

CITY OF CALISTOGA
GREEN COMMITTEE RULES OF PROCEDURE
October 2021

I. PURPOSE AND INTENT

These by-laws set forth the procedural rules for the conduct of Committee meetings.

II. ORGANIZATION AND ELECTION OF OFFICERS

- A. At its first meeting in the calendar year, the members of the Committee shall elect a Chair and Vice Chair from among its members. The term of office of the Chair and Vice Chair shall be one year. A Committee Member may serve more than one consecutive term as Chair or Vice Chair. Nothing shall prevent the Committee from removing and replacing the Chair or Vice Chair at any time during their respective terms, provided that the item is properly noticed on the agenda of the meeting.
- B. A vacancy in the office of Chair or Vice Chair shall be filled for the remainder of the un-expired term by election at the next meeting provided the election has been noticed on the agenda.
- C. A majority of the total membership of the Committee present at the meeting shall constitute a quorum for the transaction of business. Where there is not a quorum present, no actions may be taken during the meeting. Any decision of the Committee shall require a vote of the majority of the Committee present and qualified to vote.
- D. The Committee may from time to time establish either standing or ad hoc subcommittees consisting of any number less than a quorum of its membership for the purposes of studying a specific area of concern.
- E. Committee members may not represent that their opinions or actions given or taken outside of the Green Committee are given or done on behalf of the Green Committee unless the Green Committee has voted to approve such representation or action.

III. DUTIES OF THE CHAIR AND VICE CHAIR

The Committee shall elect from its membership a Chair, who shall preside over Committee meetings. The Committee shall also elect a Vice Chair, who shall preside in the absence of the Chair. The Chair and Vice Chair are referred to herein as the "presiding officer." The Chair shall have the following powers to:

- 1. Work with City staff to prepare meeting agendas
- 2. Call to order the Committee meeting and to conduct the order of business as set forth in the agenda

3. Adjust the agenda, if needed, at the time of the meeting with the approval of the Committee
4. Rule motions in or out of order
5. Determine whether a speaker from the audience has exceeded his or her time or is otherwise out of order
6. Maintain decorum

IV. MEETINGS

- A. The Committee shall conduct its business in accordance with the City of Calistoga Municipal Code, these by-laws, the Ralph M. Brown Act (Government Code Section 54950 et seq.) and the Code of Conduct adopted by the City Council, if any.
- B. The Committee shall hold regular meetings monthly, except that no meeting shall be held on a legal holiday. The Committee shall set the regular meeting time. Regular meetings shall be held at the City of Calistoga City Hall or at the Calistoga Community Center, or via Zoom under AB 361.
- C. If a member of the Green Committee is absent from three (3) successive regular meetings, or four (4) regular meetings total in any twelve-month period, the office of such member shall be vacated and the Chair shall immediately notify the Secretary who shall notify the City Council that said office is vacant. Upon such notification, a successor for the remainder of the term of such member shall be appointed as provided by the City of Calistoga Municipal Code.
- D. Special meetings may be called at any time by the Chair or by a majority of the Committee, by delivering written notice to each Committee Member and by posting the notice in the designated posting locations. Such notice must be received at least twenty-four (24) hours before the time of such meeting as specified in the notice. The notice shall specify the time and place of the special meeting and the business to be transacted, and no other business shall be transacted at that meeting other than that contained in the notice.
- E. Items may be added to the agenda by staff or the Chair. If other members have items that they would like to add to the agenda, they should send those requests to staff or the Chair or raise them at a preceding meeting.

V. AMENDMENTS TO THE RULES OF PROCEDURE

These by-laws may be amended by submitting a proposed amendment for review and approval by the Committee.