



**CITY OF OAKLAND
REDISTRICTING COMMISSION
(SPECIAL MEETING)**

Meeting Agenda

Thursday, November 12, 2020

5:00 PM

Via Teleconference

Redistricting Commissioners: Benjie Achtenberg, Amber Blackwell, Daniel Chesmore (Alternate), Gloria Crowell, Lilibeth Gangas, Shirley Gee, Stephanie Goode, Masoud Hamidi (Alternate), Martha Hernandez, Paul Marshall, Tracy Richmond McKnight, Diana Miller, Tejal Shah, Jan Stevens, and Mary Velasco.

Commission website: www.oaklandca.gov/redistricting

Pursuant to the Governor's Executive Order N-29-20, Redistricting Commissioners, as well as City staff, will participate via phone/video conference, and no physical teleconference locations are required.

PUBLIC PARTICIPATION

The Oakland Redistricting Commission encourages public participation in the online board meetings. The public may observe and/or participate in this meeting in several ways.

OBSERVE:

- To observe the meeting by video conference, please click on this link: <https://us02web.zoom.us/j/82639406448> at the noticed meeting time.

Instructions on how to join a meeting by video conference are available at: <https://support.zoom.us/hc/en-us/articles/201362193>, which is a webpage entitled “Joining a Meeting”

- To listen to the meeting by phone, please call the numbers below at the noticed meeting time: Dial (for higher quality, dial a number based on your current location):

+1 669 900 9128 or +1 346 248 7799 or +1 253 215 8782 or +1 646 558 8656 or +1 301 715 8592 or +1 312 626 6799. For each number, please be patient and when requested, dial the following Webinar ID: 826 3940 6448

After calling any of these phone numbers, if you are asked for a participant ID or code, press #. Instructions on how to join a meeting by phone are available at: <https://support.zoom.us/hc/en-us/articles/201362663>, which is a webpage entitled “Joining a Meeting By Phone.”

PROVIDE PUBLIC COMMENT: There are three ways to make public comment within the time allotted for public comment on an eligible Agenda item.

- Comment in advance. To send your comment directly to the Redistricting Commission and staff BEFORE the meeting starts, please send your comment, along with your full name and agenda item number you are commenting on, to Richard Luna at rluna@oaklandca.gov. Please

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note that eComment submissions close one (1) hour before posted meeting time. All submitted public comment will be provided to the Commissioners prior to the meeting.

- By Video Conference. To comment by Zoom video conference, click the “Raise Your Hand” button to request to speak when Public Comment is being taken on an eligible agenda item at the beginning of the meeting. You will then be unmuted, during your turn, and allowed to participate in public comment. After the allotted time, you will then be re-muted. Instructions on how to “Raise Your Hand” are available at: <https://support.zoom.us/hc/en-us/articles/205566129>, which is a webpage entitled “Raise Hand In Webinar.”

- By Phone. To comment by phone, please call on one of the above listed phone numbers. You will be prompted to “Raise Your Hand” by pressing STAR-NINE (“*9”) to request to speak when Public Comment is being taken on a eligible agenda item at the beginning of the meeting. Once it is your turn, you will be unmuted and allowed to make your comment. After the allotted time, you will be re-muted. Instructions of how to raise your hand by phone are available at: <https://support.zoom.us/hc/en-us/articles/201362663>, which is a webpage entitled “Joining a Meeting by Phone.”

If you have any questions about these protocols, please e-mail Richard Luna, at rluna@oaklandca.gov.

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1. Roll Call and Determination of Quorum

2. Open Forum

Speakers will be called on by the facilitator as speakers “raise their hand” through video conference or by telephone. All speakers will be allotted a maximum of two minutes to address the Commission, unless amended by the Chair.

3. Government Ethics Act Training Session

The Commission will receive a presentation and training from the Public Ethics Commission on the City’s Government Ethics Act [[Board & Commission Member Handbook](#)].

4. Robert’s Rules of Order Training

The Commission will receive a presentation and training from the City Attorney’s Office on Robert’s Rules of Order [[Training Presentation](#)].

5. Approval of Meeting Minutes

The Commission will vote to approve the meeting minutes for the following meeting:

- [October 14, 2020](#)

6. Ad Hoc Committee Reports

Commissioners will provide updates and progress working on the following Ad Hoc Committees:

- Bylaws and Rules of Procedure
- Community Outreach
- Communications
- Consultant Selection

7. Rules of Procedure

The Commission will consider adopting a resolution approving the Commission’s Rules of Procedure [[Resolution](#)].

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Meeting Agenda (Continued)

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8. Adjournment

The meeting will adjourn upon the completion of the Commission's business.

Do you need an ASL, Cantonese, Mandarin or Spanish interpreter or other assistance to participate? Please email rluna@oaklandca.gov or call (510) 238-4756 or (510) 238-2007 for TDD/TTY five days in advance.

¿Necesita un intérprete en español, cantonés o mandarín, u otra ayuda para participar? Por favor envíe un correo electrónico a rluna@oaklandca.gov o llame al (510) 238-4756 o al (510) 238-2007 para TDD/TTY por lo menos cinco días antes de la reunión. Gracias.

你需要手語, 西班牙語, 粵語或國語翻譯服務嗎? 請在會議前五個工作天電郵 rluna@oaklandca.gov 或 致電 (510) 238-4756 或 (510) 238-2007 TDD/TTY.

City of Oakland

Board & Commission Member Handbook



Your Guide to Government Ethics and Sunshine laws,
Commissioner Roles and Responsibilities,
and City Government Information

Public Ethics Commission
1 Frank H. Ogawa Plaza (City Hall), Room 104
Oakland, CA 94612
www.oaklandca.gov/pec
ethicscommission@oaklandca.gov
(510) 238-3593





WELCOME TO OAKLAND CITY GOVERNMENT!

Congratulations on your appointment to one of Oakland’s boards, commissions, or committees. All of these entities are referred to generally in this handbook as “boards.” Oakland relies on its many boards to provide critical guidance in City decisions and to serve as important forums for public participation. With this privilege comes your responsibility to comply with governmental integrity laws and to uphold the public’s trust. This *Handbook for Members of Boards and Commissions* is intended to help you understand this new responsibility and to help guide you in your role as a board member for the City of Oakland.

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CHECKLIST OF ORIENTATION ACTIVITIES

Below is a list of activities for you to accomplish during your first 30 days as a Commissioner:

Step	Action	Completed
1	Take the Oath of Office – City Clerk’s Office 1 Frank Ogawa Plaza (City Hall), 2 nd Floor	
2	File Form 700 – Statement of Economic Interests with the Office of the City Clerk: http://www.fppc.ca.gov/Form700.html To file your Form 700 electronically (recommended), contact Krystal Sams in the City Clerk’s office at ksams@oaklandca.gov . Note: Form 700 must be filed within 30 days of you being sworn in.	
3	Watch the Public Ethics Commission’s Introduction to the Oakland Government Ethics Act Video https://www.oaklandca.gov/resources/government-ethics-introductory-video-1	
4	Take the state’s online AB1234 Ethics Training for local officials http://localethics.fppc.ca.gov/login.aspx	
5	Watch the Public Ethics Commission’s Online Government Ethics Training for Form 700 Filers https://www.oaklandca.gov/resources/government-ethics-training-for-form-700-filers	
5	Review your Commission/Board’s applicable laws, by-laws, policies, and procedures with your board/commission staff	
6	Ask questions about your Commission’s procedures and process if you are unclear about the process or information provided to you	
7	Ask the Public Ethics Commission for advice or assistance upon need Website: www.oaklandca.gov/pec Email: ethicscommission@oaklandca.gov Phone: (510) 238-3593 Location: 1 Frank Ogawa Plaza (City Hall), Room 104	

OAKLAND GOVERNMENT ETHICS ACT

In 2014, the Oakland City Council passed the Government Ethics Act (GEA) which provides a comprehensive framework of ethics laws for public servants in Oakland. Provisions in the GEA include conflicts of interests, misuse of City position/resources, gift restrictions, and more. The GEA mirrors the State of California's Political Reform Act (PRA) and codifies state ethics laws at the local level. Let's take a look at some of these provisions as they pertain to your work as a board member in Oakland.

Conflicts of Interests and Personal Gain

The laws pertaining to conflicts of interest are too broad and complex to permit a detailed discussion in this Handbook. However, it is important for people participating in City government to have a basic understanding of conflict laws so they know how to spot a potential conflict situation, should one arise.

Most financial conflict of interest laws are contained in the California Political Reform Act of 1974 ("PRA"). Basically, the PRA states that a financial conflict of interest may exist when a person influences a decision that will materially affect an economic interest connected to you or your immediate family. Let's take a look at these highlighted terms:

A person "influences" a government decision when he or she makes or participates in making it; or when he or she attempts to use his or her official position to affect the outcome of the decision. It is often not enough just to refrain from voting on a matter that may involve a conflict of interest – the law requires that you completely refrain from all participation or attempts to influence the outcome!

The law identifies six basic kinds of "economic interests:"

- business entities in which you, your spouse or your dependent children have an investment;
- real property in which you, your spouse or your dependent children have an investment;
- sources of income paid to you or your spouse 12 months before the governmental decision was made;
- business entities in which you hold a position of management, employment or executive responsibility;
- persons who have given or promised you gifts totaling \$250 or more within 12 months before the time you make a governmental decision; and
 - the personal finances of you and your immediate family.

If a decision before your board or commission may have an effect on any of the above economic interests which you or your immediate family may have, contact the Public Ethics Commission for advice before you participate in any way.

Filing Statements of Economic Interest (Form 700)

The PRA requires every city in California to adopt a conflict of interest code. The underlying principle behind this code is to ensure that decisions are made by public officials openly, honestly, and free from the motivation of personal gain. Most members of Oakland's boards and commissions have been identified as decision-makers subject to its conflict of interest code. A list of these boards and commissions can be found in Appendix C.

If you are a member of one of the public bodies listed on Appendix C, you are required to file periodic "Statements of Economic Interests," (otherwise known as a "Form 700"). A Form 700 must be completed and filed with the Office of the City Clerk at the following times:

- Within 30 days after assuming office.
- Annually on April 1 of each year.
- Within 30 days of leaving office.

You may file electronically through the City Clerk's office (Elections web-page). Alternatively, you may file a hard copy with the City Clerk, located on the first floor of City Hall. Instructions and the period covered by each type of statement are included with the forms used for filing.

Form 700's are kept available for public inspection by the Oakland City Clerk. State law permits a penalty of \$10 per day for late filings, and failure to file the form is subject to a maximum fine of \$5,000 per violation. Also, remember that you must complete and return your forms even if you have "no reportable interests" to disclose.

For most people, filling out a Form 700 can usually be an easy experience provided you read the instructions carefully. However, if questions arise, please contact the Public Ethics Commission or the California Fair Political Practices Commission for advice.

Gift Restrictions

One of the most common issues which people encounter is whether it is permissible to accept gifts while serving on a board or commission. The basic rule is that if you are a member of a board or commission whose members are required to file a Form 700, you may not accept gifts from any single source totaling more than \$250 in a calendar year.

The Oakland Government Ethics Act also imposes a \$50 annual gift limit from restricted sources who are individuals that (1) are doing business with or seeking to do business with the department your board oversees or (2) in the prior 12 months attempted to influence you in any legislative or administrative action.

Any gift that you receive of \$50 or more must be disclosed on your Form 700.

There are exceptions to the above gift rules, such as gifts from family members, personalized plaques and trophies valued at less than \$250, informational material provided to assist you in your

official duties, and free admission or discounts to informational conferences or seminars. Contact the Public Ethics Commission for a list of gift exceptions.

Confidential Information

During the term of your service, you will gain access and receive a considerable amount of information from staff to assist you in the decisions you will be tasked to make. Some of that information may prove to be very valuable to those seeking to do business with the City or seeking to influence a decision before your board. A public servant cannot disclose any confidential information acquired during the course of their official capacity for the purpose of private gain or interests.

For example, your committee just received an advance copy of a Request for Proposals (RFP) from department staff for the provision of consulting services. The RFP will not be available to the public until next month. Your husband's business partner is a consultant. You are prohibited from telling your husband's business partner about the RFP until it is made public.

Misuse of City Resources/Position

As a board member, you play an important role in City government and have a certain measure of power. It is important that you understand how you will use it to ensure that your actions are done in the interest of building and preserving public trust. The Government Ethics Act includes provisions that prohibit board members from using their position for private gain.

One provision forbids you to have a financial interest in any contract made by you or a board or commission on which you serve as a member. This means that your board or commission cannot make or recommend a grant or a contract to a company or organization in which you or an immediate family member has an interest or serves as an officer or director.

Another provision forbids public servants from engaging in employment or activities that are incompatible with their public duties.

Keep in mind that the position you hold is one of public trust. When in doubt, the better course of conduct often is to avoid even the appearance of a conflict and to recuse yourself from participation.

Revolving Door Rules

Upon leaving public service, including a volunteer board/commission seat, a public servant may not, for one year after termination of his or her service, communicate with any officer or employee of the board/commission on which you served if the communication is on behalf of any other person and with the intent to influence a government decision.

Fair Process

It is important that public servants refrain from any action that can be perceived as giving privilege or special access to certain individuals. In particular, you may not receive anything of value from someone in exchange for an intended vote or official action. That is a bribe!

SUNSHINE ORDINANCE

All of Oakland's boards and commissions are required to conduct their meetings in public. Most of the work and all of the decisions you will be making will take place at these public meetings. It is therefore important that you understand how "open meeting" laws work, and how to prepare for meetings so you may participate effectively.

There are two laws that help ensure that public meetings are properly announced and conducted. The Ralph M. Brown Act is a state law that applies to all public bodies in the State of California. The Oakland Sunshine Ordinance is a local law that supplements the Brown Act and provides even greater public access to the workings of Oakland government.

What Constitutes a Public Meeting

Under the Oakland Sunshine Ordinance, a "meeting" is defined as "any congregation of a majority of the members of a local body at the same time and location. . . to hear, discuss, deliberate, or take action on any item that is within the subject matter jurisdiction of the local body."

This means that a meeting can occur at any time when a majority of members come together, even informally during a conversation following a formal meeting!

Keep in mind:

- A majority of the members of a local body are not permitted to use a series of communications of any kind, directly or through intermediaries, to discuss, deliberate, or take action on any item of business that is within the subject matter jurisdiction of the local body.
- A meal gathering conducted before, during or after a public meeting is considered a part of the public meeting and must be properly noticed and made open to the public.
- A "meeting" can occur if a staff or member of a public body calls, faxes or e-mails other members to develop a consensus regarding an item of business, even if the members never communicate to each other directly.

Majority Rule: If a majority of your members strike up a conversation or email exchange about your board/commission's work, you are in violation of Sunshine laws. Always be aware of your majority number and avoid talking with more than a minority of members. For example, if you have seven members on your board, then four members constitute a majority and you may talk about a board-related issue, other than scheduling, with no more than two other board members.

The Sunshine Ordinance does **not** include in its definition of a "meeting" individual conversations between members of a public body and a constituent; attending community meetings or conferences; or attending purely social, recreational, or ceremonial occasions (just so long as you do not discuss business items within the jurisdiction of your board or commission).

Meeting Agenda

Agenda Requirements

Meeting agendas serve as the official “guide” for every public meeting. They must specify the date, time, and location of the meeting and give a brief general description of each item of business to be transacted or discussed. Usually, City staff works with the Chairperson and members of a public body to determine what items will be placed on future meeting agendas.

If an item is not on the agenda for a regular meeting, there may be no action or discussion about it at the meeting.

In rare, emergency situations, two-thirds of the members present at the meeting (or if less than two-thirds of the members are present, then all of the members) could determine that there is a need to take immediate action which came to the attention of the local body after the agenda was posted. To meet the requirements of this exception, the action must be:

1. required to avoid a substantial adverse impact if the meeting were continued;
2. related to federal or state legislation; or,
3. related to a purely ceremonial or commendatory action.

If an item is not on the agenda for a special meeting, there may be no action or discussion on the item, period.

Check with the assigned staff member of your board for more information about agenda noticing requirements.

Conduct of a Public Meeting

The Brown Act and Sunshine Ordinance do not expressly provide how a public meeting must be conducted. There are many issues that can arise before or during a public meeting that you are likely to encounter. The following is a brief summary of those issues:

- **Agenda Packages** – An agenda or “meeting” package is usually assembled by City staff and sent to all board and commission members before the meeting. It typically contains the agenda, reports, and any other material which provides background information or recommendations concerning the subject matter of any item on the agenda. The agenda package may also include any other material that is forwarded to the local body before the posting of the meeting agenda.

Perhaps the most important thing to know about agenda packages is to read them before the meeting. Board and commission members are encouraged to contact City staff prior to the meeting if you have questions or need clarification about any item.

- **Quorum** – Unless otherwise provided in the city ordinance or resolution creating the public body, a majority of the members typically constitutes the quorum. A quorum is necessary before a local body can take any formal action; a majority of a quorum is

Any member who recuses himself or herself due to a conflict of interest on an item should not be counted in establishing a quorum.

required to take action on behalf of the local body.

- **No Barriers to Attendance** – No local body shall conduct a meeting, conference, or other function in any facility that is inaccessible to persons with physical disabilities or where members of the public must pay or purchase something to gain entrance.
- **Meetings Must Be Tape Recorded** – All local bodies in Oakland must tape record their regular and special meetings. All tape or video recordings are public records that must be available for inspection during regular business hours. Any person may tape record, photograph, or videotape any meeting as long as such recording does not disrupt the proceedings.
- **Right to Public Comment at a Meeting** – Every meeting at which action is proposed to be taken must provide an opportunity for members of the public to directly address the public body before action is taken on each item. In addition, every meeting agenda must provide an opportunity for members of the public to directly comment on anything within the body's subject matter jurisdiction. This is usually accomplished by providing an "Open Forum" as a standing item on every regular and special meeting agenda.

During open forum, member of a public body may ask a question for clarification, make a brief report or announcement, refer a matter to City staff, or direct City staff to place on a future agenda any item or matter brought up during a meeting that is not listed on the agenda.

While the local body may adopt reasonable rules regulating the order and decorum of public testimony, the local body may not prohibit criticism of its policies, procedures, programs, or services, or of its acts or omissions. This generally applies to criticisms offered by a member of the local body as well. Any time constraints that are imposed on public testimony must be adopted at the outset and uniformly applied.

- **Cancellation or Continuation of an Agenda Item** – An item on the agenda may be cancelled or continued by a vote of the local body at the meeting, or by issuing formal notice of the cancellation or continuance if known far enough in advance of the meeting. Any continued item must specify the time and place of the meeting at which the item will be heard, and should be placed on the next meeting agenda.
- **Conditions on the Right to Attend or to Speak at a Public Meeting** – A public body may request that members of the public wishing to speak provide their names on a speaker's card to facilitate staff responses or for inclusion in the minutes of the meeting. However, the public cannot be required to give names or sign a register as a condition to attend a public meeting.

ROLES AND RESPONSIBILITIES

While this handbook is intended to provide a basic overview of the operating guidelines and legal requirements that are common to all City boards and commissions, it is by no means an exhaustive guide to your participation in City government. Most of your actions will be guided by your own good judgment and common sense. The following is intended to serve as general guidelines when dealing with others who participate in City government.

Expression of Personal Opinion

Individual members of boards and commissions should not present their personal views or recommendations as representing the board or commission unless their respective board or commission has voted to approve such a position or action. Members expressing views not approved by much of a board or commission should clearly state that their opinions are being expressed "personally" or as a "private citizen".

You may not use your board/commission title to obtain special treatment by the City or any other entity for your own personal benefit; doing so could be considered a misuse of your position in violation of the Government Ethics Act.

Role of the City Council and Mayor's Office

Most of Oakland's boards and commissions were established to provide information and advice to the City Council or the Office of the Mayor. As the elected representatives of the people of Oakland, the City Council and Mayor have the ultimate responsibility for making decisions that affect the City. It is important to remember that not all of the recommendations from advisory bodies may be accepted by the City Council and Mayor in carrying out their respective duties. Often final decisions must take into account a broader range of issues than the sometimes limited jurisdiction of an advisory body. While disagreements can and do arise, it is important that the established laws and policies of the City be followed.

Role of City Staff

City staff serves in a support capacity to Oakland's boards and commissions. Staff is usually responsible for ensuring that meeting notices are properly and timely distributed, and provides Oakland's public bodies with the professional expertise for which they were hired. While highly dedicated to the boards and commissions they serve, City staff is ultimately responsible to the administrative departments of the City. Staff cannot and should not be directed to perform tasks that conflict with their established duties and work priorities. In no event, may staff be directed to perform work for the personal advantage of board or commission members.

Frequently City staff provides recommendations to public bodies on a variety of issues. These recommendations are often based on the technical requirements of the law or established City

policy. While a board or commission is not always expected to adopt staff's recommendations, they should always be carefully considered before taking formal action.

Collaborating with the Public

The earlier discussion in the section entitled "Public Meetings" highlighted specific requirements for keeping public meetings open and available to members of the public. But there is more to serving as a board or commission member than mere compliance with the law. Good public service demands that people be treated fairly, honestly and with the utmost of courtesy. It is crucial for you to keep an open mind in all your deliberations, and to consider all opinions expressed at a public meeting before making a decision. This not only encourages greater public participation, but rewards you with information and opinions you may not have previously considered.

Just as people have a right to expect the highest standards of decorum from their representatives, no one is expected to suffer from undue abuse or physical or verbal threats. California law permits the removal of any person who willfully engages in disorderly conduct and disrupts the peace and good order of a public meeting. Check with your Commission's assigned City Attorney as situations arise.

Attendance, Resignation, and Removal

Oakland's boards and commissions simply cannot function without your attendance and active participation. If you are required to miss a meeting, please inform City staff and the chairperson with as much advance notice as possible. Some boards and commissions have specific requirements about missing more than a certain number of meetings without excuse or good reason. In some cases, failure to regularly attend meetings could result in your removal from the board or commission.

Occasionally people are required to resign their seats on a public body before the end of their appointed term. If this should occur, you should submit a letter stating your intention to resign and an effective date of your resignation to the Office of the City Clerk, the board and commission on which you serve, and a copy to City staff.

The Oakland City Charter provides that members of City boards and commissions may be "removed for cause" after a hearing and upon the affirmative vote of at least six City Councilmembers. While there is no definition of what specific conduct would lead to such an action, board and commission members should realize that certain conduct, such as a constant failure to attend meetings without a legitimate excuse, could result in removal from office.

CITY GOVERNMENT STRUCTURE

Structural Overview

The City of Oakland has a Mayor/Council form of government. The Mayor is elected at-large for a four-year term, and can be re-elected only once. The Mayor is not a member of the City Council; however, he or she has a right to vote as one if the Council members are evenly divided on certain issues. The City Council is the legislative body of the City and is comprised of eight Council members. One Council member is elected “at large,” while the other seven Council members represent specific districts. All Council members are elected to serve four-year terms. Every two years, the City Council elects one member to serve as President of the Council, with another member selected annually to serve as Vice Mayor.

The City Administrator is appointed by the Mayor and is subject to confirmation by the City Council. The City Administrator is the Chief Administrative Officer of the City and is responsible for day-to-day administrative and fiscal operations of the City.

Mayor



Libby Schaaf

The Mayor is Oakland’s chief elected officer. He or she is specifically responsible for presenting a balanced budget to the City Council, recommending legislation and measures for consideration by the City Council, appointing the City Administrator (subject to City Council confirmation), and generally promoting programs for the social, physical, economic and cultural development of the City.

City Council



City Council

The City Council is the legislative body of the City, vested with the regulatory and corporate powers of the municipal corporation. The City Council establishes local policy and, together with the Mayor, is ultimately responsible to the people for the actions of the City. The City Council establishes priorities and direction for the City through the legislative process, adopts and monitors the annual operating and capital improvement budgets, makes appointments to various advisory committees and commissions, and serves as the Redevelopment Agency Board of Directors.

City Administrator



Sabrina Landreth

The City Administrator is responsible for the proper and efficient administration of City affairs. He or she directly manages several departments and divisions including the Budget Office, the Office of Information Technology, Office of Personnel, Citizens Police Review Board, ADA Programs, Contract Compliance, Intergovernmental Affairs, Risk Management, Oakland Sharing the Vision, Equal Access programs and

communications including the City's cable television station, KTOP. The City Administrator also provides support to City Council and Committee meetings by coordinating responses to City Council requests for information and action.

City Attorney



Barbara Parker

The elected City Attorney provides legal services, advice and representation to the Mayor, City Council, City Administrator, City departments, and City boards and commissions, and serves as general counsel for the Oakland Redevelopment Agency and the Oakland Housing Authority and co-counsel to the Oakland-Alameda County Coliseum Authority. The legal services provided by the City Attorney's office include a wide variety of specialized legal and financial functions such as claims investigation, adjustment and negotiations, court appearances, calendaring, litigation and pre-trial discovery.

City Auditor



Courtney Ruby

The City Auditor is an elected officer of the City whose office performs audits and reviews of the records, procedures and activities of City departments. The City Auditor also prepares impartial financial analyses of selected proposed major expenditures, conducts surveys, reviews and performance audits deemed to be in the best public interest, and publicly reports to the City Council on the implementation of the City Auditor's recommendations. The City Auditor provides

a professional service to City government to help ensure that City operations are effective and efficient, and to act as a deterrent to fraud, waste and mismanagement of City resources.

City Clerk



LaTonda
Simmons

The Office of the City Clerk produces and distributes the weekly City Council meeting and committee agendas and maintains the official minutes of the Oakland Redevelopment Agency (ORA), City Council and all City Council Committees. The City Clerk is responsible for administering municipal elections and assisting candidates in meeting their legal responsibilities before, during and after an election, and the office receives and maintains Form 700s (Statements of Economic Interests) that are filed by all City public servants. Finally, the City Clerk's office maintains public records, such as the minutes, reports, ordinances and resolutions adopted by the City Council, as well as other municipal records.

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APPENDIX A: Robert's Rules of Order

Some public boards and commissions conduct their meetings according to a specific set of bylaws. Often those bylaws, or the board or commission's own rules of conduct or procedure, state that meetings shall be conducted under the Robert's Rules of Order. This appendix is intended to give you a summary of some of the most important Rules.

The most common application of the Rules is in making and voting on motions. A motion is simply a proposal that is recognized by the presiding officer. It can be changed (amended) or withdrawn before it is finally voted upon. The following are the usual steps followed in making and voting on a motion.

1. A member is recognized and states his or her motion;
2. Another member seconds the motion;
3. The members debate the motion;
4. The chair or presiding officer calls for a vote; and,
5. The chair or presiding officer announces the result of the vote and/or that the motion has carried or failed.

After a motion has been made but before it is voted upon, any member may move to amend a pending motion. The important thing to remember is that a pending motion may only be amended by adding or deleting words or phrases; you cannot use the amendment procedure to substitute a new or different motion in its place. Once an amendment is proposed or seconded, a vote is taken on whether to accept the amendment before voting on the underlying motion.

Many boards and commissions have bylaws or informal agreements that determine how voting occurs. Several of the most common ways are:

1. By Voice – The Chairperson asks those in favor to say, “aye” and those opposed to say “no.” Any member may move for an exact count.
2. By Roll Call or Ballot – Each member responds “yes” or “no” as the vote is taken. These methods are used when a record of each person's vote is desired or required.
3. By Unanimous Consent – When a motion is not likely to be opposed, the Chairperson says, “If there is no objection ...” The membership shows agreement by its silence, however if any member objects, then the item must be put to a vote.

The Chairperson may properly seek unanimous consent (“If there is no objection...”) on relatively non-controversial matters as an alternative to the formal motion process. Typically this process is used to adopt minutes, adjourn, extend a speaker's time, and other similar matters. It can be very effective in helping to move quickly through parts of an agenda.

Anyone who has attended public meetings for very long will eventually encounter various motions or actions that are technically not appropriate under the Roberts Rules of Order. Here are some of the most common:

1. “I so move.” This motion sometimes comes after a long discussion or speech. The problem is that the discussion or speech may not precisely set forth what the board or commission is being asked to consider. It is always better to make a clear and accurate motion.
2. “Call The Question.” Most people intend this motion as a request (and sometimes as a demand) to automatically end debate and put the item to an immediate vote. The problem is that it takes a two-thirds vote to terminate a discussion. Furthermore, state and local laws require members of the public to have an opportunity to address a public body before voting occurs. The better course of action is to permit everyone to discuss a motion or item before the vote is taken. (If there are too many speakers, consider limiting the time each speaker may have *before* the discussion begins.)
3. “I Move To Table.” A “motion to table” or “lay on the table” is permitted only to temporarily interrupt an agenda to consider another matter (usually an emergency) out of turn. It is *not* the appropriate motion to use to kill or defeat a motion that is under consideration.
4. “Point Of Personal Privilege!” This exclamation is sometimes used to interrupt a speaker whenever another member's name is mentioned in a context the other member doesn't like or agree with. Actually, a motion for privilege can pertain to the rights of the board or commission as a whole as well as an individual (for example: “Point of privilege, Madam Chair: Can we turn down the heat in this room?”), but it should only be used sparingly when a speaker's remarks refer to another member. Absent a grievous attack on your character, simply seek recognition from the Chairperson and wait your turn to speak or respond.

APPENDIX B: Useful Telephone Numbers

Mayor's Office	238-3141
City Council	238-3266
City Administrator	238-3301
City Clerk	238-3612
City Attorney	238-3601
City Auditor	238-3378
Office of Information Technology	238-2274
Police Department (Non-Emergency)	777-3333
Financial Services Agency	238-2220
Fire Services Agency	238-3856
Department of Human Resources	238-3112
Human Services	238-3121
Housing and Community Development	238-3015
Parks & Recreation Agency	238-7275
Planning and Building	238-3443
Public Ethics Commission	238-3593
Public Library	238-3134
Public Works Agency	238-3961
Community & Economic Development Agency	238-3344
Oaklanders Assistance Center	238-7366
City Hall Security	238-3995

APPENDIX C: Boards Required to File Form 700s

Affordable Housing and Infrastructure Bond Public Oversight Committee
Alameda County-Oakland Community Action Partnership Administering Board
Bicyclist and Pedestrian Advisory Commission
Board of Port Commissioners
Budget Advisory Committee
Business Tax Board of Review
Cannabis Regulatory Commission
Children's Fairyland Board of Trustees
Children's Fund Planning and Oversight Committee
City Planning Commission
Civil Service Board
Commission on Aging
Commission on Persons with Disabilities
Community Policing Advisory Board
Cultural Affairs Commission
Head Start Advisory Board
Housing and Residential Rent and Relocation Board
Landmarks Preservation Advisory Board
Library Advisory Commission
Oakland-Alameda Coliseum JPA Commission
Oakland Animal Services Community Advisory Commission
Oakland Army Base Jobs Oversight Commission
Oakland Housing Authority Board of Commissioners
Oakland Workforce Development Board
Paramount Theatre of Arts Board
Parks and Recreation Advisory Commission
Police and Fire Retirement System Board
Police Commission
Privacy Advisory Commission
Public Art Advisory Commission
Public Ethics Commission
Public Safety and Services Violence Prevention Oversight Commissions – 2014
Sugar Sweetened Beverages Community Advisory Board
Youth Advisory Commission

ROBERT'S RULES OF ORDER

Parliamentary Procedure for Motions

WHAT IS A MOTION?

A motion is a proposal to take action or adopt a position.

- Motions can be:

1. **Amended**
2. **Challenged**
3. **Debated**
4. **Voted on**

1. **Amending a Motion:** change some of the wording that is being discussed
 - Inserting or striking words
2. **Challenging a Motion**
 - **Motion to Table:** temporarily set aside from consideration until a majority votes to take it up again
 - **Motion to Call the Question:** terminates debate and vote pending motion
 - Requires 2/3 vote
 - Cannot be used to terminate public participation
3. **Debating a Motion:** subjected to time limits and should be conducted in order* (*next slide*)
4. **Voting on a Motion**
 - Voice vote, roll-call, ballot, unanimous consent

PROCEDURE OF HANDLING A MOTION

I. Obtaining and Assigning the Floor

- Member raises hand when no one else has the floor
- Chair recognizes the member by name

2. How Motion is brought before the assembly

- Member makes the motion: *I move that (or “to”)*..and resumes his seat
- Another member seconds the motion: *I second*
- Chair states the motion: *It is moved and seconded that...Are you ready for the question?*

PROCEDURE OF HANDLING A MOTION

3. Consideration of the Motion

- a) Members can debate the motion
- b) Before speaking in debate, members obtain the floor
- c) The maker of the motion has first right to the floor if claimed properly
- d) Debate must be confined to the merits of the motion
- e) Debate can be closed only by order of the assembly (2/3 vote) or by the chair if no one seeks the floor for further debate

4. Chair puts the motion to vote

5. Chair announces the result of the vote

ORDER OF MOTIONS

To:	You say:	Interrupt Speaker	Second Needed	Debatable	Amendable	Vote Needed
Adjourn	"I move that we adjourn"	No	Yes	No	No	Majority
Recess	"I move that we recess until..."	No	Yes	No	Yes	Majority
Complain about noise, room temp., etc.	"Point of privilege"	Yes	No	No	No	Chair Decides
Suspend further consideration of something	"I move that we table it"	No	Yes	No	No	Majority
End debate	"I move the previous question"	No	Yes	No	No	2/3
Postpone consideration of something	"I move we postpone this matter until..."	No	Yes	Yes	Yes	Majority
Amend a motion	"I move that this motion be amended by..."	No	Yes	Yes	Yes	Majority
Introduce business (a primary motion)	"I move that..."	No	Yes	Yes	Yes	Majority

- The actions above are listed in the established order of precedence.
 - If an action is pending:
 - a. Actions listed above it may be introduced
 - b. Actions listed below it may not be introduced

ORDER OF MOTIONS

To:	You say:	Interrupt Speaker	Second Needed	Debatable	Amendable	Vote Needed
Object to procedure or personal affront	"Point of order"	Yes	No	No	No	Chair decides
Request information	"Point of information"	Yes	No	No	No	None
Ask for vote by actual count to verify voice vote	"I call for a division of the house"	Must be done before new motion	No	No	No	None unless someone objects
Object to considering some undiplomatic or improper matter	"I object to consideration of this question"	Yes	No	No	No	2/3
Take up matter previously tabled	"I move we take from the table..."	Yes	Yes	No	No	Majority
Reconsider something already disposed of	"I move we now (or later) reconsider our action relative to..."	Yes	Yes	Only if original motion was debatable	No	Majority
Consider something out of its scheduled order	"I move we suspend the rules and consider..."	No	Yes	No	No	2/3
Vote on a ruling by the Chair	"I appeal the Chair's decision"	Yes	Yes	Yes	No	Majority

- There is no established order of preference for the actions above
- Any of these actions may be introduced at any time except when the meeting is considering a Motion to Adjourn, Recess or Point of Privilege



**CITY OF OAKLAND
REDISTRICTING COMMISSION
(SPECIAL MEETING)**

Meeting Minutes

Wednesday, October 14, 2020
Via Teleconference

Redistricting Commissioners: Benjie Achtenberg, Amber Blackwell, Daniel Chesmore (Alternate), Gloria Crowell, Lilibeth Gangas, Shirley Gee, Stephanie Goode, Masoud Hamidi (Alternate), Martha Hernandez, Paul Marshall, Tracy Richmond McKnight, Diana Miller, Tejal Shah, Jan Stevens, and Mary Velasco.

Commission website: www.oaklandca.gov/redistricting

1. Roll Call and Determination of Quorum

Quorum was determined and the meeting started at 5:08 pm.

Commissioners present: Benjie Achtenberg, Amber Blackwell, Gloria Crowell, Lilibeth Gangas (arrived at 5:16 pm), Shirley Gee, Stephanie Goode, Martha Hernandez (arrived at 5:20 pm), Paul Marshall, Tracy Richmond McKnight, Diana Miller, Tejal Shah, Jan Stevens, and Mary Velasco.

Commissioners absent: None.

Alternate Commissioners present: Masoud Hamidi.

Alternate Commissioners absent: Daniel Chesmore.

City staff present: Richard J. Luna.

City Attorney staff present: Mitesh Bhakta and Jennifer Logue.

2. Welcome and Introductions

Commissioners introduced themselves, providing comments about their background and experiences. Commissioners also discussed their interests in applying and volunteering to serve on the Commission.

There were no public comments on this item.

3. Open Forum

There were no public comments on this item.

**CITY OF OAKLAND
REDISTRICTING COMMISSION
(SPECIAL MEETING)**

Meeting Minutes (Continued)

Wednesday, October 14, 2020
Via Teleconference

4. Ralph M. Brown Act, Oakland Sunshine Ordinance and Open Meeting Requirements Training

Deputy City Attorney Mitesh Bhakta provided a training to the Commission on the Ralph M. Brown Act, the Oakland Sunshine Ordinance and on state and local law requirements that govern open meetings.

There were no public comments on this item.

5. Measure DD and City Charter Section 220 Training

City staff member Richard J. Luna provided a training on Measure DD, a ballot measure adopted by the voters in November 2014, that created City Charter Section 220 and the Oakland Redistricting Commission. Commissioners and staff engaged in a question and answer session on Charter requirements related to the Commission's work.

There were no public comments on this item.

6. Selection of Chair and Vice Chair

City staff member Richard J. Luna provided a report on the duties assigned to the Chair and Vice Chair. Staff recommended a temporary Chair and Vice Chair be assigned to the Commission.

A motion was made by Shirley Gee, seconded by Benjie Achtenberg, to nominate Shirley Gee as the temporary Chair of the Commission. The motion passed with 12 ayes (Achtenberg, Blackwell, Crowell, Gangas, Goode, Hernandez, Marshall, McKnight, Miller, Shah, Stevens, Velasco) and one abstention (Gee).

Commissioners then discussed the role and appointment of the Vice Chair.

A second motion was made by Mary Velasco, seconded by Stephanie Goode, to nominate Benjie Achtenberg as the temporary Vice Chair of the Commission.

A substitute motion was made by Lilibeth Gangas, seconded by Amber Blackwell, to nominate Martha Hernandez as the temporary Vice Chair of the Commission.

A second substitute motion was made by Paul Marshall, seconded by Jan Stevens, to nominate Paul Marshall as the temporary Vice Chair of the Commission.

**CITY OF OAKLAND
REDISTRICTING COMMISSION
(SPECIAL MEETING)**

Meeting Minutes (Continued)

Wednesday, October 14, 2020
Via Teleconference

The Commission engaged in further discussion on role of the Vice Chair and the length of appointments for both the Chair and Vice Chair. Staff stated that the Commission could also elect co-Vice Chairs.

An amendment to the second substitute motion was made by Lilibeth Gangas, seconded by Diana Miller, to nominate both Paul Marshall and Martha Hernandez as temporary co-Vice Chairs of the Commission. The amended substitute motion passed with 12 ayes (Achtenberg, Blackwell, Crowell, Gangas, Gee, Goode, Hernandez, McKnight, Miller, Shah, Stevens, Velasco) and one abstention (Marshall).

The Commission then discussed the terms for the temporary Chair and co-Vice Chairs and the possibility of a rotating schedule for the appointments.

Commissioner Gangas exited the meeting at 6:58 pm.

Commissioner Hernandez exited the meeting at 7:05 pm.

A third motion was made by Jan Stevens, seconded by Stephanie Goode, that the terms for the temporary Chair and co-Vice Chairs be three months.

A substitute motion was made by Benjie Achtenberg, seconded by Tejal Shah, that the terms of the temporary Chair and co-Vice Chairs and recommendations on a rotating schedule be referred to the Bylaws and Rules of Procedure Ad Hoc Committee. The substitute motion passed with 11 ayes (Achtenberg, Blackwell, Crowell, Gee, Goode, Marshall, McKnight, Miller, Shah, Stevens, Velasco) and two absent (Gangas, Hernandez).

There were no public comments for this item.

7. Next Meeting Date and Regular Meeting Schedule

The Commission discussed staff's recommendation on scheduling a regular meeting date.

A motion was made by Tracy Richmond McKnight, seconded by Stephanie Goode, to hold regular meetings of the Commission on the second Wednesday of the month at 5:00 pm. The motion passed with 11 ayes (Achtenberg, Blackwell, Crowell, Gee, Goode, Marshall, McKnight, Miller, Shah, Stevens, Velasco) and two absent (Gangas, Hernandez).

The Commission discussed a need to schedule a special meeting in November due to the Veteran's Day Holiday. Chair Shirley Gee announced the meeting would tentatively take place at 5:00 pm on Thursday, November 12, 2020, pending confirmation of the Commissioners' availability.

**CITY OF OAKLAND
REDISTRICTING COMMISSION
(SPECIAL MEETING)**

Meeting Minutes (Continued)

Wednesday, October 14, 2020
Via Teleconference

There were no public comments for this item.

8. Ad Hoc Committee Assignments

The Commission discussed staff's recommendation on forming three ad hoc committees: Bylaws and Rules of Procedure, Consultant Selection Process and Community Outreach. Commissioners volunteered for Committee assignments and stated a need to create additional committees.

Commissioner Martha Hernandez returned to the meeting at 7:23 pm.

A motion was made by Mary Velasco, seconded by Martha Hernandez, to create a Communications Ad Hoc Committee. The motion passed with 12 ayes (Achtenberg, Blackwell, Crowell, Gee, Goode, Hernandez, Marshall, McKnight, Miller, Shah, Stevens, Velasco) and one absent (Gangas).

The Commissioners continued to volunteer for ad hoc committee assignments. The following assignments were announced:

Bylaws and Rules of Procedure: Gee, McKnight.

Consultant Selection Process: Hernandez, Marshall, Stevens.

Community Outreach: Achtenberg, Blackwell, Crowell, Miller.

Communications: Goode, Shah, Velasco.

There were no public comments on this item.

9. Adjournment

The meeting adjourned at 7:45 pm.

OAKLAND REDISTRICTING COMMISSION

RESOLUTION NO. 20-001

**INTRODUCED BY THE BYLAWS AND RULES OF PROCEDURE AD HOC
COMMITTEE**

**RESOLUTION ADOPTING RULES OF PROCEDURE FOR THE
OAKLAND REDISTRICTING COMMISSION.**

WHEREAS, on November 4, 2014, Oakland voters approved Measure DD establishing an independent Redistricting Commission with 61.45% in favor of the measure; and

WHEREAS, Measure DD established a 15-member Redistricting Commission tasked with re-drawing the boundary lines for City Council and Oakland Unified School Board of Directors districts following the U.S. Census; and

WHEREAS, Measure DD created Section 220 of the Oakland City Charter; and

WHEREAS, Oakland City Charter Section 220(F) states the Commission shall adopt permanent regulations governing its operations in consultation with the City Attorney; and

WHEREAS, the Oakland Redistricting Commission held its first meeting on October 14, 2020, and assigned the task of developing rules of procedure to an Ad Hoc Committee of Commissioners; and

WHEREAS, the Ad Hoc Committee in consultation with City staff has developed rules of procedure for consideration; and

WHEREAS, the Oakland Redistricting Commission desires to establish Rules of Procedure for the conduct of Commission meetings; now therefore be it

RESOLVED, that in accordance with the Oakland City Charter, the following are established as the Rules of Procedure for the conduct of Oakland Redistricting Commission meetings:

Rule 1. Definition of Terms

The following terms, whenever used or referred to in this Resolution or in these Rules of Procedure, shall have the following and respective meanings, unless a different meaning is clearly made apparent by the context:

- a) **Agenda** shall mean the agenda for the Oakland Redistricting Commission.
- b) **Alternate Commissioner** shall mean a non-voting member of the Redistricting Commission.
- c) **Chair** shall mean the chairperson of the Oakland Redistricting Commission.
- d) **Charter** shall mean the Charter of the City Oakland.
- e) **Commission** shall mean the Oakland Redistricting Commission.
- f) **Commissioner** shall mean a voting member of the Oakland Redistricting Commission.
- g) **Committee** shall mean a sub-group of the Commission not comprising of a quorum of members.
- h) **Member** shall mean Commissioners and Alternate Commissioners collectively.
- i) **Municipal Code** shall mean the Oakland Municipal Code.
- j) **Sunshine Ordinance** shall mean Oakland Municipal Code Chapter 2.20.
- k) **Vice Chair** shall mean the vice chairperson of the Oakland Redistricting Commission.

Rule 2. Meetings

Except as otherwise determined by the Commission, regular meetings shall be held at 5:00 p.m. on the second Wednesday of each month in in the City Council Chambers of City Hall, One Frank H. Ogawa Plaza, 3rd Floor, Oakland, California 94612. Meetings shall conclude no later than 8:00 p.m., unless extended by majority vote of the Commissioners in attendance.

Rule 3. Roberts Rules of Order

The business of the Commission shall be conducted, so far as it is practicable, in accordance with parliamentary rules as contained in Roberts Rules of Order Revised, except as modified by these rules and in accordance with state open meeting laws and local sunshine ordinance. The City Attorney, or such other person as may be designated by the presiding officer upon approval of the Commission, shall serve as the official parliamentarian for meetings of the Commission.

Rule 4. Voting Order

The Commissioners shall vote in alphabetical order according to their surnames, with the Vice Chair, Chair or presiding officer of the Commission voting last.

Rule 5. Election of Chair and Vice Chair

The Commission shall appoint a committee comprised of no more than four (4) members to propose a rotating schedule for Commissioners appointed as Chair and Vice Chair. The term for Chair and Vice Chair shall be three months. Commissioners may serve multiple terms as Chair or Vice Chair. One (1) Commissioner can serve as Chair during a three-month term, and no more than two (2) Commissioners can serve as Vice Chair during a three-month term. The Commission shall consider adoption of the proposed schedule at the first Commission meeting in January. If such meeting is cancelled for any purpose, the Commission shall consider adoption at the next scheduled meeting. By majority vote, the Commission may direct the committee to consider additional factors or criteria in proposing the rotating schedule for Chair and Vice Chair.

The Chair of the Commission shall perform the following duties:

- a) Chair and preside at all regular and special meetings of the Commission.
- b) The Chair may call a special meeting of the Commission.
- c) The Chair may create ad hoc committees to perform such advisory functions as they shall determine, and may appoint and remove members from such committees.

- d) Represent the Commission in meetings or communications with local officials and the public.

In the absence or inability of the Chair to act, the Vice Chair shall take the place and perform the duties of the Chair. If two Commissioners are assigned as co-Vice Chairs, the co-Vice Chairs shall select which co-Vice Chair shall serve as the presiding officer and may rotate duties during a meeting after announcing such a rotation to the Commission and public.

Rule 6. Quorum

Pursuant to Charter Section 220(D)(3), nine (9) Commissioners shall constitute a quorum.

Rule 7. Rights of Commissioners less than a Quorum

In the absence of a quorum, no information may be presented and no official action shall be taken by the Commissioners present except to order a call of the Commission, to reschedule the meeting, to recess or to adjourn.

Rule 8. Alternate Commissioners

Alternate Commissioners may participate in all Commission discussion, express their favor or disfavor for all items before the Commission, and be assigned to a committee.

Rule 9. Commissioner Protocols at Meetings

The Chair shall recognize a member before the member addresses the Commission. No member shall speak for more than ten (10) minutes on any matter without the consent of the Chair or a majority of the Commissioners in attendance.

Rule 10. Member Absences

If any member cannot attend a meeting, the member shall notify the Chair and City staff of their absence prior to the start of the meeting. Members submitting adequate notice as determined by the Chair or presiding officer shall be noted as an excused absence for purposes of the meeting minutes. Members that do not submit prior notice will be noted as an unexcused absence for purposes of the meeting minutes.

Members recording three (3) unexcused absences may be subject to removal as stipulated in Charter Section 220(K)(1).

Rule 11. Motions

If any Commissioner makes a motion, such motion shall not be debated, or further discussed or considered, or voted upon, until after a second to such motion is made by a Commissioner.

Rule 12. Agenda

City staff in consultation with the Chair and Vice Chair shall set the Agenda for Commission meetings. If a member requests an item be added to a meeting Agenda, the member shall notify City staff no less than a week prior to the meeting date.

Rule 13. Reports from Commissioners

Under a standing Agenda item, members shall verbally report any contacts with the purpose of influencing the decision-making authority of the Commission. Contacts shall include, but is not limited to, verbal or written communications from a City Council Member, School Board Member, locally elected official, public entity, partisan lobbyist, or individual speaking on behalf of the aforementioned offices or entities.

Rule 14. Vacancy

A member voluntarily resigning from the Commission shall immediately submit written notice to the Chair and City staff of their decision. Should the resignation of a Commissioner occur more than fifteen (15) days before the next scheduled meeting, the Chair shall call a Special Meeting of the Commission to fill the vacancy.

Per Charter Section 220(K)(2), a vacancy of a Commissioner shall be filled by one of the Alternate Commissioners within fifteen (15) days. Alternate Commissioners shall be awarded no less than three (3) minutes to address the Commission on their desire to serve as a Commissioner. Upon conclusion, a majority vote of the Commissioners present is required to appoint an Alternate Commissioner as a Commissioner.

Rule 15. Eligibility

In the event a member is no longer eligible to serve on the Commission based on the criteria listed in Charter Section 220(J)(5),

the member shall immediately submit written notice to the Chair and City staff by submitting their resignation.

Rule 16. Removal

Removal of a member shall follow the procedures listed in Charter Section 220(K)(1).

Rule 17. Open Forum

Open Forum shall be listed at the beginning of the Agenda. The public shall be awarded two (2) minutes to address the Commission under Open Forum. The Chair or presiding officer may adjust the speaking time for Open Forum; however, the public shall be awarded at minimum one (1) minute to address the Commission.

Rule 18. Speaking Time Limits on Agenda Items

The public shall be awarded two (2) minutes to address the Commission on each Agenda item. The Chair or presiding officer may adjust the speaking time for Agenda Items; however, the public shall be awarded at minimum one (1) minute to address the Commission.

Rule 19. Speaker Cards

Persons wishing to address the Commission must complete a speaker card for each agenda item they wish to speak on. Speaker cards shall not be required for teleconference meetings.

Rule 20. Ceding Time

A speaker may extend their speaking time on Agenda items if other speakers who have submitted their names to speak agree to cede their time to the recipient speaker. The recipient speaker will receive one (1) minute speaking time from each ceding speaker, up to a maximum of five (5) minutes. At the Chair or presiding officer's discretion, a speaker may be allotted more than five (5) minutes based on ceded time. The recipient speaker must submit the ceding speakers' speaking cards, and the ceding speakers must be present at the time the recipient speaker speaks. Ceding time shall not be awarded for teleconference meeting or during Open Forum.

Rule 21. Addressing the Commission

Speakers must speak from the podium when addressing the Commission and shall speak clearly into the microphone. Speakers are to refrain from using profanity, yelling and/or screaming. Members of the public should address their questions or remarks to the Chair or presiding officer. Other members and City staff will respond to questions only when requested to do so by the Chair. Members and City staff shall refrain from entering into any debates or discussion with speakers during public comment.

Rule 22. Audience Conduct

The public has the right to criticize policies, procedures, actions or omissions of the Commission or City staff. The public should not vocally oppose statements made by anyone while they speak. The public may not display signs that impede the ability of the public or Commission to see or participate in the meeting or that endanger any meeting participants.

Rule 23. Removal of a Disruptive Person

The Chair or presiding officer shall possess the power and duty to order removal from the meeting room any person who commits the following acts after being warned that such conduct could lead to their removal:

- a) Disorderly conduct that disrupts the due and orderly course of the meeting such as making noise, speaking out of turn, or otherwise refusing to comply with the Commission’s Rules of Procedures;
- b) A breach of the peace, boisterous conduct or violent disturbance, tending to interrupt the due and orderly course of the meeting; or
- c) Disobedience of any lawful order of the Chair, which shall include, but be not limited to, an order to be seated.

Rule 24. Multiple Vacancies of the Commission

Pending legal review.

ADOPTED ON THIS _____ DAY OF _____, 2020.