

Commission Rules of Order

Approved:
ORIGINAL SIGNED



Maxwell Ohikhuare M.D., 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 (Commission or First 5 San Bernardino) that the following Rules of Order shall apply, as appropriate, in the conduct of business:

1. REGULAR MEETINGS Regular meetings of the Commission shall be held at First 5 San Bernardino, 735 East Carnegie Drive, Suite 150, San Bernardino, California, at 3:30 p.m. on the first Wednesday of each month, unless modified by the Chair of the Commission or by majority vote of the Commission, as specified herein.

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, Government Code Section 54950 et seq., (Brown Act). Notice of any meeting of the Commission shall be given to any person so requesting.

2 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 written notice (email) to each member of the Commission, and to all media outlets who have requested notification. Such notice shall be received at least twenty-four (24) hours before the time of the meeting as specified in the notice and posted on the First 5 San Bernardino website as well as in a location that is freely accessible to members of the public.

The written 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.

A member of the Commission may waive failure to receive notice of the meeting by filing a written waiver prior to or at the meeting or by being present at the meeting.

3. 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.

4. 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 Brown Act, 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. To the extent that these Commission Rules of Order conflict with the Brown Act, as may be modified from time to time, the Brown Act shall govern.

Meeting notices and agendas shall be posted on the First 5 San Bernardino Website, the County Government Center, 385 North Arrowhead Avenue, San Bernardino, California, Victorville City Hall, 14343 Civic Center Drive, Victorville, California 92392 and Ontario City Hall, 303 East B Street, Ontario, California 91764.

5. 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.

6. 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. Reports
- e. Agenda Items of the Commission
- f. Public Comment
- g. Commissioner Roundtable
- h. Adjournment

7. PREPARATION OF AGENDA AND MINUTES

An agenda shall be prepared by the Commission Clerk 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 Commission Clerk.

Any member of the Commission may place an item on the agenda after presenting the item to the Executive Director.

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

8. 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 on a form provided by the Commission Clerk which identifies 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 Commission Clerk prior to the time the Chair calls the item for the Commission's consideration.

The person wishing to address the Commission shall, when recognized by the Chair of the Commission, step up to the podium and announce his or her name and if applicable, organization affiliation.

The Chair may, 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 a specified number of minutes (e.g. three or five minutes). The time limit of representatives of an organization or a group of individuals may be provided additional time to address the Commission if the Chair deems appropriate.

9. DISRUPTIVE
CONDUCT

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.

10. ADJOURNED
MEETINGS

Regular and special meetings may be adjourned to a future date. If the subsequent meeting is conducted within five (5) days of the original meeting, matters properly placed on the agenda for the original meeting may be considered at the subsequent meeting. If the subsequent meeting is more than five (5) days from the original meeting, a new agenda must be prepared and posted pursuant to section 54954.2. Less than a quorum may so adjourn from time to time.

When a meeting is adjourned to a subsequent date, notice of the adjournment must be posted on or near the door of the place where the meeting was held within 24 hours after the time of the adjournment. When less than a quorum of a body appears at a noticed meeting, the body may either meet as a committee of the parent body or adjourn to a future date pursuant to the provisions of sections 54955 or 54954.2(b)(3). If no members of the legislative body appear at a noticed meeting, the Commission Clerk may adjourn the meeting to a future date and provide notice to members of the legislative body and to the media in accordance with the special meeting notice provisions set forth in section 54956.

11. 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. 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.

12. COMMITTEES

The Chair may create standing and ad hoc committees and the Commission hereby delegates authority to appoint members to those committees to the Commission Executive Director. One or more Commissioners may serve on the committees but all committees must be composed of less than a quorum of Commissioners.

13. 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.

14. 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.