

Overview of the Agenda Process

Commission Item Request



Quorum and Attendance



- ▶ Quorum is the attendance of a majority of the Commission members. Currently while in the Zoom teleconferencing format, this means registered and logged into the meeting, with video on the majority of the meeting or over 50%. If a member is unable to attend with video for a portion of the meeting, it is acceptable if the member is present on video for the majority of the meeting. Otherwise they will be marked as absent.
- ▶ Beginning August 2022, all public meetings will be returning to in person. The option to teleconference will not be available for Boards/Commissions/Committees.

Excused Absences

- ▶ A member's absence must conform with the City Council Policy #107

Excused Absences:

- Illness of the Commissioner, their family member, or their personal friend;
- Business commitment of the Commissioner that interferes with the attendance at a meeting;
- Attendance of the Commissioner at a funeral, religious service or ceremony, wedding, or other similarly-significant event; or
- Other reason for which the Commissioner has given notice to the Chairperson or Secretary of their unavailability fifteen (15) days in advance, as long as the unavailability is not expected to last longer than 30 days.

History



- ▶ On **October 7, 2021**, a subcommittee proposed edits to the Commission on the Operating Procedures and Bylaws. The Commission approved the Bylaws as provided by a majority vote (4 members in favor, 2 abstentions – Gomez and Nunez) during their October 7, 2021 meeting.
- ▶ On **November 16, 2021**, the City Council reviewed and approved changes to the proposed amendments from the CPRC.
- ▶ On **February 15, 2022**, the City Council approved the Resolution approving the proposed amendments to the Operating Procedures and Bylaws, which includes the process for Commissioners to submit requests to place an item on a future meeting agenda.

Changes in Policy and Processes

■ Referring to the Bylaws:

Excused and Unexcused Absences as listed in City Council Policy #107:

- ❑ Illness of the Commissioner or their family member, or their personal friend;
- ❑ Business commitment of the Commissioner interferes with the attendance at a meeting;
- ❑ Attendance of the Commissioner at a funeral, religious service or ceremony, wedding, or other similarly-significant event; or
- ❑ Other reason for which the Commissioner has given notice to the Chairperson or Secretary of their unavailability fifteen (15) days in advance, as long as the unavailability is not expected to last longer than 30 days.

Pre-approval of excused absences will be by the body as a whole and documented in the meeting minutes.

Adding Item to the Agenda

- Bylaws – Article III – Meetings: [Section 11. Docketing of Items for Agenda](#)

Similar to the City Council Policy #105, a Commissioner may request an item to be added to a future agenda for discussion.

Timeline for this process:

3 weeks prior - Submit Item Request Form to Commission Secretary to add to the next meeting agenda. City Attorney and City Staff will review and determine if item should be placed on the open or closed session of the meeting agenda.

Next regularly scheduled meeting the Item is placed on the agenda for discussion purposes only. Limited to whether an item should be added to an agenda in the future, not the merit of the item.

If majority of Commission votes to include the item as an action item, they will then determine who will provide the report.

- Commissioner with City Staff and City Attorney review
- City Staff is directed to provide a report analysis including fiscal, legal and policy reviews.
- If further study of item from staff, a full analysis shall be prepared at the direction of the City Manager. Providing at least 30 days to prepare and place on a future agenda. If time-sensitive a request to place on an earlier agenda would be considered.

Code of Conduct

- ▶ Conformance with Rosenberg's Rules of Order
- ▶ Commissioners shall review all meeting Material in preparation and be prepared to discuss.
- ▶ Commissioners shall arrive on time and consistent with state law.
- ▶ Commissioners shall conduct themselves in an orderly, professional and businesslike manner to ensure the integrity of the deliberative process is maintained at all times. This includes Ad Hoc and Closed Session meetings.
- ▶ Commissioners shall maintain a polite, respectful, and courteous manner when addressing one another, staff, and members of the public.
- ▶ Be present and on-time to all meetings.
- ▶ The City Council receives an attendance/training report quarterly. If there is a history of tardiness or absenteeism it will be considered. As a City Council appointed position, a member may be removed if the majority of the City Council votes due to conduct.

Very Important!



- ▶ Cut off time to submit the number of cases being reviewed by the ad hoc committee is **Thursday at 3 pm**. This allow staff to prepare the agenda packet for review by the City Attorney and City Clerk's Office.
- ▶ THANK YOU FOR YOUR SERVICE TO THE CITY AND THE COMMUNITY OF NATIONAL CITY. Your attention to detail and professionalism is appreciated.

If the City Clerk's Office can assist in any way, please let us know.



QUESTIONS?