

**CITY OF ROSEVILLE
MULTI-HAZARD MITIGATION PLAN
STEERING COMMITTEE
MEETING PROCEDURES**

September 21, 2004

1. PURPOSE

1.1 Role of Committee

- a. The role of the Steering Committee is to provide guidance to the City's Technical staff during the preparation and public review of the City's Multi-Hazard Mitigation Plan. The Committee will provide guidance and leadership, oversee the planning process, and act as the point of contact for all stakeholders and the various interest groups in the City.
- b. Members will also seek to keep the public and the Committee member employers/representative agencies informed about the Plan. Development of a public involvement strategy will be an initial task performed by the Committee and public involvement will be a key priority throughout the process.

1.2 Membership of Committee

- a. The membership of the Committee was selected to provide a various views and expertise to enhance the planning effort and build support for hazard mitigation.

2. MEETINGS

2.1 Meeting Dates

- a. The regular meetings of the Multi-Hazard Mitigation Steering Committee shall be on the third Tuesday of the of the month through March 2005, with the exception of those months, when, by consensus, the Committee modifies the schedule to meet as needed.
- b. Additional Committee meetings may be scheduled at the direction of a quorum of the Committee members.

2.2 Meeting Locations

- a. All meetings will be held within the City of Roseville city limits.

2.3 Quorum

- a. Nine (9) Committee members present and qualified to act shall be a quorum for the transaction of business at Committee meetings.
- b. Following the call to order, a majority of those present and qualified to act, shall be required for the transaction of business.
- c. In the absence of a quorum which is not known prior to the scheduled meeting, a lesser number may adjourn the meeting or postpone any business to a later date and time, provided that fifteen (15) minutes shall have elapsed after the hour, set for such meeting.

- d. If a lack of a quorum is known prior to the scheduled meeting, a notice shall be posted at the entrance of the meeting location stating that the meeting has been canceled due to a lack of a quorum and continued to a certain date.

3. ATTENDANCE POLICY

- 3.1 Any Committee member who is absent from two (2) consecutive, meetings shall forfeit his/her seat on the committee. The Committee will notify the member in writing to confirm interest and will seek to replace the member.
- 3.2 Committee members may designate an alternate to attend in the event the Committee member has a conflict. The alternate will have full voting privileges and all other rights and duties assigned to the Committee member. Alternates are encouraged to attend the Committee members at which the appointed member is present, but are not required to do so. In the event both the member and alternate are present and a vote is required for Committee business, only the full member will vote.

4. THE CHAIR/PRESIDING OFFICER

- 4.1 The Chair is the Presiding Officer of the meeting.
 - a. In the absence of the Chair, the Vice-Chair shall be the Presiding Officer of the meeting.
 - b. In the absence of the Chair and Vice-Chair, a quorum of the Committee shall select an Acting Chair to be the Presiding Officer of the meeting.
 - c. Upon the arrival of the Chair or Vice-Chair, the Acting Chair shall relinquish the chair immediately upon the conclusion of the item of business before the Committee.
- 4.2 The Chair and Vice-Chair shall be selected by the members of the Committee and shall immediately assume their positions.
- 4.3 The Presiding Officer shall preserve order at all meetings of the Committee.
 - a. The Presiding Officer shall decide all questions of order without debate, subject to advice from the City staff.
 - b. The Presiding Officer may set a time limit for each side of an issue and will ensure that agendas are followed and the meetings end on time. The Presiding Officer will also allow all members to be heard during discussions and moderate discussions between members with differing points of view.
 - c. The Presiding Officer of the Committee shall not make any motion, but may second a motion and vote.
 - d. The Presiding Officer shall have the right to debate a subject only to such limitations of debate as are imposed on all members and shall not be deprived of any of the rights or privileges of a Committee member by occupying the Chair.

5. STANDARDS OF DECORUM

- 5.1 Committee members must preserve order and decorum while the committee is in session. No member shall, either by conversation or otherwise, delay or interrupt the proceedings or the peace of the Committee; disturb any member while speaking; or refuse to obey the orders of the Committee or its Presiding Officer.

6. CONDUCT OF BUSINESS

- 6.1 Call to order and roll call
- a. The Presiding Officer shall take the chair precisely at the hour appointed for the meeting, shall immediately call the Committee to order, and
 - b. A roll call of Committee members present shall be performed immediately following the call to order.
- 6.2 Agenda
- a. At least 72 hours prior to a meeting, an agenda must be posted indicating the date, time, and place of the meeting.
 - b. The agenda shall give a brief general description of each item to be transacted or discussed at the meeting.
- 6.3 Minutes
- a. Before proceeding with the business of the Committee, the roll of the members shall be entered in the minutes.
 - b. The minutes shall also include the topics of Committee discussion, consensus and actions taken.
 - c. The minutes shall be listed on an agenda for Committee approval and copies shall be forwarded to the City Clerk for distribution and to the City Council members as information.
 - d. Minutes may be approved without reading if they are provided to the Committee members prior to the meeting.

7. ORDER OF BUSINESS

- 7.1 The order of business shall follow the agenda.
- 7.2 The Order of business may be changed by the Presiding Office or by a consensus of the Committee.

8. PUBLIC COMMENTS ON LISTED AGENDA ITEMS

- 8.1 The order of presentations of an agenda item shall be the following:
 - a. Introduction of agenda item by Presiding Officer
 - b. Presentation by staff
 - c. Presiding Officer opens Public Comments by public
 - d. Presiding Officer closes Public Comments by public
 - e. Committee discussion
 - f. Committee action
- 8.2 The public may comment on any item on the agenda at the time the agenda item is being considered by the Committee.
- 8.3 Committee members may ask questions of staff or any member of the public who testifies prior to the close of public comments on an agenda item. Committee members shall refrain from asking questions of the public after public comments for an agenda item is closed.
- 8.4 Committee members shall not express opinions, or indicate the manner in which they intend to vote, until after the Presiding Officer has closed the public comments on an agenda item and Committee discussion has begun.
- 8.5 After the public comment period on an agenda item is closed but prior to Committee action on the item, the public comment period may be reopened to receive additional testimony only after public notice, even if the item is to be reopened for additional testimony at the same meeting.

9. PUBLIC COMMENTS ON NON-LISTED AGENDA ITEMS

- 9.1 Public Comments is intended to allow the public to address the Committee on matters not listed on the agenda.
 - a. A speaker shall limit their time to three (3) minutes, unless the Presiding Officer extends such time.
 - b. The Presiding Officer shall not permit the public to address items that are listed elsewhere on the agenda.
- 9.2 Committee members shall not engage in debate regarding, or take any action on, any matter brought to their attention that is not listed on the agenda, except to refer the matter to staff or to determine that the matter should be included on a future agenda for debate and action.

10. PLANNING TEAM/REPORTS/COMMENTS

- 10.1 The Planning Team for this project includes City of Roseville personnel from the City Manager's Office, Planning Department and Engineering Division. Tetra Tech, Inc. and Greenhorne & O'Mara, Inc will provide contract consultant assistance. The Planning Team will schedule

meetings, distribute agendas, prepare information/presentations for the Committee meetings, prepare the minutes and generally facilitate the Committee's activities.

- 10.2 The committee may request information from staff to the extent that the information is in a readily accessible form (published, report, etc) or the information is related to work that is identified in the work program budget.
- 10.3 The Committee shall not report on or discuss any matter, which may require future Committee action.

11. VOTING

11.1 Majority Vote

- a. Except where provided by law, all business requiring approval of the Committee shall be carried by a majority vote of all Committee members who are present and qualified to act.
- b. Prior to any Committee action, all members shall have the right to speak to the matter being discussed and present their opinions.
- c. No business requiring approval of the Committee shall be carried by the affirmative vote of less than seven (7) Committee members.

11.2 Abstention

- a. An abstention shall be where a Committee member, although qualified to vote on a motion chooses not to register his or her vote, and instead casts no vote whatsoever.
- b. An abstention constitutes a "yes" vote on the motion then pending.

11.3 Conflict of Interest

- a. No Committee member shall make, participate in making, or in any way attempt to use his or her position to influence a decision on any issue when prohibited from doing so by the Political Reform Act of 1974, as amended.
- b. A Committee member shall, when the item is called, declare that a Conflict of Interest exists, what the Conflict of Interest is, and remove himself or herself from the room during the discussion.
- c. The Committee member's removal shall be noted on the record and the Committee member's return when the item is concluded shall also be noted.