



PLEASANT HILL
EDUCATION COMMISSION

RULES AND PROCEDURES

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CITY OF PLEASANT HILL EDUCATION COMMISSION RULES AND PROCEDURES

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1. INTRODUCTION

Purpose

The purpose of these Rules and Procedures is to:

- ensure the orderly and efficient conduct of the Commission's meetings; and
- promote the right of citizens to have adequate notice of matters scheduled before the Commission and a fair and reasonable opportunity to appear and be heard on those matters.
- Ensure compliance with the Brown Act Open Meeting Law (Government Code section 54950)

2. OFFICERS AND DUTIES

Election of officers; Term.

At June meeting, the Commission shall elect a Chair and Vice-Chair. These officers shall serve for one year, or until their successors are elected. If a vacancy in the office of the Chair occurs, it shall be filled by the Vice-Chair, who shall serve until the next election. If a vacancy in the office of the Vice-Chair occurs, it shall be filled by election and the replacement shall serve until the next June election.

Duties of the Chair.

The Chair shall preside at all meetings of the Commission, shall decide points of order and procedure, and shall appoint committees as necessary. In addition, the Chair shall:

- Report on the Commission's activities to the City Council on an as needed basis but in no case less than once per year
- Set regular and special meeting agendas
- Be the official voice of the Commission in regard to communications of all kinds and with all constituencies
- Represent the Commission whenever and wherever necessary as it carries out its mission
- Manage the Commission's annual planning and priority setting process
- Track and report progress made in the achievement of agreed upon goals

Duties of the Vice-Chair.

The Vice-Chair shall assume the duties of the Chair whenever that person is temporarily unable to serve or when the Chair relinquishes the chair to make a motion. If the Chair and Vice-Chair are absent or unable to act, the members present shall elect a Chair Pro-tem. The Vice Chair may be asked to assume other duties as assigned by the Chair.

Duties of members.

Members of the Education Commission will each represent one school in the Pleasant Hill K-12 Feeder Pattern, reporting when necessary at Commission meetings on events, activities, achievements, and/or needs discovered through interactions with the Principal and parent-teacher association as well as involvement with the school, and communicating Commission activities to school personnel. In addition to attending all Education Commission meetings, members shall:

- Assist the City of Pleasant Hill with special projects related to education on an as needed and time available basis
- Serve on Commission committees as needed
- Individually and collectively support and carry out the Commission Mission statement
- Attend education meetings such as MDUSD board, school parent-teacher association, Parent Advisory Council, site council and others as deemed necessary by the Commission to achieve its mission

Absence from meeting.

A member who cannot attend a regularly scheduled meeting because of illness or unavoidable conflict shall give written notice to the Chair and/or the Staff Liaison by 5 p.m. the day of the meeting to avoid being considered “absent without cause.”

If a member of the commission is absent without cause from three successive regular meetings of the commission or is absent, for any cause, more than half of the scheduled meetings in any twelve (12) month period, the office becomes vacant automatically. The commission shall immediately notify the city council of the vacancy. (Section 3.15.100 (A), Municipal Code)

Recusal from voting

A Commissioner must refrain from voting if:

- the member has a financial interest in the matter; or
- the law otherwise declares the member’s participation to be a conflict of interest

Secretary.

The Secretary to the Commission is the Staff Liaison or his or her designee. The Staff Liaison shall:

- prepare and post the agenda at least 72 hours before each regular meeting
- take the attendance of Commissioners at each meeting.
- prepare the official minutes of each meeting.
- examine incoming mail for proper and timely referral and conduct all correspondence on behalf of the Commission through the Chair.

Committees

It is anticipated that the Commission will find it necessary to establish Standing Committees [standing committees continue from year-to-year and are created and disbanded by vote of the Commission] to carrying out on-going business and Ad Hoc Committees [ad hoc committees are created to carry out a specific time-bound task completed]. Ad Hoc Committees will be chaired by a Commission member but may have members that are not on the Commission.

3. GENERAL RULES FOR MEETINGS

Meetings open to the public

The Commission is subject to the Brown Act Open Meeting Law. All meetings of the Commission are open to the public.

Time and place

The regular meetings of the Commission shall be held on the fourth Wednesday of each month, at 7:00 p.m., at City Hall, 100 Gregory Lane in the City of Pleasant Hill. When a regular meeting falls on a holiday, the regular meeting will be held one week later, at the same hour and place.

Cancellation of regular meeting

The Chair, a majority of the Commission or the Vice Chair may cancel a meeting for lack of agenda items, or for lack of a quorum. (See also section 3.5, Quorum.)

Quorum

A majority of the membership constitutes a quorum for the transaction of business. If there is no quorum, the Chair or Vice Chair shall adjourn the meeting.

Minutes

The Staff Liaison to the Commission shall keep the official minutes of each meeting, which are subject to the approval of the Commission.

Regulations for public participation

Anyone may record a meeting as long as it does not constitute a disruption of proceedings. The Commission may adopt reasonable regulations for public participation, including time limits for public testimony and comment. Writings which are public records and which are distributed at a public meeting shall be made available for public inspection at the meeting if prepared by the City, or after the meeting if prepared by some other person. (Government Code §§ 54953 – 54954.3, 54957.5) (See also Section 5 below, Decorum; Public Hearing Procedures; Rules of Debate; Voting and Decision)

4. AGENDA PREPARATION; CONTENTS

Policy

The Commission will not discuss any item of business not placed on the written agenda unless: (1) the item was continued to a specific date during a prior meeting, (2) the Commission determines by a majority vote of the Commission that an emergency exists, as defined in Government Code § 54956.5, or (3) upon a determination by a two-thirds vote of the members of the Commission present at the meeting, or, if less than two-thirds of the members are present, a unanimous vote of those members present, that there is a need to take immediate action and that the need for action came to the attention of the Commission subsequent to the agenda being posted. If other matters are raised by the public under the “Public Comment” portion of the agenda, the Commissioners or staff may briefly respond and may refer the matter to staff or to a subsequent meeting. (Government Code § 54954.2)

Agenda preparation

The Staff Liaison shall prepare the written agenda in cooperation with the Chair and Vice Chair. The agenda shall contain a brief general description of each item of business to be transacted or discussed. The agenda shall specify the time and location of the meeting.

Order of business

The business of the Commission shall be taken up in the following order. Matters may be taken out of order with the consent of the Commission.

- Call to order
- Roll call
- Public comment
- Announcements/Correspondence
- Approval of Minutes
- Committee Reports
- Discussion items
- Adjournment

Agenda posting and distribution

At least 72 hours before a regular meeting, the agenda shall be posted in a location that is freely accessible to the public at City Hall. The agenda shall also be distributed to the Commissioners, the City Attorney, and to anyone who has requested a copy.

5. DECORUM

Decorum generally

The Chair and all Commission members shall preserve order and decorum at Commission meetings. Commissioners shall confine their remarks to the agenda item under consideration and speak only when recognized by the Chair, except as otherwise provided in these Rules and Procedures. Once a Commissioner is recognized, he or she shall not be interrupted unless called to order by the Chair.

Any member of the public who wishes to address the Commission shall do so through the Chair.

If a meeting is interrupted by a person or group so as to render the orderly conduct of the meeting infeasible, the Chair may recess the meeting and may require the removal of individuals who are willfully interrupting the meeting.

Rules of debate.

Robert's Rules of Order, Newly Revised. For any rule or procedure not covered by these Rules and Procedures, the Chair may rely on the most recently published edition of Robert's Rules of Order for guidance.

Rights of the Chair. The Chair may debate and vote as any other Commissioner. However, the Chair may not make a motion unless he or she relinquishes the chair to the Vice Chair. The Vice Chair will act as Chair until the vote on that motion is completed.

Floor debate. A Commissioner wishing to speak shall address the Chair, and upon recognition, shall confine himself or herself to the question under discussion. No Commissioner, once recognized, shall be interrupted unless by a call to order from the Chair. If a Commissioner is called to order, he or she shall cease speaking until the question of order is determined. Each Commissioner has a right to be heard on all items. No Commissioner shall speak more than once on a subject until every other Commissioner wishing to speak has spoken.

Voting and decision making

Commissioners shall avoid deliberating until all the testimony has been heard. This does not preclude asking questions of clarification at any time.

Motions should be clearly stated to take action on a matter. A motion is not valid until it is seconded. The Chair may state that he or she would entertain a motion. A motion which is in order shall be acted upon unless withdrawn, amended or superseded by a substitute motion. A withdrawn motion shall not be recorded in the minutes. When a motion is pending before the Commission, no person other than a Commissioner shall address the Commission without first obtaining the permission of the Chair. The motion may be restated by the Chair or by the Staff Liaison upon recognition by the Chair before calling for the vote.

Precedence of motions. When a motion is before the Commission, no other motion shall be entertained except a motion to (in order of precedence):

- adjourn, or fix the time of adjournment
- table
- recess
- call for the question (close debate and vote)
- postpone to a certain day, or to postpone indefinitely
- amend or substitute

Division of question. If a motion put before the Commission has two or more separable propositions, the Chair may, and on the request of a Commissioner shall, divide the question.

