

**RESOLUTION NO. 1930**

**A RESOLUTION OF THE CITY COUNCIL OF THE  
CITY OF SCOTTS VALLEY APPROVING THE  
BYLAWS OF THE SCOTTS VALLEY  
GENERAL PLAN ADVISORY COMMITTEE**

BE IT RESOLVED by the City Council of the City of Scotts Valley that the General Plan Advisory Committee (GPAC) is hereby established and the bylaws of the GPAC (hereto attached) are hereby approved.

This resolution was adopted at a duly held regular meeting of the City Council on the 15<sup>th</sup> day of March, 2017 by the following vote:

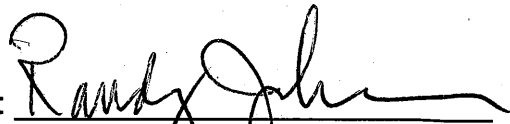
AYES: AGUILAR, DILLES, JOHNSON, LIND, REED

NOES: NONE

ABSENT: NONE

ABSTAIN: NONE

Approved:

  
Randy Johnson, Mayor

Attest:

  
Tracy A. Ferrara, City Clerk

# **CITY OF SCOTTS VALLEY**

## **General Plan Advisory Committee (GPAC)**

### **BYLAWS**

#### **ORGANIZATION AND MEMBERSHIP**

The Scotts Valley General Plan Advisory Committee (GPAC) is hereby created for the purpose of acting as an advisory agency to the Council of the City on matters concerning the update of the City's General Plan. The Committee shall advise City staff of its preferred recommendations as part of the General Plan update process. All recommendations of the GPAC shall be made to the City Council by the staff liaison assigned to the GPAC.

The Committee is comprised of 11 members as follows:

- Scotts Valley City Council Members (2)
- Scotts Valley Planning Commission Chair (1)
- Parks and Recreation Commission Chair (1)
- Scotts Valley Water District Board Member (1)
- Scotts Valley Fire District Board Member (1)
- Scotts Valley Unified School District Board Member (1)
- Scotts Valley Chamber of Commerce Board Member (1)
- At-large (1)
- At-large (1)
- At-large (1)

At-Large members are appointed by the City Council and shall be residents of Scotts Valley. Members shall serve for the duration of the Committee. All members of the Committee shall serve at the pleasure of the City Council and any member may be dismissed by the City Council at any time.

A commitment to participate in the process is important for continuity and progress by the Committee. Therefore, three (3) consecutive unannounced absences or five (5) absences by a member shall be grounds for dismissal from the GPAC, at the discretion of the members by a formal vote.

Individual members of GPAC not so designated, who do testify at a public hearing or other meeting, shall clearly identify themselves as speaking individually as a member of GPAC, and shall clearly indicate that they are not authorized to speak for the full Committee.

#### **SELECTION OF OFFICERS**

The chairperson and vice chairperson shall be selected by the City Council.

## **CHAIRPERSON**

The chairperson shall preside at all regular meetings and shall call all special meetings. The chairperson has discretion in guiding discussion of items among Committee members, while allowing for appropriate public input. He/she shall decide on all points of order and procedure during the meeting and his/her decision shall be final unless overruled by a vote of the commission. He/she shall represent the Committee before the Council whenever the chairperson, the Committee, or the Council considers it necessary.

## **VICE CHAIRPERSON**

In the absence of the chairperson the vice chairperson shall assume all duties of the chairperson.

## **SECRETARY**

The city manager shall designate a city employee to act as secretary who shall keep a record of commission proceedings and transactions.

## **ACTING CHAIRPERSON**

In case of absence of both the chairperson and the vice chairperson from any meeting, an acting chairperson shall be elected from amongst the members present to serve only during the absence of the chairperson and vice chairperson.

## **MEETINGS**

Open Meetings: All regular and special meetings of the commission shall be open meetings to which the public shall be admitted.

Meetings: Committee meeting times and locations shall be determined by City Staff. GPAC meetings are subject to the Brown Act, which set standards for public notice as to meeting time, date and location, as well as, items to be discussed.

Special Meetings: A special meeting may be called by the chairperson of the Committee or by vote of the Committee. Notice of such special meetings shall be given as required by law; and the purpose of or the business to be transacted during such special meeting shall be stated in the notice.

Quorum: A quorum shall consist of six members of the Committee.

Absence of Quorum: In the absence of a quorum at any meeting, such meeting shall be adjourned to the next meeting date by any member present. No meeting may be declared adjourned for lack of a quorum, however, until a 15 minute period after the scheduled time of the meeting has elapsed.

## **COMMITTEES**

All standing or special committees of the GPAC which may be necessary to carry out the functions or purposes of the GPAC shall be established by the chairperson or by vote of the majority of the GPAC. Such committees may include, but not be restricted to, members of the GPAC. The chairperson of the GPAC shall make all committee assignments and appoint the chairperson of each committee. A verbal or written report may be made at any meeting of the commission by the chairperson or member of a committee on the subject under consideration by such committee.

## **VOTING**

Decisions will be made by consensus. When consensus cannot be reached, decisions will be made by a majority of the members of the GPAC present and voting. All questions shall be resolved by a majority vote of the members present. The vote shall be taken by a roll call vote, voice vote, by the raising of hands, or by any other manner calculated to ensure an accurate determination of the vote, provided that at the request of any member, the vote shall be taken by a roll call vote.

## **PARLIAMENTARY PROCEDURES**

Roberts Rules of Order, revised, will govern procedures of the Committee meetings.

## **AMENDMENTS**

These bylaws shall not be considered or construed as superseding any ordinance or direction of the City Council of the City of Scotts Valley.