



Castro Valley Municipal Advisory Council

Council Members

Thomas Rauch, Chair
Toby Bordin
Sara Conner
Ray Lorge
Steve Marinkovich
Craig Ragg
Jan Zimmerman

RULES AND PROCEDURES

ADOPTED AUGUST 28, 1989
AMENDED SEPTEMBER 24, 1990

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 and fourth Monday of each and every month, commencing at the hour of 7:30 pm, thereof in the Board Room, Castro Valley Unified School District, 3300 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 are hereby 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 such special meetings will be approved by a majority 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.



Castro Valley Municipal Advisory Council
Rules of Procedure
Adopted August 28, 1989
Amended September 24, 1990
Page 2

ARTICLE III

Election, Powers and Duties of Chairman, Vice-Chairman, and Administrator

Section 1. The Council is composed of seven (7) members, appointed by the Alameda County Supervisor for the Fourth Supervisorial District.

Section 2. The offices of the Council are, Chairman, and Vice-Chairman. The Chairman and Vice-Chairman shall be elected by a majority of Council members present at the last regular meeting in June of each year. Each will serve until the election or appointment of their successor. The officers shall assume office at the first regular meeting in July.

Section 3. The Chairman, 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 a meeting. If all members are absent, the Administrator of the Council may adjourn the meeting to a stated time and place.

Section 5. The Chairman shall preserve order, the decorum, and if the occasion demands, may call upon a police officer to preserve order. The Chairman 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 Chairman to act, the Vice-Chairman shall take the Chair and have all the powers and duties of the Chairman during the absence, or inability of the Chairman 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 Chairman 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 Administrator 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 Administrator shall maintain the official office of the Council as provided by the Board of Supervisors.

Section 10. The Chairman or a designated representative may appear before the Alameda County Board of Supervisors if the Zoning Administrator or Planning Commission has reversed or changed a Council recommendation.

Section 11. The Chairman shall, with the approval of the Council, make appointments to community committees. The appointees 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 Chairman's report, an Administrator's report, and all other business. The above order of business may be suspended or changed at any time upon order of the Chairman.

Section 2. The rules laid down in Roberts' Rules of Parliamentary Procedures are hereby adopted for the government of the Castro Valley Municipal Advisory Council in all cases not otherwise provided for in these rules.

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 Chairman 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 Chairman. If any member is unable to attend a meeting, he or she shall notify the Chairman or Administrator of the Council 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 Chairman, after first having given their names and addresses 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 proceeding to the appropriate planning agency without a recommendation or the Council may make a recommendation based on public testimony and information provided in the staff report.