



Winters Climate Action Plan Development Board Meeting

Winters City Hall, City Council Chambers
318 First Street
Thursday, March 19, 2020
6:30 p.m.

Join Zoom meeting
<https://zoom.us/j/616623583>

AGENDA

*John W. Donlevy, Jr., City Manager
Ethan Walsh, City Attorney
Tracy Jensen, City Clerk*

Context and Justification for a CAP Review of Existing Resources

PLEASE NOTE – The numerical order of items on this agenda is for convenience of reference. Items may be taken out of order upon request of the Chair or board members. Public comment time may be limited and speakers will be asked to state their name.

Roll Call

Pledge of Allegiance

PUBLIC COMMENTS

At this time, any member of the public may address the Board on matters, which are not listed on this agenda. Residents should reserve their comments for matter listed on this agenda at the time the item is considered by the Board. An exception is made for members of the public for whom it would create a hardship to stay until their item is heard. Those individuals may address the item after the public has spoken on issues that are not listed on the agenda. Presentations may be limited to accommodate all speakers within the time available. Public comments may also be continued to later in the meeting should the time allotted for public comment expire.

DISCUSSION QUESTION What climate issues affect you? What climate issues do you think affect Winters most?

PRESENTATIONS

Context and Justification for a Climate Action Plan + Review of Existing Resources

BOARD DISCUSSION ITEMS

1. Review of Climate Action Plan Development Board Guidelines, Syllabus
2. Review Procedures Manual of City Boards and Commissions.
3. Review principles of Rosenberg's Rules of Order and the Brown Act
4. Ethics Training for Local Officials Resource -Members must complete by 05/15/2020: <http://www.fppc.ca.gov/learn/public-officials-and-employees-rules-/ethics-training.html>
5. Officer nominations (chairperson and vice chairperson)

NEXT MEETING TOPIC

Equity and Inclusion

BOARD ACTION ITEMS

1. Ethics Training for Local Officials Resource -Members must complete by 05/15/2020: <http://www.fppc.ca.gov/learn/public-officials-and-employees-rules-/ethics-training.html>
2. Review above resources: CAP Dev Board Guidelines, Procedures Manual, and Principles Document
3. Read Draft CAP: *Executive Summary* (pgs. 3-11)

ADJOURNMENT

I declare under penalty of perjury that the foregoing agenda for the March 19, 2020 regular meeting of the Winters Climate Action Plan Development Board was posted on the City of Winters website at www.cityofwinters.org and Board members were notified via e-mail of its' availability. A copy of the foregoing agenda was also posted on the outside public bulletin board at City Hall, 318 First Street on March 16, 2020, and made available to the public during normal business hours.



Christopher Flores, City of Winters Climate Fellow

General Notes: Meeting facilities are accessible to persons with disabilities. To arrange aid or services to modify or accommodate persons with disability to participate in a public meeting, contact the City Clerk.

The board does not transcribe its proceedings. Anyone who desires a verbatim record of this meeting should arrange for attendance by a court reporter or for other acceptable

means of recordation. Such arrangements will be at the sole expense of the individual requesting the recordation.

How to obtain Board Agendas and Agenda Packets:

View on the internet: <http://www.cityofwinters.org/climate-action-plan>

Any attachments to the agenda that are not available online may be viewed at the City Clerk's Office or locations where the hard copy packet is available.

Climate Action Plan Development Board agenda packets are available for review or copying at the following locations:

City Hall – Environmental Services - 318 First Street



Climate Action Plan Development Board

Purpose

The Climate Action Plan Development Board shall work toward and advise the development of a Climate Action Plan (CAP) for the City of Winters. The Board will adhere to the following work program to refine and establish a CAP for the City:

- Review and merge existing documents including the Draft Climate Action Plan, Climate Action Plan Strategy Report and the Yolo Resiliency Collaborative Resiliency Planning Toolbox to support their integration into a single CAP document
- Work with city staff and consultants to generate the draft CAP to include recommendations, policies, and programs toward the development of the CAP, including serving in an advisory capacity on the development of the final draft of the document.
- Conduct community outreach, forums, collect feedback, and perform outreach about the Climate Action Plan, including holding regular meetings, forums, conducting surveys and conducting research in the development of the CAP
- Develop recommendations on the integration of the CAP into other General Plan Elements and policies
- Prepare recommendations on an overall implementation plan for the CAP
- Generate roles, tasks, duties and a workplan for the establishment of an ongoing Climate Action Commission

The Board shall consist of five (5) members.

Membership

Five (5) members shall be appointed by the City Council. Membership shall consist of the following below:

- Five (5) voting members appointed by the City Council
- Each member of the City Council may appoint one person to serve on the Board after the appointee has completed the [Application for Appointment to City Commissions and Boards](#).

Liaisons

Existing city committee/commission bodies may wish to send a liaison from their organization to participate in the CAP development process. Potential sources of liaisons may include but are not limited to:

- One (1) liaison from city staff (required)
- One (1) youth liaison appointed by the City Council
- One (1) liaison from the Planning Commission
- One (1) liaison from the Winters Putah Creek Committee
- One (1) liaison from the Hispanic Advisory Committee
- One (1) liaison from the Senior Commission on Aging

Terms

Members of the Climate Action Plan Development Board shall serve for a term of six (6) months after its establishment.

Officers

The Board shall nominate a chairperson and vice chairperson to serve for the duration of the term. The chairperson shall call meetings to order, lead discussion on agenda items, and report to City Council during Council meetings. The vice chairperson shall serve as temporary chairperson in the event the chairperson is not present. The liaison from city staff shall assist with preparation of the agenda, collect minutes, ensure records are kept, and make all meeting proceedings and resolutions available to the public. The Board may form and appoint members to subcommittees.

Meetings

Regular meetings shall be held on the third Thursday of each month at 6:30pm. Meetings are held in the City Council Chambers, 318 First Street, Winters CA 95694. Three (3) voting appointed members are required for quorum. Special meetings may be called to order by the chairperson or majority of Board. Meetings shall follow principles of Rosenberg's Rules of Order and make records available in accordance with the Brown Act. Meetings are open to the public and public participation is highly encouraged.

Syllabus of Scheduled 2020 Meetings

The Board will hold regular meetings which will include specific topics, speakers and a schedule of meetings to generate policy recommendations in the development of the entire CAP document as follows:

- **February 20th – Context and Justification for a CAP**
 - Current statewide and worldwide coordinated efforts to address climate issues
- **March 19th – Review of Existing Resources**
 - Draft CAP, Strategy Report, YRC Resiliency Planning Toolbox
- **April 16th – Equity and Inclusion**
 - How do we ensure underserved neighborhoods are included?
- **May 21st – Land Use, Transportation, and Circulation Planning**
 - How can planning improve our climate resiliency efforts?

- **June 18th – Energy and Water Efficiency**
 - What can efficiency upgrades bring to the City?
- **July 16th – Climate and Health**
 - In what ways can climate impacts affect individual health? Especially on vulnerable populations?
- **August 20th – CAP Collaboration and Commission Planning**
 - Review CAP development process, recommendations for commission establishment

*Third Thursday every month, 6:30pm
City Council Chambers, 318 First Street, Winters CA 95694*



Procedures Manual for
City of Winters
Board & Commission Members

May 21, 2012

Welcome!

Members of boards and commissions provide an invaluable service to our City. They advise the City Council on a wide variety of subjects by making recommendations on important policy matters. Over the years the services and programs provided by the City have expanded. The various boards and commissions provide the City Council with good advice and guidance on many complex and significant matters. The detailed studies and considered recommendations of boards and commissions are often catalysts for innovative programs and improved services.

Making local government effective and responsive is everybody's responsibility. Serving on a board or commission can be a rewarding experience for involved residents. It is an excellent way to participate in local government and to make a personal contribution to the improvement of our community.

On behalf of the City Council, thank you for your service and commitment. Please feel free to call the City Clerk's office at 530-794-6701 with any questions you may have.

Nanci Mills
City Clerk

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Purpose

This manual has been prepared to help you understand your role in the governmental structure. The information has been committed to give you a greater appreciation of how local government functions and what your responsibilities are as a member of a City advisory group.

Each commission/committee serves as an advisory body to the City Council and assists the Council in seeing the “big-picture” perspective on community goals, problems, and possibilities for improvement. Commissioners represent a merger of lay and professional talents in the community by coming together with interests, skills, and experience to guide and ensure effective community planning and organization.

A commission’s plan of work is based on an objective review of data and information from a wide variety of sources. A commission must maintain an effective working relationship with all sectors of the community to help promote effective community-wide involvement for effective integration of resources.

The role of the commissioner is that of an evaluator of key trends and developments in their subject area. The commissioner’s task is to identify the most critical concerns that need to be addressed and develop specific recommended actions. The final, and perhaps most important, role of commissioners is to serve as an advisor to the Council on matters that will be coming before them.

All commissioners/board members are encouraged to attend a City Council meeting to observe the legislative body in action and get a sense of various matters coming before them.

General City Information

The City of Winters incorporated in February 9, 1898.

This specific form of government is referred to as Council/Manager. The City Manager manages the administrative functions of government, is responsible for the effective and efficient municipal operation, and ensures that Council policies are implemented.

The City Council is responsible for setting policies and providing overall direction for the City operation. The Mayor serves as the Chairperson and general spokesperson for the Council. As elected representative, Council members provide a direct link with residents and, consequently ensure the responsiveness of municipal activities. In order to gain a greater awareness of the sentiments of residents, the Council also appoints advisory groups (boards and commissions) composed of local residents familiar with the community and its needs. These groups further expand the opportunity for resident participation in City government.

Appointment of Commissioners

Following a recruitment process by the City Clerk's Office, applicants are interviewed by a committee of two members of the City Council. The committee makes a recommendation to the full Council at a regularly scheduled meeting, which is subject to approval by the City Council.

Each commission/board receives staff support from their designated department. Such staff will provide technical information, administrative support, and research capability for the group.

Scope of Authority

With the exception of certain Planning Commission roles, the function of City commissions is strictly advisory to the City Council. The commissions recommend to the Council the action they think should be taken on specific issues. Again, except for specified actions of the Planning Commission, commissioners have no authority to act on their own without City Council concurrence. They can neither commit City resources nor establish policy for the City without Council authorization.

Commission recommendations are essential for effective allocation of the resources. Commissions provide the following important services:

1. Identify and develop alternative recommendations regarding issues of a policy nature.
2. Assure the adequate consideration of community values and goals in the commission's area of specialization.
3. Provide a "sounding board" to blend technical solutions to problems with community needs.
4. Enable consideration of various policy recommendations and alternative solutions to problems.

Relations with the Public

An important part of your role as a Commissioner is to know how the public feels about City services related to your commission. You are encouraged to talk to as many residents as possible about matters that pertain to your own commission.

At public meetings you should conduct yourself in a manner that is fair, understanding, and as gracious as circumstances permit. Be considerate of all interests, attitudes, and differences of opinion.

Citizen comments at commission meetings are always welcome and, in fact, state law (Brown Act) requires a public comment period at all meetings.

Staff Liaisons

City staff members are assigned to help each commission handle the required administrative duties. These duties include providing an agenda to guide the formal meetings, preparing staff reports, providing the analysis and technical data needed to develop recommendations for the City Council, and taking and maintaining minutes to serve as the official record of the commission's activities.

The staff role is to provide limited support and advice as well as to motivate and guide the commission. City staff members are not voting members of the commission and do not participate in the decision-making process. Because their role is purely support, they will not respond to questions from the public unless requested to do so by the chair. Staff members serve the commission in an advisory capacity, much the same as the commissions serve the Council. They are selected on the basis of their technical abilities and are expected to guide the commissions with recommendations based upon technical analysis of the situation, regardless of personal opinion.

Commissioners should be award of staff's responsibilities to provide technical advice to the commission and the City Council. When staff members disagree with commission recommendations, they are obligated to advise the City Council, through the City Manager, of the staff recommendations as well as the commissions. In making a final decision, the City Council will consider the advice of the commission and the staff members, as well as other interested individuals.

City Attorney

The City Attorney is responsible for advising the City Council and staff on legal matters. Your staff liaison will obtain any required advice from the City Attorney prior to meetings requiring legal review. The Planning Commission may or may not have the City Attorney present at their meeting.

Attendance

Attendance at commission meetings is vital. Members who have three absences may be considered for removal.

On a regular basis, designated commission staff submits an attendance report to the City Clerk summarizing the attendance record of commissioners. The reports will be forwarded with recommendations to the City Council to remove individuals from office for non-attendance and to replace commissioners who are otherwise not adequately fulfilling their responsibilities.

When less than a majority of the commissioners attend a regular meeting, the only action that may be taken is to adjourn for lack of quorum. Unless otherwise directed by

the chair or majority of the commission, the meeting is automatically adjourned until the next regularly scheduled meeting.

Most commission meetings are held in the Council Chambers located at 318 First Street. Your staff liaison will notify you of any change in meeting location.

Ethics Training

State law requires that all appointees to any City board, commission, or designated committees will be required to complete an ethics training within three months of their appointment date and again every other year for those continuing service. The course is provided free of charge by the City and is available on-line and compliance is tracked by the City Clerk's office. Appointees not fulfilling this requirement will be dismissed from service.

Meetings

There are three categories of commission meetings: regular, adjourned regular, and special meetings. All meetings are geared to the public and must be conducted in accordance with established procedures and the Brown Act.

Regular meetings: are those that by ordinance or resolution are scheduled on a regular basis. There is no action required to set up a regular meeting. To enable adequate public discussion, an agenda is prepared showing the items planned for discussion. All items for discussion should be included on the agenda. If for any reason it is not possible to hold a regular meeting, a notice of cancellation of the meeting must be posted.

An adjourned regular meeting is one that is adjourned by the chair to another date for lack of quorum, or for additional need of a meeting and rescheduled to a later date. Meetings may not be adjourned to a time beyond the next regular meeting. Although the secretary can adjourn a meeting for lack of quorum, a date for an adjourned regular meeting can only be set with the direction of the chair or a majority of the commissioners. A notice announcing the date, time, and place of the adjourned meeting must be posted. An adjourned meeting is considered a regular meeting for the purposes of transacting business.

Conduct of Meetings

It is the goal of the City to have all meetings conducted professionally and consistently. These guidelines are intended to provide guidance in this area.

Public Meetings

Commission meetings must comply with the Brown Act. All regular adjourned and special meeting must be open to the public. A 72-hour notice must be given when a regular meeting is called. A 24-hour notice must be given when a special meeting is called.

Agenda Preparation

To facilitate the conduct of a meeting and provide advance notice of the business scheduled for discussion, an agenda is prepared for each meeting. The agenda provided for the commission prior to the meeting includes staff reports and material necessary for the decision-making process. Additional copies of the agenda, without the backup material, are available for interested members of the public. State law requires that the agenda be posted at the meeting location at least 72 hours before a regular meeting. In addition to posting the agenda a copy must be sent to the City Clerk prior to the date of the meeting.

The agenda is prepared by the staff liaison of the commission. Items included in the agenda are: approval of minutes from prior meetings, items where staff is in need of direction from the commission, City Council referral items for commission review and direction, and Presentations by the Public on Matters not on the Agenda. Commissioners who want to have an item included on the printed agenda should contact the staff liaison at least ten (10) days prior to the meetings.

Order of Business

Routine items, such as approval of minutes or other non-discussion items may be listed together on the agenda under the "consent" portion. The consent agenda may contain several items that can be approved all together with one vote.

When introducing a discussion item at a meeting, the chair should, prior to any discussion on the matter, request that the staff liaison orally provide any background information or staff report. Usually the staff liaison will summarize the written report (if any) provided in the agenda. Any changes to the agenda shall be noted after approval of the minutes.

Meeting Minutes

The staff liaison is responsible for preparing minutes of all commission meetings. These minutes provide an official record of the actions taken and a summary of the important topics raised in the discussion. They are not intended as a verbatim transcript. The template for preparation of the minutes will be the same as that of the City Council meeting minutes.

At each meeting commissioners will be given the opportunity to review minutes of previous meetings as they will be placed on the next agenda for commission approval. Prior to the vote, the minutes may be ordered corrected at the request of the commission to ensure that they accurately reflect the prior proceeding.

Minutes become the official record of a meeting only after the commission has approved them. Copies of meeting minutes must be sent to the City Clerk after the commission approval of each.

Presiding Officer

The chair, selected annually by the members of the commission, serves as the presiding officer of all commission meetings. In the chair's absence, the vice-chair, also elected annually by the commissioners, assumes this role. If both the chair and the vice-chair are absent, the staff liaison will call the meeting to order and the commissioners will select a temporary chair to serve until adjournment or the arrival of the chair or vice-chair.

The presiding officer retains the right to make and second motions, participate in debate, and vote on all commission matters.

The commission chair is responsible for maintaining order and decorum throughout the meeting. This includes directing discussion and limiting debate if and when it ceases to be productive. In the event that a commissioner disagrees with the chair's decision or ruling, the member may appeal it. In this case, the chair must call for a roll call to see if the decision is upheld. The majority vote to see if the comment should be allowed.

For example, if the opportunity for public comment on a particular item has already passed, and a member of the public wishes to revisit the matter, the Chair would typically not allow the comment. However, if another commissioner feels that the public comment is valuable and should be heard, he/she could request a roll call vote to see if the comment should be allowed.

Right to Address the Commission

Subject to the provisions listed below, any member of the public has the right to address the commission during that portion of the meeting allocated for such comments. In addition, any interested person may request permission for the presiding officer to address the commission regarding the subject under consideration or any other subject within the commission's jurisdiction. Speaker slips, a form requesting to speak, must be submitted prior to beginning discussion on the subject.

When granting permission to speak, the presiding officer should request that the speaker state his or her name for the record. Comments from the audience should be directed to the commission and not to the staff members present. If a response is

needed from the staff, the chair will direct the question to the appropriate person who will then respond to the chair.

The presiding officer may place a time limit on individual speakers from the audience and may request that they avoid reiterating arguments previously presented. Typically a 3-minute time limit is set for public comment. Any established procedures for limiting or guiding debate should be explained at the beginning of the meeting and applied uniformly by the chair.

Any person making impertinent, slanderous or profane remarks or who becomes boisterous while addressing the commission may be called to order by the presiding officer and ordered barred from further discussion if the conduct continues.

Debate and Decorum

A commission wishing to speak must first gain recognition by the presiding officer and then confine comments to the question under debate. Once he or she has the floor, a commissioner shall not be interrupted unless called to order by the presiding officer or by yielding to another member. After recognition by the presiding officer, members of the public and city staff will likewise hold the floor until completion of their remarks or until recognition is withdrawn by the presiding officer.

Motions

A motion is the formal statement of a proposal or question to the commission for consideration or action. Each member of the commission has the right to present motions. Motions may only be voted on if they receive a second.

Voting

After a motion has been made and seconded, all members of the commission have the opportunity to vote unless: 1) they have a conflict of interest on the proposed matter; 2) they have not read the associated documentation; or 3) did not participate in the hearing if one was involved. Only those motions that receive a majority vote of the present and voting members become official actions of the commission. If you are not present at the dais you may not cast a vote.

Abstain from Voting

Members may abstain from voting but in doing so must explain for the record why they wish to abstain and leave the room during discussion and voting. The most common reason for abstentions is that a potential conflict of interest exists. No commissioner can be forced to vote on an issue, although abstentions that will result in a tie vote should be avoided. Commissioners who abstain are, in effect, permitting the majority to act for them. Tie votes are lost motions that may be reconsidered.

If you have a conflict of interest for any reason, you must abstain and it will be noted in the minutes that you were recused. This means that not only you may not vote but you must leave the dais AND the room, when the discussion and vote are taken.

Reports to the City Council

Normally, the commission recommendation is included in a staff report from the staff liaison to the City Council through the City Manager. In the report, the staff liaison summarizes the recommendation as well as the pertinent discussion that led to the recommendation for the action.

Based on this report and copies of the commission minutes, which are routinely sent to the members of the City Council, an ultimate decision is made or the item is referred back to the originating commission or another related commission for additional study.

Brown Act

The Brown Act, described as the strictest open meeting law in the United States, is designed to ensure that meetings of organizations supported with public funds are conducted openly without restrictions on the right of the public to attend. As members of a public body, city commissioners must comply with the provisions of this law.

As it applies to commissions, the law requires that meetings at which a majority of the commission members are in attendance must be open to the public. Members of a commission subject to the provisions of the Brown Act are in violation of the law and subject to criminal penalties if they knowingly take action at a meeting held in violation of the Act. For purposes of the Act, and “action” is:

1. A collective decision made by a majority of the members.
2. A collective commitment by the majority of the members to make a specific decision.
3. An actual vote by a majority of the members when they act as a body.

If meetings are scheduled, publicized and held pursuant to City policies and procedures as outlined in this manual, the Brown Act requirements for public discussion will have been met.

Committees and the Brown Act

There are two types of sub-committees – standing and ad hoc. Standing and ad hoc committee membership shall be comprised of less than a quorum of the full board/commission. Board members who are not members of a standing or ad hoc committee shall not typically attend those meetings.

A standing committee is a permanent committee established to consider subjects of a particular topic with regularly scheduled meeting dates and times. Standing committees are subject to the Brown Act. Agendas will be prepared, posted and distributed in accordance with the Brown Act stating the time and place of the meeting and the subject matter to be discussed.

An ad hoc committee is a temporary committee established for a special purpose and limited duration. The board/commission chair together with City staff will determine the scope and approximate length of time the ad hoc committee will be needed. City staff shall work with the City Attorney's Office to review creation of an ad hoc committee to ensure that the committee's purpose is truly ad hoc in nature. While ad hoc committees are not technically subject to the Brown Act, the City has historically noticed all meetings in accordance with the Brown Act whenever possible.

E-Mail Communications Between Advisory Body Members

Because e-mail communications can ultimately lead to the exchange of information intended to, or which may, create collective concurrence among a quorum of advisory body members, e-mail communications between advisory body members relative to advisory body business, should be avoided. While two members of a five-member body, for example, may appropriately communicate with one another by way of e-mail, the 'forwarding' of such an e-mail message on to a third or subsequent member would result in a Brown Act violation.

Conflicts of Interest

The State has enacted laws that address conflicts of interest which may arise when a public official (including City Council appointed commissioner) make recommendations or votes on matters in which they have a direct or indirect financial interest. The Planning Commission is required to file statements of economic interest with the Fair Political Practices Commission. Other commissioners have been included in the City's Conflict of Interest Code and therefore, those members are also required to file statements of economic interest with the City Clerk. These statements are filed once upon appointment (Assuming), and (Annual) and upon departing from service (Leaving). Non-compliance with this requirement is enforceable by the Fair Political Practices Commission.

Due to their role in property-related decisions, members of the Planning Commission will be provided with "Sphere of Influence" maps identifying any property conflict each individual member may have. The information will be based on the member's annual statement of economic interest.

If it is determined a conflict exists that would prevent a commissioner from participating in discussion or voting on a matter, the commissioner must excuse him or herself from the meeting explaining a potential conflict exists. The commissioner may rejoin the meeting once the matter is no longer before the commission.

Characteristics of an Effective Commission

A commission's success can be compared to the success of a team. Success is dependent upon how well that team maintains the following key character traits.

1. *Clear Purpose.* The commission team will have clear vision, mission, and goals. These will be defined, understood, and accepted by all members.
2. *Clear Roles and Work Assignments.* Each member of the commission team has clear expectations about the roles played by each member of the commission. When action is taken, clear assignments are made, accepted, and carried out. Work is fairly distributed to all members of the commission team.
3. *A Climate of Trust, Openness, and Respect.* Commission team members are open and honest with one another and feel free to openly express their feelings, attitudes, values, and beliefs regarding the tasks and functions of the team. Commission team members listen attentively to one another and offer constructive comments and criticism. Commission team members do not withhold relevant or significant information from one another.
4. *Conflict.* Disagreement occurs, but the commission team is comfortable with this and shows no signs of avoiding, smoothing over, or suppressing conflict.
5. *Consensus Decision Making and Higher-Quality Decisions.* Commission team members make decisions together, and the entire commission team supports these decisions. Because every commission team member has accepted the decision of the group, decisions of higher quality result.
6. *Diversity is a Valued Asset.* Commission team members appreciate differences of opinions, ideas, and experiences; they discourage viewing differences as deviations from the norm. Commission team members are viewed as unique individuals with valuable knowledge and skills. Sensitivity toward others' feelings is critical.
7. *Informality.* The climate of a successful commission team tends to be informal, comfortable, and relaxed, with no obvious tensions.
8. *Participation.* There should be a lot of discussion. Commission team members should actively take part in discussions, speak up freely and frequently, and contribute points of view and information.
9. *Participative Leadership and Effective Use of Resources.* Commission team members use each other's skills and knowledge to produce results that no one could produce alone. Everyone is a resource, even if the group has no designated leader or if leadership shifts among members.

10. *Shared Leadership.* Each commission team member is responsible for helping the team to operate. Leadership functions may shift from time to time depending upon the circumstances, the needs of the group, and the skills of the members.



Rosenberg's Rules of Order

REVISED 2011

Simple Rules of Parliamentary Procedure for the 21st Century

By Judge Dave Rosenberg



MISSION AND CORE BELIEFS

To expand and protect local control for cities through education and advocacy to enhance the quality of life for all Californians.

VISION

To be recognized and respected as the leading advocate for the common interests of California's cities.

About the League of California Cities

Established in 1898, the League of California Cities is a member organization that represents California's incorporated cities. The League strives to protect the local authority and autonomy of city government and help California's cities effectively serve their residents. In addition to advocating on cities' behalf at the state capitol, the League provides its members with professional development programs and information resources, conducts education conferences and research, and publishes Western City magazine.

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ABOUT THE AUTHOR

Dave Rosenberg is a Superior Court Judge in Yolo County. He has served as presiding judge of his court, and as presiding judge of the Superior Court Appellate Division. He also has served as chair of the Trial Court Presiding Judges Advisory Committee (the committee composed of all 58 California presiding judges) and as an advisory member of the California Judicial Council. Prior to his appointment to the bench, Rosenberg was member of the Yolo County Board of Supervisors, where he served two terms as chair. Rosenberg also served on the Davis City Council, including two terms as mayor. He has served on the senior staff of two governors, and worked for 19 years in private law practice. Rosenberg has served as a member and chair of numerous state, regional and local boards. Rosenberg chaired the California State Lottery Commission, the California Victim Compensation and Government Claims Board, the Yolo-Solano Air Quality Management District, the Yolo County Economic Development Commission, and the Yolo County Criminal Justice Cabinet. For many years, he has taught classes on parliamentary procedure and has served as parliamentarian for large and small bodies.



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INTRODUCTION

The rules of procedure at meetings should be simple enough for most people to understand. Unfortunately, that has not always been the case. Virtually all clubs, associations, boards, councils and bodies follow a set of rules — *Robert's Rules of Order* — which are embodied in a small, but complex, book. Virtually no one I know has actually read this book cover to cover. Worse yet, the book was written for another time and for another purpose. If one is chairing or running a parliament, then *Robert's Rules of Order* is a dandy and quite useful handbook for procedure in that complex setting. On the other hand, if one is running a meeting of say, a five-member body with a few members of the public in attendance, a simplified version of the rules of parliamentary procedure is in order.

Hence, the birth of *Rosenberg's Rules of Order*.

What follows is my version of the rules of parliamentary procedure, based on my decades of experience chairing meetings in state and local government. These rules have been simplified for the smaller bodies we chair or in which we participate, slimmed down for the 21st Century, yet retaining the basic tenets of order to which we have grown accustomed. Interestingly enough, *Rosenberg's Rules* has found a welcoming audience. Hundreds of cities, counties, special districts, committees, boards, commissions, neighborhood associations and private corporations and companies have adopted *Rosenberg's Rules* in lieu of *Robert's Rules* because they have found them practical, logical, simple, easy to learn and user friendly.

This treatise on modern parliamentary procedure is built on a foundation supported by the following four pillars:

1. **Rules should establish order.** The first purpose of rules of parliamentary procedure is to establish a framework for the orderly conduct of meetings.
2. **Rules should be clear.** Simple rules lead to wider understanding and participation. Complex rules create two classes: those who understand and participate; and those who do not fully understand and do not fully participate.
3. **Rules should be user friendly.** That is, the rules must be simple enough that the public is invited into the body and feels that it has participated in the process.
4. **Rules should enforce the will of the majority while protecting the rights of the minority.** The ultimate purpose of rules of procedure is to encourage discussion and to facilitate decision making by the body. In a democracy, majority rules. The rules must enable the majority to express itself and fashion a result, while permitting the minority to also express itself, but not dominate, while fully participating in the process.

Establishing a Quorum

The starting point for a meeting is the establishment of a quorum. A quorum is defined as the minimum number of members of the body who must be present at a meeting for business to be legally transacted. The default rule is that a quorum is one more than half the body. For example, in a five-member body a quorum is three. When the body has three members present, it can legally transact business. If the body has less than a quorum of members present, it cannot legally transact business. And even if the body has a quorum to begin the meeting, the body can lose the quorum during the meeting when a member departs (or even when a member leaves the dais). When that occurs the body loses its ability to transact business until and unless a quorum is reestablished.

The default rule, identified above, however, gives way to a specific rule of the body that establishes a quorum. For example, the rules of a particular five-member body may indicate that a quorum is four members for that particular body. The body must follow the rules it has established for its quorum. In the absence of such a specific rule, the quorum is one more than half the members of the body.

The Role of the Chair

While all members of the body should know and understand the rules of parliamentary procedure, it is the chair of the body who is charged with applying the rules of conduct of the meeting. The chair should be well versed in those rules. For all intents and purposes, the chair makes the final ruling on the rules every time the chair states an action. In fact, all decisions by the chair are final unless overruled by the body itself.

Since the chair runs the conduct of the meeting, it is usual courtesy for the chair to play a less active role in the debate and discussion than other members of the body. This does not mean that the chair should not participate in the debate or discussion. To the contrary, as a member of the body, the chair has the full right to participate in the debate, discussion and decision-making of the body. What the chair should do, however, is strive to be the last to speak at the discussion and debate stage. The chair should not make or second a motion unless the chair is convinced that no other member of the body will do so at that point in time.

The Basic Format for an Agenda Item Discussion

Formal meetings normally have a written, often published agenda. Informal meetings may have only an oral or understood agenda. In either case, the meeting is governed by the agenda and the agenda constitutes the body's agreed-upon roadmap for the meeting. Each agenda item can be handled by the chair in the following basic format:

First, the chair should clearly announce the agenda item number and should clearly state what the agenda item subject is. The chair should then announce the format (which follows) that will be followed in considering the agenda item.

Second, following that agenda format, the chair should invite the appropriate person or persons to report on the item, including any recommendation that they might have. The appropriate person or persons may be the chair, a member of the body, a staff person, or a committee chair charged with providing input on the agenda item.

Third, the chair should ask members of the body if they have any technical questions of clarification. At this point, members of the body may ask clarifying questions to the person or persons who reported on the item, and that person or persons should be given time to respond.

Fourth, the chair should invite public comments, or if appropriate at a formal meeting, should open the public meeting for public input. If numerous members of the public indicate a desire to speak to the subject, the chair may limit the time of public speakers. At the conclusion of the public comments, the chair should announce that public input has concluded (or the public hearing, as the case may be, is closed).

Fifth, the chair should invite a motion. The chair should announce the name of the member of the body who makes the motion.

Sixth, the chair should determine if any member of the body wishes to second the motion. The chair should announce the name of the member of the body who seconds the motion. It is normally good practice for a motion to require a second before proceeding to ensure that it is not just one member of the body who is interested in a particular approach. However, a second is not an absolute requirement, and the chair can proceed with consideration and vote on a motion even when there is no second. This is a matter left to the discretion of the chair.

Seventh, if the motion is made and seconded, the chair should make sure everyone understands the motion.

This is done in one of three ways:

1. The chair can ask the maker of the motion to repeat it;
2. The chair can repeat the motion; or
3. The chair can ask the secretary or the clerk of the body to repeat the motion.

Eighth, the chair should now invite discussion of the motion by the body. If there is no desired discussion, or after the discussion has ended, the chair should announce that the body will vote on the motion. If there has been no discussion or very brief discussion, then the vote on the motion should proceed immediately and there is no need to repeat the motion. If there has been substantial discussion, then it is normally best to make sure everyone understands the motion by repeating it.

Ninth, the chair takes a vote. Simply asking for the “ayes” and then asking for the “nays” normally does this. If members of the body do not vote, then they “abstain.” Unless the rules of the body provide otherwise (or unless a super majority is required as delineated later in these rules), then a simple majority (as defined in law or the rules of the body as delineated later in these rules) determines whether the motion passes or is defeated.

Tenth, the chair should announce the result of the vote and what action (if any) the body has taken. In announcing the result, the chair should indicate the names of the members of the body, if any, who voted in the minority on the motion. This announcement might take the following form: “The motion passes by a vote of 3-2, with Smith and Jones dissenting. We have passed the motion requiring a 10-day notice for all future meetings of this body.”

Motions in General

Motions are the vehicles for decision making by a body. It is usually best to have a motion before the body prior to commencing discussion of an agenda item. This helps the body focus.

Motions are made in a simple two-step process. First, the chair should recognize the member of the body. Second, the member of the body makes a motion by preceding the member’s desired approach with the words “I move . . .”

A typical motion might be: “I move that we give a 10-day notice in the future for all our meetings.”

The chair usually initiates the motion in one of three ways:

1. **Inviting the members of the body to make a motion**, for example, “A motion at this time would be in order.”
2. **Suggesting a motion to the members of the body**, “A motion would be in order that we give a 10-day notice in the future for all our meetings.”
3. **Making the motion**. As noted, the chair has every right as a member of the body to make a motion, but should normally do so only if the chair wishes to make a motion on an item but is convinced that no other member of the body is willing to step forward to do so at a particular time.

The Three Basic Motions

There are three motions that are the most common and recur often at meetings:

The basic motion. The basic motion is the one that puts forward a decision for the body’s consideration. A basic motion might be: “I move that we create a five-member committee to plan and put on our annual fundraiser.”

The motion to amend. If a member wants to change a basic motion that is before the body, they would move to amend it. A motion to amend might be: “I move that we amend the motion to have a 10-member committee.” A motion to amend takes the basic motion that is before the body and seeks to change it in some way.

The substitute motion. If a member wants to completely do away with the basic motion that is before the body, and put a new motion before the body, they would move a substitute motion. A substitute motion might be: “I move a substitute motion that we cancel the annual fundraiser this year.”

“Motions to amend” and “substitute motions” are often confused, but they are quite different, and their effect (if passed) is quite different. A motion to amend seeks to retain the basic motion on the floor, but modify it in some way. A substitute motion seeks to throw out the basic motion on the floor, and substitute a new and different motion for it. The decision as to whether a motion is really a “motion to amend” or a “substitute motion” is left to the chair. So if a member makes what that member calls a “motion to amend,” but the chair determines that it is really a “substitute motion,” then the chair’s designation governs.

A “friendly amendment” is a practical parliamentary tool that is simple, informal, saves time and avoids bogging a meeting down with numerous formal motions. It works in the following way: In the discussion on a pending motion, it may appear that a change to the motion is desirable or may win support for the motion from some members. When that happens, a member who has the floor may simply say, “I want to suggest a friendly amendment to the motion.” The member suggests the friendly amendment, and if the maker and the person who seconded the motion pending on the floor accepts the friendly amendment, that now becomes the pending motion on the floor. If either the maker or the person who seconded rejects the proposed friendly amendment, then the proposer can formally move to amend.

Multiple Motions Before the Body

There can be up to three motions on the floor at the same time. The chair can reject a fourth motion until the chair has dealt with the three that are on the floor and has resolved them. This rule has practical value. More than three motions on the floor at any given time is confusing and unwieldy for almost everyone, including the chair.

When there are two or three motions on the floor (after motions and seconds) at the same time, the vote should proceed *first* on the *last* motion that is made. For example, assume the first motion is a basic “motion to have a five-member committee to plan and put on our annual fundraiser.” During the discussion of this motion, a member might make a second motion to “amend the main motion to have a 10-member committee, not a five-member committee to plan and put on our annual fundraiser.” And perhaps, during that discussion, a member makes yet a third motion as a “substitute motion that we not have an annual fundraiser this year.” The proper procedure would be as follows:

First, the chair would deal with the *third* (the last) motion on the floor, the substitute motion. After discussion and debate, a vote would be taken first on the third motion. If the substitute motion *passed*, it would be a substitute for the basic motion and would eliminate it. The first motion would be moot, as would the second motion (which sought to amend the first motion), and the action on the agenda item would be completed on the passage by the body of the third motion (the substitute motion). No vote would be taken on the first or second motions.

Second, if the substitute motion *failed*, the chair would then deal with the second (now the last) motion on the floor, the motion to amend. The discussion and debate would focus strictly on the amendment (should the committee be five or 10 members). If the motion to amend *passed*, the chair would then move to consider the main motion (the first motion) as *amended*. If the motion to amend *failed*, the chair would then move to consider the main motion (the first motion) in its original format, not amended.

Third, the chair would now deal with the first motion that was placed on the floor. The original motion would either be in its original format (five-member committee), or if *amended*, would be in its amended format (10-member committee). The question on the floor for discussion and decision would be whether a committee should plan and put on the annual fundraiser.

To Debate or Not to Debate

The basic rule of motions is that they are subject to discussion and debate. Accordingly, basic motions, motions to amend, and substitute motions are all eligible, each in their turn, for full discussion before and by the body. The debate can continue as long as members of the body wish to discuss an item, subject to the decision of the chair that it is time to move on and take action.

There are exceptions to the general rule of free and open debate on motions. The exceptions all apply when there is a desire of the body to move on. The following motions are not debatable (that is, when the following motions are made and seconded, the chair must immediately call for a vote of the body without debate on the motion):

Motion to adjourn. This motion, if passed, requires the body to immediately adjourn to its next regularly scheduled meeting. It requires a simple majority vote.

Motion to recess. This motion, if passed, requires the body to immediately take a recess. Normally, the chair determines the length of the recess which may be a few minutes or an hour. It requires a simple majority vote.

Motion to fix the time to adjourn. This motion, if passed, requires the body to adjourn the meeting at the specific time set in the motion. For example, the motion might be: “I move we adjourn this meeting at midnight.” It requires a simple majority vote.

Motion to table. This motion, if passed, requires discussion of the agenda item to be halted and the agenda item to be placed on “hold.” The motion can contain a specific time in which the item can come back to the body. “I move we table this item until our regular meeting in October.” Or the motion can contain no specific time for the return of the item, in which case a motion to take the item off the table and bring it back to the body will have to be taken at a future meeting. A motion to table an item (or to bring it back to the body) requires a simple majority vote.

Motion to limit debate. The most common form of this motion is to say, “I move the previous question” or “I move the question” or “I call the question” or sometimes someone simply shouts out “question.” As a practical matter, when a member calls out one of these phrases, the chair can expedite matters by treating it as a “request” rather than as a formal motion. The chair can simply inquire of the body, “any further discussion?” If no one wishes to have further discussion, then the chair can go right to the pending motion that is on the floor. However, if even one person wishes to discuss the pending motion further, then at that point, the chair should treat the call for the “question” as a formal motion, and proceed to it.

When a member of the body makes such a motion (“I move the previous question”), the member is really saying: “I’ve had enough debate. Let’s get on with the vote.” When such a motion is made, the chair should ask for a second, stop debate, and vote on the motion to limit debate. The motion to limit debate requires a two-thirds vote of the body.

NOTE: A motion to limit debate could include a time limit. For example: “I move we limit debate on this agenda item to 15 minutes.” Even in this format, the motion to limit debate requires a two-thirds vote of the body. A similar motion is a *motion to object to consideration of an item*. This motion is not debatable, and if passed, precludes the body from even considering an item on the agenda. It also requires a two-thirds vote.

Majority and Super Majority Votes

In a democracy, a simple majority vote determines a question. A tie vote means the motion fails. So in a seven-member body, a vote of 4-3 passes the motion. A vote of 3-3 with one abstention means the motion fails. If one member is absent and the vote is 3-3, the motion still fails.

All motions require a simple majority, but there are a few exceptions. The exceptions come up when the body is taking an action which effectively cuts off the ability of a minority of the body to take an action or discuss an item. These extraordinary motions require a two-thirds majority (a super majority) to pass:

Motion to limit debate. Whether a member says, “I move the previous question,” or “I move the question,” or “I call the question,” or “I move to limit debate,” it all amounts to an attempt to cut off the ability of the minority to discuss an item, and it requires a two-thirds vote to pass.

Motion to close nominations. When choosing officers of the body (such as the chair), nominations are in order either from a nominating committee or from the floor of the body. A motion to close nominations effectively cuts off the right of the minority to nominate officers and it requires a two-thirds vote to pass.

Motion to object to the consideration of a question. Normally, such a motion is unnecessary since the objectionable item can be tabled or defeated straight up. However, when members of a body do not even want an item on the agenda to be considered, then such a motion is in order. It is not debatable, and it requires a two-thirds vote to pass.

Motion to suspend the rules. This motion is debatable, but requires a two-thirds vote to pass. If the body has its own rules of order, conduct or procedure, this motion allows the body to suspend the rules for a particular purpose. For example, the body (a private club) might have a rule prohibiting the attendance at meetings by non-club members. A motion to suspend the rules would be in order to allow a non-club member to attend a meeting of the club on a particular date or on a particular agenda item.

Counting Votes

The matter of counting votes starts simple, but can become complicated.

Usually, it’s pretty easy to determine whether a particular motion passed or whether it was defeated. If a simple majority vote is needed to pass a motion, then one vote more than 50 percent of the body is required. For example, in a five-member body, if the vote is three in favor and two opposed, the motion passes. If it is two in favor and three opposed, the motion is defeated.

If a two-thirds majority vote is needed to pass a motion, then how many affirmative votes are required? The simple rule of thumb is to count the “no” votes and double that count to determine how many “yes” votes are needed to pass a particular motion. For example, in a seven-member body, if two members vote “no” then the “yes” vote of at least four members is required to achieve a two-thirds majority vote to pass the motion.

What about tie votes? In the event of a tie, the motion always fails since an affirmative vote is required to pass any motion. For example, in a five-member body, if the vote is two in favor and two opposed, with one member absent, the motion is defeated.

Vote counting starts to become complicated when members vote “abstain” or in the case of a written ballot, cast a blank (or unreadable) ballot. Do these votes count, and if so, how does one count them? The starting point is always to check the statutes.

In California, for example, for an action of a board of supervisors to be valid and binding, the action must be approved by a majority of the board. (California Government Code Section 25005.) Typically, this means three of the five members of the board must vote affirmatively in favor of the action. A vote of 2-1 would not be sufficient. A vote of 3-0 with two abstentions would be sufficient. In general law cities in

California, as another example, resolutions or orders for the payment of money and all ordinances require a recorded vote of the total members of the city council. (California Government Code Section 36936.) Cities with charters may prescribe their own vote requirements. Local elected officials are always well-advised to consult with their local agency counsel on how state law may affect the vote count.

After consulting state statutes, step number two is to check the rules of the body. If the rules of the body say that you count votes of “those present” then you treat abstentions one way. However, if the rules of the body say that you count the votes of those “present and voting,” then you treat abstentions a different way. And if the rules of the body are silent on the subject, then the general rule of thumb (and default rule) is that you count all votes that are “present and voting.”

Accordingly, under the “present and voting” system, you would **NOT** count abstention votes on the motion. Members who abstain are counted for purposes of determining quorum (they are “present”), but you treat the abstention votes on the motion as if they did not exist (they are not “voting”). On the other hand, if the rules of the body specifically say that you count votes of those “present” then you **DO** count abstention votes both in establishing the quorum and on the motion. In this event, the abstention votes act just like “no” votes.

How does this work in practice?

Here are a few examples.

Assume that a five-member city council is voting on a motion that requires a simple majority vote to pass, and assume further that the body has no specific rule on counting votes. Accordingly, the default rule kicks in and we count all votes of members that are “present and voting.” If the vote on the motion is 3-2, the motion passes. If the motion is 2-2 with one abstention, the motion fails.

Assume a five-member city council voting on a motion that requires a two-thirds majority vote to pass, and further assume that the body has no specific rule on counting votes. Again, the default rule applies. If the vote is 3-2, the motion fails for lack of a two-thirds majority. If the vote is 4-1, the motion passes with a clear two-thirds majority. A vote of three “yes,” one “no” and one “abstain” also results in passage of the motion. Once again, the abstention is counted only for the purpose of determining quorum, but on the actual vote on the motion, it is as if the abstention vote never existed — so an effective 3-1 vote is clearly a two-thirds majority vote.

Now, change the scenario slightly. Assume the same five-member city council voting on a motion that requires a two-thirds majority vote to pass, but now assume that the body **DOES** have a specific rule requiring a two-thirds vote of members “present.” Under this specific rule, we must count the members present not only for quorum but also for the motion. In this scenario, any abstention has the same force and effect as if it were a “no” vote. Accordingly, if the votes were three “yes,” one “no” and one “abstain,” then the motion fails. The abstention in this case is treated like a “no” vote and effective vote of 3-2 is not enough to pass two-thirds majority muster.

Now, exactly how does a member cast an “abstention” vote?

Any time a member votes “abstain” or says, “I abstain,” that is an abstention. However, if a member votes “present” that is also treated as an abstention (the member is essentially saying, “Count me for purposes of a quorum, but my vote on the issue is abstain.”) In fact, any manifestation of intention not to vote either “yes” or “no” on the pending motion may be treated by the chair as an abstention. If written ballots are cast, a blank or unreadable ballot is counted as an abstention as well.

Can a member vote “absent” or “count me as absent?” Interesting question. The ruling on this is up to the chair. The better approach is for the chair to count this as if the member had left his/her chair and is actually “absent.” That, of course, affects the quorum. However, the chair may also treat this as a vote to abstain, particularly if the person does not actually leave the dais.

The Motion to Reconsider

There is a special and unique motion that requires a bit of explanation all by itself; the motion to reconsider. A tenet of parliamentary procedure is finality. After vigorous discussion, debate and a vote, there must be some closure to the issue. And so, after a vote is taken, the matter is deemed closed, subject only to reopening if a proper motion to consider is made and passed.

A motion to reconsider requires a majority vote to pass like other garden-variety motions, but there are two special rules that apply only to the motion to reconsider.

First, is the matter of timing. A motion to reconsider must be made at the meeting where the item was first voted upon. A motion to reconsider made at a later time is untimely. (The body, however, can always vote to suspend the rules and, by a two-thirds majority, allow a motion to reconsider to be made at another time.)

Second, a motion to reconsider may be made only by certain members of the body. Accordingly, a motion to reconsider may be made only by a member who voted in the majority on the original motion. If such a member has a change of heart, he or she may make the motion to reconsider (any other member of the body — including a member who voted in the minority on the original motion — may second the motion). If a member who voted in the minority seeks to make the motion to reconsider, it must be ruled out of order. The purpose of this rule is finality. If a member of minority could make a motion to reconsider, then the item could be brought back to the body again and again, which would defeat the purpose of finality.

If the motion to reconsider passes, then the original matter is back before the body, and a new original motion is in order. The matter may be discussed and debated as if it were on the floor for the first time.

Courtesy and Decorum

The rules of order are meant to create an atmosphere where the members of the body and the members of the public can attend to business efficiently, fairly and with full participation. At the same time, it is up to the chair and the members of the body to maintain common courtesy and decorum. Unless the setting is very informal, it is always best for only one person at a time to have the floor, and it is always best for every speaker to be first recognized by the chair before proceeding to speak.

The chair should always ensure that debate and discussion of an agenda item focuses on the item and the policy in question, not the personalities of the members of the body. Debate on policy is healthy, debate on personalities is not. The chair has the right to cut off discussion that is too personal, is too loud, or is too crude.

Debate and discussion should be focused, but free and open. In the interest of time, the chair may, however, limit the time allotted to speakers, including members of the body.

Can a member of the body interrupt the speaker? The general rule is “no.” There are, however, exceptions. A speaker may be interrupted for the following reasons:

Privilege. The proper interruption would be, “point of privilege.” The chair would then ask the interrupter to “state your point.” Appropriate points of privilege relate to anything that would interfere with the normal comfort of the meeting. For example, the room may be too hot or too cold, or a blowing fan might interfere with a person’s ability to hear.

Order. The proper interruption would be, “point of order.” Again, the chair would ask the interrupter to “state your point.” Appropriate points of order relate to anything that would not be considered appropriate conduct of the meeting. For example, if the chair moved on to a vote on a motion that permits debate without allowing that discussion or debate.

Appeal. If the chair makes a ruling that a member of the body disagrees with, that member may appeal the ruling of the chair. If the motion is seconded, and after debate, if it passes by a simple majority vote, then the ruling of the chair is deemed reversed.

Call for orders of the day. This is simply another way of saying, “return to the agenda.” If a member believes that the body has drifted from the agreed-upon agenda, such a call may be made. It does not require a vote, and when the chair discovers that the agenda has not been followed, the chair simply reminds the body to return to the agenda item properly before them. If the chair fails to do so, the chair’s determination may be appealed.

Withdraw a motion. During debate and discussion of a motion, the maker of the motion on the floor, at any time, may interrupt a speaker to withdraw his or her motion from the floor. The motion is immediately deemed withdrawn, although the chair may ask the person who seconded the motion if he or she wishes to make the motion, and any other member may make the motion if properly recognized.

Special Notes About Public Input

The rules outlined above will help make meetings very public-friendly. But in addition, and particularly for the chair, it is wise to remember three special rules that apply to each agenda item:

Rule One: Tell the public what the body will be doing.

Rule Two: Keep the public informed while the body is doing it.

Rule Three: When the body has acted, tell the public what the body did.



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Climate Action Plan Development Board Syllabus

March 17 – Membership Appointments

- Winters City Council to appoint 5 members to CAP Development Board
- Members receive agenda for first meeting, City board/commission procedures guide, review of Rosenberg's Rules of order
- Review agenda for meeting #1

March 19 – Meeting #1: Context and Justification for a CAP + Review of Existing Resources

- Introduction to Board goals and objectives, as well as global, state, local climate policy and scientific basis
- Introduction to already existing resources (Draft CAP, strategy report, YRC toolkit)
- Complete [ethics training](#)
- Review Board procedures and Rosenberg's Rules documents
- Read Draft CAP *Executive Summary (pgs. 3-11)*

Late March/Early April – Internal Meeting/Call: Board Expectations and Logistics

- Address outstanding questions related to Board logistics, future meeting dates, ethics training guidance
- Complete [ethics training](#)
- Read Draft CAP *Community Engagement (pgs. 38-43)*
- Skim Yolo Resiliency Collaborative *Resiliency Planning Toolkit*

April 16 Meeting #2: Equity and Inclusion

- Discussion surrounding methods to increase community participation, include example strategies discussed found from joint City Council and Planning Commission meeting held in January 2020.

-Discuss desires for additions, omissions, or revisions to *Community Engagement* focus area

→ Complete [ethics training](#)

→ Read Draft CAP *Mobility* (pgs.14-21)

→ Read City of Winters *Climate Action Plan Strategy Report*

May 21 – Meeting #3 Land use, Transportation and Circulation Planning

-Discuss transportation emissions, largest sector of emissions (greatest challenge or greatest opportunity for reductions)

-Discuss desires for additions, omissions, or revisions to *Mobility* focus area

→ Read Draft CAP *Building and Infrastructure Energy* (pgs. 22-29)

→ Read Draft CAP *Water and Waste* (pgs. 36-38)

June 18 - Meeting #4 Energy, Water and Waste

-Discuss methods to engage community members, ways to encourage participation in rebate programs/incentives for efficiency upgrades

-Discuss desires for additions, omissions, or revisions to *Building and Infrastructure* and *Water and Waste* focus areas

→ Read Draft CAP *Urban Forest* (pgs. 30-35)

→ Read Draft CAP *Municipal Operations* (pgs. 44-47)

→ Revisit/Read Yolo Resiliency Collaborative *Resiliency Planning Toolkit*

July 16 – Meeting #5 Climate, Health and Resiliency

-Discuss relevance of resiliency in Climate Action Plan, include a separate component discussing resiliency/adaptation efforts?

-Discuss desires for additions, omissions, or revisions to *Urban Forest* and *Municipal Operations* focus areas

→ Review *CAP Development Board Guidelines*, propose changes or improvements for a long-standing City body

→ Prioritize a set of tasks/areas where implementation should target first

August 20 – Meeting #6 Collaboration and Commission Planning

-Review *CAP Development Board Guidelines*, propose changes or improvements for a long-standing City body

-Prioritize a set of tasks/areas where implementation should target first

**CONTEXT AND
JUSTIFICATION FOR A
CLIMATE ACTION PLAN**
**CONTEXTO Y
JUSTIFICACIÓN PARA
UN PLAN DE ACCIÓN
CLIMÁTICA**

**REVIEW OF EXISTING
RESOURCES**
**REVISIÓN DE LOS
RECURSOS EXISTENTES**

Winters Climate Action Plan Development Board Meeting
Thursday, March 19th 2020
Jueves, diecinueve de marzo de 2020



**CONTEXT AND
JUSTIFICATION FOR A
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Thursday, March 19th 2020
Jueves, diecinueve de marzo de 2020

Roll call · Pledge of Allegiance · Approval of Agenda



**CONTEXT AND
JUSTIFICATION FOR A
CLIMATE ACTION PLAN**
**CONTEXTO Y
JUSTIFICACIÓN PARA
UN PLAN DE ACCIÓN
CLIMÁTICA**

**REVIEW OF EXISTING
RESOURCES**
**REVISIÓN DE LOS
RECURSOS EXISTENTES**

Winters Climate Action Plan Development Board Meeting
Thursday, March 19th 2020
Jueves, diecinueve de marzo de 2020

Public Comments · Discussion Question



What climate issues are you worried about? What climate issues do you think affect Winters most? ¿Cuáles son las problemas sobre el climático que le hace preocuparse? ¿Cuáles son las problemas que cree más afecta Winters?



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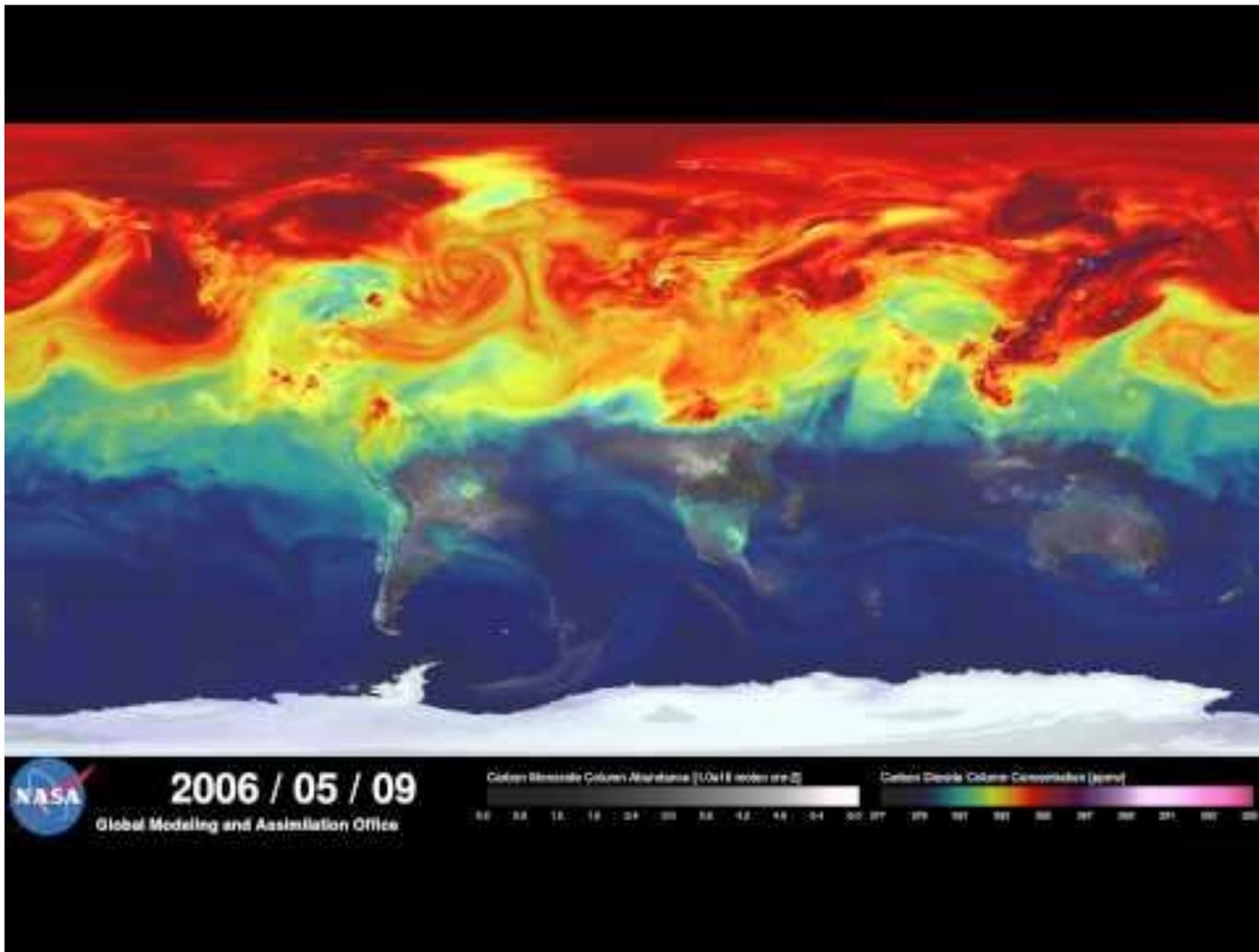
**REVIEW OF EXISTING
RESOURCES**
**REVISIÓN DE LOS
RECURSOS EXISTENTES**

Winters Climate Action Plan Development Board Meeting
Thursday, February 20th 2020
Jueves, diecinueve de marzo de 2020
Presentations - Climate Action and Adaptation Planning:
Here and Abroad



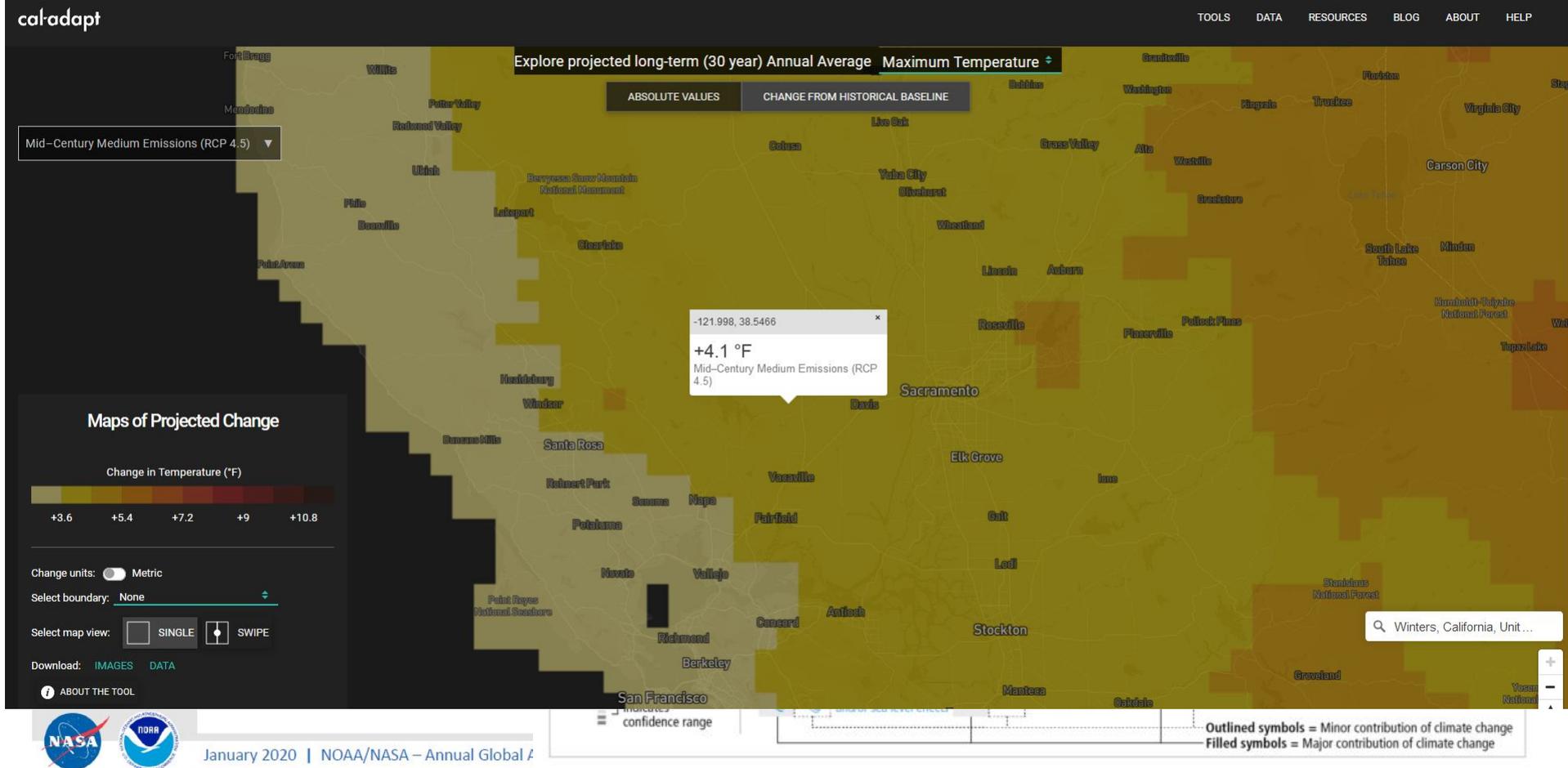
CLIMATE ACTION AND ADAPTATION
PLANNING: HERE AND ABROAD
PLANIFICACIÓN DE ACCIÓN
CLIMÁTICO: AQUÍ Y EN EL
EXTRANJERO





[NASA Video - Annual global CO2 emissions](#)

(a) Widespread impacts attributed to climate change based on the available scientific literature since the AR4



Outlined symbols = Minor contribution of climate change
Filled symbols = Major contribution of climate change

Definitions

- Mitigation/mitagación:

- Making changes to lessen the effects of future consequences

- Haciendo cambios para debilitar los efectos futuros

- Adaptation/adaptación:

- Accepting changes and being better prepared for new circumstances

- Aceptando cambios y preparando para nuevas circunstancias

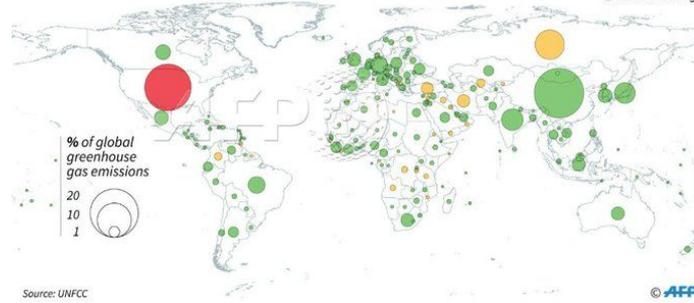
- Resiliency/resiliencia:

- Ability to survive and grow despite stressors and challenges

- Capacidad para sobrevivir y crecer aunque hay estresores y desafíos

Paris climate agreement

Country status ● has signed and ratified pact
● has signed
● is withdrawing



International Efforts

- US leaves Paris Agreement (2017)
- Paris Agreement (2015)
- IPCC 5th Assessment Report released (2014)
- European ETS established (2005)
- Kyoto Protocol (1997)
- IPCC established (1988)

California Legislation:

- SB 1035 (2018) ~Climate in safety element
- SB 32 (2016) ~2030, 2050 reduction goals
- SB 375 (2008) ~Sustainable communities
- AB 32 (2006) ~2020 reduction goals

Regional and Local Efforts

- Winters adopts Climate Action Plan (2020) (Let's make this happen!)
- Regional GHG inventory performed (2020)
- Recent update to Yolo County Climate Action Plan (2018)
- Yolo Resiliency Collaborative formed (2017)
- Winters Climate Action Plan Technical Report (2012)



- City of Winters Draft Climate Action Plan
- City of Winters Climate Action Plan Strategy Report
- Yolo Resiliency Collaborative Planning Toolbox

← Merge these 3 resources
- necesitamos combinar estos recursos

- Regional GHG inventory
- Community feedback and other components desired
- Consultant review and document analysis

← Other resources coming soon - otros recursos estan vengando pronto



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Current Draft CAP includes 6 focus areas to reduce GHG emissions:

- Contains suggested mitigation measures, some adaptation and resiliency elements
- In progress updates provides opportunity to include new approaches
- Lacking an equity component/consideration

Guide to Focus Areas

Mobility (M)

Water and Waste (W/W)

Building and Infrastructure Energy (BIE)

Community Engagement (CE)

Urban Forest and Open Space (UF/OS)

Municipal Operations (MO)

Each focus area consists of a set of objectives, supporting strategies, and suggested actions. Additional terms and definitions are provided below:

| Term | Term Definition |
|-----------|--|
| Objective | Overall goal. The primary approaches to reaching the objective. Each objective will have at |

Hay 6 áreas de concentración para reducir las emisiones de gases efecto invernadero:

- Contiene medidas de mitigación sugeridas y algunos elementos de adaptación y resiliencia
- Los actualizaciones que estamos haciendo provee la oportunidad para incluir nuevas ideas
- No hay un componente de equidad y inclusión