

**GROUNDRULES AND BY-LAWS FOR THE
CITY OF CALISTOGA
COMMUNITY RESOURCES COMMISSION**

PURPOSE

The Community Resources Commission (CRC) shall act in an advisory capacity to the Planning Commission and City Council in matters pertaining to development/rehabilitation of parks and recreation facilities, recreation and youth services, senior citizen and human services, cultural arts services, neighborhood improvement, grants or other funding, and other matters as may be referred to the Commission by the City Council from time to time. No decision of the Commission 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 Commission by provision of City ordinance.

The powers and duties of the Community Resources Commission 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 city recreational facilities, programs, human services, youth and adult recreation services, senior citizen activities, cultural arts, historical preservation, communication and technology, emergency preparedness, environmental issues, and other related programs for the residents of the city;
- Upon referral from the City Council, review and make recommendations on capital improvement programs;
- Review and make recommendations on parks and community services and the coordination of community services and special events with other governmental and private agencies and voluntary organizations;
- Upon referral from the City Council, review and recommend the acquisition, development, beautification and maintenance of park and recreation facilities in the City;
- Upon referral from the City Council, conduct studies and make recommendations which promote and encourage high standards and increased opportunities in community service 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 community service activities, grant funded programs, parks, recreation, human services, youth and senior citizens and cultural arts;
- Upon referral from the City Council, review plans and programs relating to the conservation of Open Space Element of the City's General Plan and make recommendations to the City Council;
- Upon referral from the City Council, study services as they affect the welfare of youth and senior citizens within the City, and assist with the promotion of youth and senior citizen services within the City;
- Act as a sounding board for individuals and organizations having an interest in neighborhood improvement, youth and senior citizen affairs, park and recreation programs, human services and cultural arts;
- Upon referral from the City Council, initiate planning for future parks and facilities, as well as determine means of improving the areas, programs, and facilities;

- Perform such other duties and functions at the City Council may from time to time direct, or otherwise appoint the commission 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 CRC process.
2. To promote cooperation and collaboration among the representatives on the CRC, 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 CRC.
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 CRC in its deliberations. These requests will be forwarded to staff with the intent of providing the CRC with responsive technical information with which to refine its recommendations.

D. DEFINITION OF CONSENSUS

1. The object of the CRC is to reach a full consensus on issues brought to the attention of the CRC. 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 CRC member is unable to attend, that representative is encouraged to communicate his or her views to another member of the CRC. 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. CRC 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 CRC members. The natural tendency to discuss other people's viewpoints should be avoided.
2. CRC 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 CRC deliberations.
3. When the CRC 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.

BYLAWS

A. Organization and Election and Duties of Officers

1. The Community Resources Commission shall consist of seven members appointed by the City Council, none of whom 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 Commission members shall be residents within the City of Calistoga.
2. At least two members of the CRC shall be Calistoga High School students; at least one member shall be, by training or life experience, able to represent senior issues; at least one member shall be, by ethnic background, training or life experience, able to represent Hispanic community issues; at least one member shall be a licensed design professional such as a Landscape Architect, Architect, or Civil Engineer; and the balance of the membership shall be at large.
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 CRC shall preserve order and decorum and shall decide questions of order.
5. The Chairman of the CRC may second any motion and present and discuss any matter as a member of the Community Resources Commission without having to step down from the Chair and shall be entitled to vote on all matters before the CRC.
6. The Secretary shall be a City Employee, normally the Chief of Police or his/her designee.
7. The Secretary shall be responsible for the preparation of the CRC minutes and shall assure that all official actions or decisions by the CRC shall be recorded within the minutes.
8. The City Attorney of the City of Calistoga shall be the legal counsel to the CRC.

B. Meeting Place, Time and Attendance

1. The Calistoga Resources Commission shall, by record vote, set a time for regular meetings which shall be held at least once each month
2. The Chair or the Secretary may call a special meeting as deemed necessary, provided proper notice can be given.

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

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

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83 **D. Quorum and Voting**

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

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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 CRC will be open and public and all persons desiring to attend shall be permitted to attend any meeting.
2. Each speaker appearing before the Commission 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 CRC 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 CRC 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 CRC 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 CRC.

G. Reports to the City Council or Planning Commission

1. The Chair of the CRC 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 CRC, 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.