

**Commission Rules of Order**

Approved:



**Josie Gonzales, Chair**

**Purpose** These Rules of Order are established to standardize organizational practices, to facilitate the exchange of information to all interested parties, to allow for equitable and courteous participation and, especially for public agencies, to safeguard public rights and sovereignty.

**Policy** It is the policy of the Children and Families Commission for San Bernardino County that the following Rules of Order shall apply as appropriate in the conduct of business:

**1. REGULAR MEETINGS** Regular meetings of the Children and Families Commission for San Bernardino County shall be held on the first Wednesday of each month. All regular meetings of the Children and Families Commission for San Bernardino County shall commence at 3:30 p.m.

The Chair of the Commission may adjust the day and time of a regular meeting when required, providing notice requirements specified herein are fulfilled.

**2. MEETING PLACE** Regular meetings of the Children and Families Commission for San Bernardino County shall be held in the chamber of the Board of Supervisors in the County Government Center, 385 North Arrowhead Avenue, First Floor, City of San Bernardino, County of San Bernardino, State of California.

Closed sessions shall be held at a place as designated in the notice.

The Chair of the Commission may adjust the location of a meeting when required provided notice requirements specified herein are fulfilled.

**3. SPECIAL MEETINGS** A special meeting may be called at any time by the Chair of the Commission, or by a majority of the members of the Commission, by delivering personally or by mail written notice to each member of the Commission and to each newspaper of general circulation, radio or television station requesting notice in writing. Such notice shall be delivered personally or by mail and shall be received at least twenty-four (24) hours before the time of the meeting as specified in the notice.

The call and notice shall specify the time and place of the special meeting and the business to be transacted. No other business shall be considered at such meetings by the Commission.

The written notice may be dispensed with as to any member of the Commission who at, or prior to, the time the meeting convenes files with the Secretary of the Commission a written waiver of notice. The waiver may be given by telegram. The written notice may also be dispensed with as to any member of the Commission who was actually present at the meeting at the time it convenes.

The call and notice of the special meeting shall be posted at least twenty-four (24) hours prior to the meeting in a location that is freely accessible to members of the public.

#### 4. EMERGENCY MEETINGS

In the case of an emergency situation involving matters upon which prompt action is necessary due to the disruption or threatened disruption of public facilities, the Commission may hold an emergency meeting without complying with either the twenty-four (24) hour notice or posting requirements.

For purposes of this rule, "emergency situation" means any of the following:

- a. Work stoppage or other activity which severely impairs public health, safety, or both, as determined by a majority of the Commission.
- b. Crippling disaster which severely impairs public health, safety, or both, as determined by a majority of the Commission.

The minutes of a meeting called pursuant to this rule, a list of persons who the Chair of the Commission, or the Chair's designee, notified or attempted to notify, a copy of the roll call vote, and any actions taken at the meeting shall be posted for a minimum of ten (10) days in a public place as soon after the meeting as possible.

#### 5. OPEN MEETINGS

All meetings of the Commission, except those closed sessions permitted by law, shall be open and public, and all persons shall be permitted to attend any meeting of the Commission, except as otherwise provided herein.

All meetings shall conform to the Ralph M. Brown Act, Government Code Section 54950 et seq., including requirements for notice of meetings, preparation and distribution of agendas and written materials, inspection of public records, closed sessions and emergency meetings, maintenance of records, and disruption of a public meeting.

Notification of meeting shall be posted on the First 5 San Bernardino Website, the County Government Center, 385 North Arrowhead Avenue, San Bernardino, California, and the Washington Mutual Bank Building, 330 North D Street, San Bernardino, California 92415.

Alternative locations shall be posted at the City Hall, 14343 Civic Center Drive, Victorville, California 92392 and City Hall, 303 East B Street, Ontario, California 91764.

6. **CLOSED SESSIONS** The Commission may hold closed sessions as provided by law:  
The posted agenda for the Commission shall state that the public may comment on the closed session agenda prior to the closed session by submitting a speaker slip before the closed session convenes.
7. **ORDER OF BUSINESS** The regular order of business of the Children and Families Commission for San Bernardino County shall be:
  - a. Closed Session
  - b. Flag Salute
  - c. Special Presentations
  - d. Agenda Items of the Commission
  - e. Public Comment
  - f. Reports
  - g. Commissioner Roundtable
  - h. Adjournment
8. **PREPARATION OF AGENDA AND MINUTES** An agenda shall be prepared by the Secretary of the Commission for each meeting of the Commission and shall contain a brief general description of each item of business to be transacted or discussed at the meeting.  
All proposed agenda items shall be reviewed by the Commission Counsel, the Executive Director, or their designees, before being placed on the agenda by the Secretary of the Commission.  
Notwithstanding the foregoing, any member of the Commission may place an item on the agenda after presenting the item to the Executive Director.  
The notice and agenda of the regular meeting shall specify the date, time and location and shall be posted at least 72 hours before the meeting in a location that is freely accessible to members of the public and shall comply with the Ralph M. Brown Act. Notice of any meeting of the Commission shall be given to any person so requesting.

The Secretary of the Commission shall prepare minutes of each meeting which shall be approved by the Commission at the following meeting.

9. RECONSIDERATION At the same meeting or at the meeting succeeding that at which a final vote on any question has been taken, said vote may be reconsidered on the motion of any member of the Commission, if notice of intention to move such reconsideration has been given at the meeting at which such final vote was taken by a member voting with the majority.

10. ADDRESSING THE BOARD Any member of the public may address the Commission:

- a. On an agenda item, including closed session items, before or during the Commission's consideration of the item, and
- b. On any matter not on the Agenda that is within the subject matter jurisdiction of the Commission at the time provided on the agenda for public comment, providing the person submits a Request to Speak form.

The person wishing to address the Commission shall, when recognized by the Chair of the Commission, step up to the rostrum and announce his or her name and address.

The Chair shall, in the interest of facilitating the business of the Commission, limit the amount of time which a member of the public may use in addressing the Commission to three minutes total on the consent calendar and to three minutes on each discussion item. The time limit of representatives may be increased by the Chair or a majority of the Commission, if determined that a different limit is appropriate.

11. REQUEST FOR APPEARANCE Requests for appearances shall be submitted on a form provided by the Secretary of the Commission and shall identify both the agenda items to be addressed and the action, if any, requested of the Commission, together with a copy of all documentary information or supporting material to be presented. To address the Commission on an agenda item or for public comment, a Request to Speak form must be submitted to the Secretary of the Commission prior to the time the Chair calls the item for the Commission's consideration.

12. DISRUPTIVE  
CONDUCT-  
REMOVAL FROM  
CHAMBERS

In the event that any meeting of the Commission is willfully disrupted by a person or by a group or groups of persons so as to render the orderly conduct of the meeting impossible, the Chair may recess the meeting or order the person, group or groups of persons willfully disrupting the meeting to leave the meeting or be removed from the meeting.

Disruptive conduct includes addressing the Board without first being recognized, not addressing the subject before the Commission, repetitiously addressing the same subject, failing to relinquish the podium when requested to do so, or otherwise preventing the Commission from conducting its meeting in an orderly manner.

13. ADJOURNED  
MEETINGS

The Commission may adjourn any regular, adjourned regular, special or adjourned special meeting to a time and place specified in the order of adjournment. Less than a quorum may so adjourn from time to time.

If all members are absent from any regular or adjourned regular meeting, the Secretary of the Commission may declare the meeting adjourned to a stated time and place. The Secretary of the Commission shall cause a written notice of the adjournment to be given in the same manner as provided herein for special meetings, unless such notice is waived as provided for special meetings. A copy of the order or notice of adjournment shall be conspicuously posted on or near the door of the Chambers or placed where the regular, adjourned regular, special or adjourned special meeting was held within twenty-four (24) hours after the time of the adjournment.

When a regular or adjourned regular meeting is adjourned as provided herein, the resulting adjourned regular meeting is a regular meeting for all purposes. When an order of adjournment of any meeting fails to state the hour at which the adjourned meeting is to be held, it shall be held at the hour specified for regular meetings.

14. CHAIR AND VICE-CHAIR
- The Chair and Vice-Chair of the Commission shall be elected by the voting members of the Commission. The terms of all such officers shall be one year, commencing upon the adjournment of the meeting at which they are elected. All officers shall office until their successors are duly selected. The Chair of the Commission shall preserve order and decorum and shall decide questions of order subject to appeal to the Commission.
- In the Chair's absence, the Vice-Chair shall act as Chair. If both the Chair and Vice-Chair are absent, the Commission shall elect an acting Chair for that meeting.
- All documents approved by the Commission which require signature shall be signed by the Chair, or in his absence the Vice-Chair, or by such other person designated by the Commission. The use of a facsimile signature of the Chair may be used on documents requiring the signature of the Chair, including contracts.
15. COMMITTEES
- The Commission may create standing and ad hoc committees and appoint members to those committees. One or more Commissioners may serve on the committees but all committees must be composed of less than a quorum Commissioners.
16. QUESTIONS OF LAW
- All questions of law shall be referred by the Commission to the Commission Counsel for opinion. All contracts shall be referred to the Commission Counsel for approval as to form.
17. WAIVER OF RULES
- Any of the within rules not required by law may be waived by the Chair of the Commission or by a majority of the members of the Commission.