

# City of Calistoga

## MEMO

**TO:** Calistoga Pool Advisory Committee  
**FROM:** Olivia Lemen, Recreation Manager  
**DATE:** November 8, 2012  
**SUBJECT:** CPAC Bylaws

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The question was raised at the last CPAC meeting regarding the CPAC Bylaws and who the committee directly advises. The updated bylaws are attached to this memo for review and discussion by the committee.

**ATTACHMENTS:**  
CPAC Ground Rules and Bylaws

**GROUND RULES AND BY-LAWS FOR THE  
CITY OF CALISTOGA  
CALISTOGA POOL ADVISORY COMMITTEE**

**PURPOSE**

The Calistoga Pool Advisory Committee (CPAC) shall act in an advisory capacity to the City Council in matters pertaining to the ongoing operation and maintenance of the Community Pool Facility pertaining to programming, policies with respect to recreation and use by other community groups, determine ways to generate revenue, and to help the City determine future capital expenditures, additional programming and public outreach. No decision of the Committee shall be final and binding on the City unless approved by the City Council or unless authority for the decision has been granted to the Committee by provision of City ordinance.

The powers and duties of the Calistoga Pool Advisory Committee shall consist of the following as may be modified from time to time by City Council Resolution:

- Develop annual goals to be reviewed and approved by the City Council;
- Advise in the planning, and make recommendations concerning aquatics facilities, programs, outreach, policies and other aquatics related programs for the residents of the city;
- Upon referral from the City Council, review and make recommendations on capital improvement projects for the Calistoga Community Pool Facility;
- Review and make recommendations on community services and the coordination of aquatics services at the Pool Facility and special events with other governmental and private agencies and voluntary organizations;
- Upon referral from the City Council, conduct studies and make recommendations which promote and encourage high standards and increased opportunities in aquatics offerings and activities and programs that are in the best interest of the City in accordance with the City's General Plan;
- Encourage broad citizen participation in aquatics activities and grant funded program opportunities,;
- Act as a sounding board for individuals and organizations having an interest in aquatics programming and feedback for improvement opportunities;
- Perform such other duties and functions at the City Council may from time to time direct, or otherwise appoint the committee to administer or coordinate on behalf of the City;
- Review and make recommendations to the City Council for community services funding requests as deemed necessary by staff;
- Appoint members to serve on special committees to address specific community issues as needed.

## **GROUND RULES**

### **A. THESE GROUND RULES ARE INTENDED TO DO THE FOLLOWING:**

1. To help the participants understand their roles and responsibilities, and maximize the effectiveness of their participation in the CPAC process.
2. To promote cooperation and collaboration among the representatives on the CPAC, as a way of setting a positive precedent for the community-based planning.

### **B. COMMUNICATION AND PROBLEM SOLVING**

1. Other participants will respect the personal integrity and values of each participant. This includes the avoidance of personal attacks and stereotyping. The motivations and intentions of all participants are to be assumed to be well meaning and positive.
2. Disagreements will be regarded as problems to be solved rather than as battles to be won.
3. Every participant is responsible for communicating his or her position on issues under consideration. It is incumbent upon each participant to state his or her views. Voicing these views is essential to enable meaningful dialogue and full consideration of issues discussed by the CPAC.
4. Each participant agrees to communicate with colleagues in the organizations they represent, to discuss the results of each meeting, to help provide continuity necessary to make collective decisions, and to build a lasting consensus.

### **C. INFORMATION SHARING**

1. Participants are asked to share pertinent information for items under discussion at all meetings.
2. Participants will help identify information needs that are essential to supporting the CPAC in its deliberations. These requests will be forwarded to staff with the intent of providing the CPAC with responsive technical information with which to refine its recommendations.

### **D. DEFINITION OF CONSENSUS**

1. The object of the CPAC is to reach a full consensus on issues brought to the attention of the CPAC. The term "consensus" means that all of the participants will work toward reaching agreement as a group on all major elements of their collective decisions. In the unlikely event a participant disagrees on a specific aspect of the decision making process, he or she will be asked to accede to the wishes of the majority and not oppose the overall findings. Group participants agree to work diligently toward covering the items on each meeting agenda.

2. In cases where a CPAC member is unable to attend, that representative is encouraged to communicate his or her views to another member of the CPAC. By their absence at any meeting, a participant forfeits their ability to revisit the consensual actions at that meeting.

#### **E. RATIFICATION AND SINGLE TEXT APPROACH**

1. CPAC participants will use a single text approach for all work products and items to be created and ratified at their meetings, to avoid developing competing versions of any information they develop. This "single text" approach involves each participant indicating their suggested updates to draft work products on the same version.

#### **F. RELATIONSHIP WITH THE MEDIA**

1. When discussing the consensus or planning process with the media, participants should take special care to present only their own views and not the opinions of other CPAC members. The natural tendency to discuss other people's viewpoints should be avoided.
2. CPAC participants should adopt a positive tone whenever possible in their deliberations and in contacts with the media. Whenever possible, the media should be encouraged to contact the Secretary, Chair (or Co-Chairs) and Vice Chair to discuss CPAC deliberations.
3. When the CPAC is examining, negotiating, or discussing issues, they will not make public statements prejudging the outcome. These kinds of statements can hamper constructive dialogue among participants and prevent them from reaching a consensus related to the identification and evaluation of available options.

**CITY OF CALISTOGA  
CALISTOGA POOL ADVISORY COMMITTEE  
BYLAWS**

**A. Organization and Election and Duties of Officers**

1. The Calistoga Pool Advisory Committee shall consist of five members appointed by the City Council, one of which shall hold any paid office or employment in the city government, and all of who shall reside within the boundaries of the Calistoga Joint Unified School District. The majority of the Committee members shall be residents within the City of Calistoga.
2. Two members will be appointed by the not-for-profit group Calistoga Community Pool Project; and two members the Mayor, with the approval of the City Council. Appointments shall be made at a regular City Council meeting for the two members-at-large for terms of two years; in addition a City staff person will be a member of this Committee.
3. Officers shall consist of Chair (henceforth, Chair or Co-Chairs), Vice Chair and Secretary. Officers shall hold office for one calendar year, or until their successor is elected.
4. The Chairman of the CPAC shall preserve order and decorum and shall decide questions of order.
5. The Chairman of the CPAC may second any motion and present and discuss any matter as a member of the Calistoga Pool Advisory Committee without having to step down from the Chair and shall be entitled to vote on all matters before the CPAC.
6. The Secretary shall be a City Employee, normally the Recreation Manager or his/her designee.
7. The Secretary shall be responsible for the preparation of the CPAC minutes and shall assure that all official actions or decisions by the CPAC shall be recorded within the minutes.
8. The City Attorney of the City of Calistoga shall be the legal counsel to the CPAC.

**B. Meeting Place, Time and Attendance**

1. The Calistoga Pool Advisory Committee shall, by record vote, set a time for regular meetings which shall be held at least once every four months.
2. The Chair or the Secretary may call a special meeting as deemed necessary, provided proper notice can be given.

**C. Conflicts of Interest, Compensation and Responsibilities of Committee Members**

1. CPAC members shall serve the City of Calistoga as a whole, shall represent no special groups or interest, and shall publicly state when they have financial interest in a matter before the CPAC and therefore disqualify themselves. All CPAC members shall adhere to the City's adopted Ethics policy.
2. Any CPAC member abstaining due to a conflict of interest must announce his or her abstention, indicate the nature of the conflict, and refrain from involvement after the item is introduced. Conflict of interest is defined as a financial interest, close proximity of home or business to the subject property, membership in a class under discussion, or other reasons as defined by Conflict of Interest Laws. Each Committee Member shall consult with the Secretary and/or legal counsel if a conflict is possible but not certain.
3. Members of the CPAC shall serve without compensation, as such, for their services but may receive reimbursement for necessary traveling and other expenses incurred on official duty when such expenditures have received prior authorization by the Recreation Manager or his/her designee.
4. Prior to accepting appointment, potential CPAC members shall commit to attending a minimum of seventy-five percent (75%) of CPAC meetings annually and miss no more than two meetings in a row without an excused absence.
5. If a CPAC member misses more than twenty-five percent (25%) of meetings in a year or has more than two unexcused absences in a row, the Chair and/or Secretary shall discuss with that member his or her desire to continue to serve on the CPAC. If there is no satisfactory resolution, the Secretary shall report the situation to the City Council for resolution.
6. Members who expect to be absent from a scheduled meeting shall notify the Secretary at the earliest opportunity. The Secretary shall notify the Chair in the event the projected absences will provide a lack of quorum.
7. Any meeting of the CPAC may be cancelled in advance by a majority vote of the CPAC. The Chair and/or Secretary may cancel a meeting in the case of an emergency or when a majority of members are unavailable to attend a meeting.

**D. Quorum and Voting**

1. A majority of the CPAC members entitled to vote shall constitute a quorum. No business may be transacted at a regular or special meeting unless a quorum of the membership is present.
2. Except where otherwise required by law, actions by the CPAC shall be by a majority of the quorum of the CPAC present when action is taken.
3. Voting will be by verbal vote. Each member present at the meeting when a question comes up for a vote shall vote for or against the measure unless disqualified from voting and he/she abstains because of such disqualification.

4. If a member is required to abstain from voting due to prohibitions of State law, such member must also leave the room during any deliberation of the matter. When these circumstances exist, that member will state the reason for abstention and such reason will be noted in the minutes.

E. *Conduct of Meetings*

1. All meetings, including “informal” or “study” sessions of the CPAC will be open and public and all persons desiring to attend shall be permitted to attend any meeting.
2. Each speaker appearing before the Committee will be requested to:
  - Be recognized by the Chair
  - State the speaker’s name and address if speaking as a resident, or identify the property or organization represented.
  - Make the presentation at the speaker’s stand, unless maps or other visual presentation requires standing elsewhere.
  - Address the CPAC through the Chair. There shall be no direct communication with other members, any staff member or any other individual except as recognized and authorized by the Chair.
3. The CPAC may, either at the beginning of a hearing or pursuant to a motion to limit debate, place time limits on speakers.
4. Robert’s Rules of Order, revised, are adopted for governing the CPAC in all cases to which they may apply, and in which they are not inconsistent with the Civil Code.

F. *Policy*

1. All matters of policy not covered by law shall be adopted by resolution and, when so adopted, shall be considered official policy of the CPAC.

G. *Reports to the City Council or Planning Commission*

1. The Chair of the CPAC or the designated representative may, by appropriate correspondence or personal appearance, be solely responsible to provide amplifying information to the City Council or Planning Commission.

I. *Amending the Bylaws*

1. These Bylaws may be amended at any regular or special meeting of the CPAC, provided that notice of said proposed amendment is given to each voting member at least five days prior to said meeting and be effective the next regular meeting.