission/committee member, the City Council shall fill the vacancy in accordance with Government Code Section 54970, et. seq.

Section 6. LIAISON EMPLOYEE

6.1 FUNCTIONS OF THE LIAISON EMPLOYEE

A Liaison Employee shall be assigned to each commission/committee and shall be responsible for coordinating the communication and activities of their respective commission/committee to and with City staff and City Council, preparing the commission/committee Agenda and Minutes and forwarding to the City Clerk for processing.

The assigned Liaison Employee shall insure that the City Clerk is advised of any unscheduled vacancies in accordance with established procedure.

PASSED, APPROVED AND ADOPTED this 8<sup>th</sup> day of December 2003.

  
DICK RIDDELL, MAYOR

ATTEST:

  
DARLENE GERDES, DEPUTY CITY CLERK

STATE OF CALIFORNIA }  
COUNTY OF SAN BERNARDINO } ss.  
CITY OF YUCAIPA }

I, DARLENE GERDES, Deputy City Clerk of the City of Yucaipa, do hereby certify that the aforementioned is a true and correct copy of RESOLUTION 2003-42as:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF YUCAIPA, CALIFORNIA, RESCINDING RESOLUTION NO. 95-10 AND ESTABLISHING RULES OF PROCEDURE FOR ALL ADVISORY COMMISSION AND COMMITTEE MEETINGS AND RELATED FUNCTIONS AND ACTIVITIES

and which is on file in the Office of the City Clerk, City of Yucaipa, California.

Said Resolution was adopted by the said City Council at a Regular meeting thereof held on the 8<sup>th</sup> day of December 2003, by the following vote:

AYES: Council Members Lampi, Masner and Smith. Mayor Pro Tem Drusys. Mayor Riddell.

NOES: None.

ABSTAIN: None.

ABSENT: None.

  
DARLENE GERDES, DEPUTY CITY CLERK

This 9<sup>th</sup> day of December 2003.