



DATE: June 22, 2011
TO: Honorable Mayor and City Councilmembers
FROM: City Manager's Office
SUBJECT: **APPROVAL OF REVISED BYLAWS FOR THE UTILITIES COMMISSION**

SYNOPSIS

Staff recommends that the City Council approve revised bylaws for the Utilities Commission (attached) to amend *Section 2.1 Composition* to reflect a reduction in the number of regular members from nine to seven, with two alternates.

BACKGROUND

On April 20, 2011, the City Council discussed advisory group consolidations and efficiencies. At that time, Council asked staff to review whether regular membership could be reduced from nine regular members to seven, with two alternates.

ANALYSIS

Staff has revised the following bylaws section:

- *Section 2.1 Composition* is revised to reduce the number of regular members from nine to seven, with two alternates.

FISCAL IMPACT

Does not apply.

COMMISSION OR COMMITTEE REPORT

The revised bylaws will be shared with the Utilities Commission at its next regularly scheduled meeting.

CITY ATTORNEY'S ANALYSIS

The revised bylaws have been reviewed and approved as to form.

RECOMMENDATION

Staff recommends that the City Council approve revised bylaws for the Utilities Commission (attached) to amend *Section 2.1 Composition* to reflect a reduction in the number of regular members from nine to seven, with two alternates.

PREPARED BY:

SUBMITTED BY:



Michelle Skaggs Lawrence
Deputy City Manager



Peter A. Weiss
City Manager

REVIEWED BY:

Cari Dale, Water Utilities Director



ATTACHMENTS
Bylaws

BYLAWS OF THE CITY OF OCEANSIDE
UTILITIES COMMISSION

ARTICLE I. THE COMMISSION

Section 1.1 Name of Commission

The name of the Commission shall be the City of Oceanside, Utilities Commission (hereinafter referred to as "Commission").

Section 1.2 Purpose

The primary responsibility of the Commission is to advise and make recommendations to the City Council pertaining to City programs and services within the Water Utilities Department's area of concern and programs and services regarding drainage.

ARTICLE 11. MEMBERSHIP

Section 2.1 Composition

The Commission shall consist of ~~seven (7)~~~~nine (9)~~ regular voting members, ~~with two and an unspecified number of non-voting alternates~~ ~~members~~ who shall be appointed by the City Council. All commission members shall be residents of the City of Oceanside.

Section 2.2 Terms of Membership

~~The initial terms of membership for regular members shall be staggered, with the effective date of the Resolution establishing the Commission being the official date on which each term begins. Three (3) members shall serve an initial three (3) year term, three (3) members shall serve an initial two (2) year term, and three (3) members shall serve an initial one (1) year term. The initial term of membership for each commission member shall be determined by a draw of lots at the first regularly scheduled meeting of the commission. Thereafter, r~~Regular members shall serve terms of three (3) years. Initial terms for alternates shall be two years each. Thereafter, alternates terms are three years each. Commission members whose terms have expired may apply for reappointment if they wish to do so.

Section 2.3 Termination of Membership

Membership in the commission shall automatically terminate upon any of the following occurrences:

- 1) The member is no longer a resident of the City of Oceanside
- 2) The member has been absent from three (3) consecutive meetings without sufficient cause and/or without notifying the Chairperson or City staff;
- 3) Upon removal by a majority of the City Council, with or without cause.

Section 2.4 Resignation

If a vacancy shall occur otherwise than by expiration of the term, the Mayor shall appoint a new member, subject to majority approval of the City Council, to fill the unexpired portion of the term.

Section 2.5 Vacancy

If a vacancy shall occur otherwise than by expiration of the term, the Mayor shall appoint a new member, subject to majority approval of the City Council, to fill the unexpired portion of the term.

ARTICLE III. OFFICERS

Section 3.1 Officers

The officers of the Commission shall consist of a chairperson and a vice-chairperson.

Section 3.2 Chairperson

The chairperson shall preside at all meetings of the Commission and shall submit such agendas, recommendations, and information at such meetings that are reasonable and proper for the conduct of business affairs and policies of the Commission.

Section 3.3 Vice-Chairperson

The vice-chairperson shall perform the duties of the chairperson in the absence or incapacity of the chairperson. In the event of the resignation, death, or removal of the chairperson, the vice-chairperson shall assume the chairperson's duties until such time as the Commission shall elect a new chairperson.

Section 3.4 Additional Duties

The officers of the Commission shall perform such other duties and functions as may from time to time be required by the Commission, other rules and regulations, or duties and functions which are incidental to the offices held by such officers.

Section 3.5 Election

The Chairperson and Vice-chairperson shall be elected by the Commission at its initial meeting and annually at a designated regular meeting from among the Commission members, who shall each hold office for a term of one (1) year or until their successors are elected and qualified. An officer shall be prohibited from election to more than two (2) consecutive terms of office.

Section 3.6 Vacancies

Should the office of either chairperson or vice- chairperson becomes vacant, the Commission shall elect a successor from among its members at the next regular or special meeting, and the office shall be held for the unexpired term of office.

ARTICLE IV. MEETINGS

Section 4.1 Regular Meetings

Regular meetings shall be held on the third Tuesday of each month at 4:00 p.m. In the event that the regular meeting date shall be a legal holiday, then any such regular meeting shall be held on the next regular date or as agreed upon by the Commission members at the prior meeting.

Section 4.2 Special Meetings

Special meetings may be held upon call of the chairperson or of the majority of the membership of the Commission, for the purpose of transacting any business designated in the call, after notification of all members of the Commission by written notice personally delivered or by mail at least 72 hours before the time specified in the notice of the meeting. At such special meeting, no business other than that designated in the call should be considered.

Section 4.3 Adjourned Meetings

Any meeting of the Commission may be adjourned to an adjourned meeting providing the adjournment indicates the date, time and place of the adjourned meeting, Commission members absent from the meeting at which the adjournment decision is made shall be notified by the Chairperson of the adjourned meeting.

Section 4.4 Meetings to be Open and Public

All meetings of the Commission and its subcommittees shall be open and public to the extent required by the California State Brown Act. All persons shall be permitted to attend any such meetings, except as otherwise provided by law.

Section 4.5 Quorum

A majority of the Commission membership shall constitute a quorum for the purpose of conducting the Commission business, exercising its powers and all other purposes, but less than a majority of the Commission membership may adjourn the meeting from time to time until a quorum is obtained. Unless otherwise provided in the bylaws, an affirmative vote by a majority of members of the Commission shall be required for approval of any action brought before the Commission.

Section 4.6 Attendance at Meeting

All members of the Commission, regular and alternate, shall be required to attend all Commission meetings unless such member has been excused from participation.

Section 4.7 Excused Absences

A member's absence from a meeting shall be excused if, prior to the meeting from which a member will be absent, the member notifies the chairperson or City staff of his/her intent to be absent. At each meeting, after the meeting has been called to order, the chairperson shall report to the Commission the name of any member who has so notified the chairperson or staff of his or her intent to be absent.

Section 4.8 Absence of Regular Member

When a regular member is absent from a meeting, an alternate member shall participate in the Commission proceedings in place of the absent regular member. An alternate member shall have voting privileges only when acting in the stead of an absent regular member.

Section 4.9 Order of Business

The order of business shall be established by the Commission. Agendas shall be published and posted in compliance with applicable state and local laws and rules.

Section 4.10 Rules of Order

Unless otherwise decided by the Commission, all business and matters before the Commission shall be transacted in conformance with the Oceanside City Code, established City policy and Robert's Rules or Order (latest edition).

Section 4.11 Off-Agenda Items

No off-agenda items shall be acted upon or discussed by the Commission. Commission members, staff and/or the public may announce off-agenda matters of concern. Each off-agenda matter shall be automatically referred to staff for resolution or placed on the next available Commission agenda.

ARTICLE V. RECORDS, REPORTS AND ANNUAL WORKPLAN

Section 5.1 Meeting Records

The Commission shall keep minutes of all meetings, which shall be open for inspection by any member of the public. Upon approval of meeting minutes by the Commission, copies of such minutes shall be distributed to the City Council and City Manager.

Section 5.2 Reports Submitted to City Council

The Commission shall submit copies of all written reports, studies, and correspondence sent to public agencies to the City Manager and City Council upon distribution of the original document.

Section 5.3 Presentation of Biennial Work Plan

The Commission shall submit to the City Council no later than June 30 of each following even-numbered year, a comprehensive work plan indicating specific projects and tasks proposed for the subsequent two fiscal years to support the purpose and scope of responsibilities as described in Section 1.2. The Commission will submit the two year work plan to the City Council for review and approval.

ARTICLE VI. REPRESENTATION BEFORE PUBLIC BODIES

Section 6.1 Representation

Any official representations on behalf of the Commission before the City Council, or any other public body, shall be made by the Chairperson, the Vice-Chairperson in the Chairperson's absence, or a member of the Commission specifically designated by the Commission.

Section 6.2 Statement of Minority Views

All reports by City staff and all official representations on behalf of the Commission pursuant to Section 4.1 on matters that have been approved or disapproved by the Commission shall, in addition to a statement of the majority vote, include a brief statement of any minority opinions on the matter.

ARTICLE VII. SUBCOMMITTEES

Section 7.1 Establishment

The Commission shall have the authority to and may establish subcommittees as necessary to accomplish the purposes set forth in Section 1.2 herein. Subcommittees may meet to discuss specific issues within the scope of responsibility for the Commission and to make recommendations for action by the Commission. Membership composition and terms shall be determined by the Commission for any subcommittee created; however, no subcommittee shall consist of more than four (4) Commission members, as not to cause a majority of Commission members to serve on one (1) subcommittee. In addition to a maximum of four (4) Commission members, the Commission may appoint an unspecified and unlimited number of other persons not currently serving as a Commission member.

Section 7.2 Appointment of Subcommittee Members

Members on a subcommittee shall be appointed by the chairperson with the approval of a majority of the Commission members.

Section 7.3 Subcommittee Reports Subcommittee(s) shall from time to time make reports, written or verbal, to the Commission as requested by the Chairperson.

ARTICLE VIII. MISCELLANEOUS

Section 8.1 Councilmember Advocates to Commission

The Mayor shall appoint to the Commission, subject to approval of the City Council, one (1) member of the City Council to serve as a non-voting ex-officio member of the Commission. Said ex-officio member shall serve as an advocate between the City Council and the Commission, shall from time-to-time inform the City Council of the activities and issues addressed by the Commission, and shall assist the Commission in promoting recommendations made to the City Council.

Section 8.2 City Assistance to Officers and Commission.

The City Manager shall appoint staff to assist the Commission officers and members, as necessary in such activities as setting and conducting meetings, preparing meeting minutes, and responding to requests for assistance from Commission members.

Section 8.3 Amendment to Bylaws

The bylaws of the Commission shall be recommended for amendment upon the affirmative vote of at least two-thirds (2/3) of the total membership of the Commission at a regular or special meeting of the Commission. No such amendment shall be adopted unless at least seven (7) days written notice has previously been given to all members of the Commission. Notice of amendment shall identify the section or the sections of the bylaws proposed to be amended. Any amendment to the bylaws shall be approved by resolution of the City Council and shall take effect as of the date of such City Council approval.

Section 8.4 Procedural Situations Not Addressed

In procedural situations not addressed in the body of the Commission bylaws, the determination of the situation shall be subject to the jurisdiction of the City Attorney's Office.