

GENERAL PLAN 2040 STEERING COMMITTEE BYLAWS¹

A. ORGANIZATION AND MEMBERSHIP

The San Rafael General Plan 2040 Steering Committee (“Committee”) has been created to provide guidance, oversight, and direction in the update of San Rafael’s General Plan. The Committee will be a sounding board for policies, actions, and priorities throughout the planning process.

Committee members must either reside in the San Rafael Planning Area or own/operate a business in San Rafael to be eligible to serve. If a member is representing a specific group or organization, a written endorsement from that organization is required.

The Committee shall be comprised of 23 “primary” members. Thirteen of the members shall represent the following organizations, with one member from each organization selected:

- City Council
- Planning Commission
- Design Review Board
- Parks and Recreation Commission
- Citizens Advisory Committee on Economic Development and Affordable Housing
- Bicycle and Pedestrian Advisory Committee
- Pickleweed Advisory Board
- Climate Change Action Plan Committee
- Federation of San Rafael Neighborhoods
- Chamber of Commerce
- East San Rafael Working Group
- Point San Pedro Coalition
- Gallinas Creek Watershed Council

Seven of the members shall serve as advocates for specific topics or areas including:

- Youth
- Seniors
- Homelessness
- Housing
- Environment
- Cultural/ Historic Resources
- North San Rafael resident

Three members shall serve at large.

¹ Includes technical corrections for internal consistency made following City Council action on December 4, 2017.

B. ALTERNATES

With the exception of the “at large” seats, each “primary” member of the Committee shall have an “alternate” who may serve in the event the member will be absent at a meeting or leaves the Committee prior to the end of the General Plan Update. In the latter instance, the alternate will become the representative and a new alternate may be appointed. In the case of the “at large” seats, two individuals shall serve as the “alternates” for all three seats, rotating in their attendance if called on to participate.

C. APPOINTMENT

The Council shall formally appoint all Committee members through a vote. In the event of a future vacancy, alternates may replace primary members without a Council vote. However, the designation of replacement alternates shall require a Council vote.

D. LIMITATIONS

The Committee shall serve the Planning Commission and City Council in an advisory capacity only. It shall have no authority to take actions that bind the Planning Commission or City Council. Members of the Committee may be dismissed from the Committee by the Council at any time.

E. TERMS

Members shall serve until General Plan 2040 and its associated CEQA documents are completed and adopted by the San Rafael City Council. However, monthly Committee meetings are expected to conclude upon publication of the Draft Plan, several months prior to adoption.

F. REPRESENTATION

To the extent possible, members of the Committee who have been appointed to represent a particular organization should represent the perspective of their organizations and associated constituents, rather than their personal viewpoints. Members will be responsible for periodically reporting back to their organizations on the Committee’s discussions.

G. ABSENCES

A commitment to participate in the process is important for continuity and progress. At the same time, it is recognized that Committee members may have occasional schedule conflicts, illnesses, vacations, and other circumstances that require that they miss a meeting. Members should notify the City’s Project Manager and their designated alternate at least 24 hours prior to meeting time in the event they will be absent and will be noted as “excused” in such instances. In the event a member has three consecutive unexcused absences, or six

consecutive excused absences, they may be removed from the Committee and replaced by the alternate at staff's discretion.

H. SUBCOMMITTEES

Formal, standing subcommittees of the Steering Committee are not proposed. However, in the event a particular issue or topic requires focused consideration, the Committee may create an ad hoc group comprised of several members and alternates to address the issue. Such groups may meet on an as-needed basis, with no quorum requirement. Under no circumstance may a subcommittee consist of a majority of Committee members.

I. QUORUM

A quorum of the Steering Committee shall be 12 people. Alternates may be counted toward the quorum requirement only if the primary member is absent and the formally designated alternate is present to serve in their place.

J. SELECTION OF OFFICERS

The Committee shall have a Chair and Vice Chair, with the selection made by a majority vote at the first meeting. The Chair shall preside at all meetings and shall represent the Committee before the City Council. In the absence of the Chair at a Committee meeting, the Vice Chair shall assume the duties of the Chair. In the event both the Chair and Vice Chair are absent, the Committee may appoint an acting chair from among the members present. Staff shall act as Secretary and shall take notes of Committee Proceedings.

The Committee may elect to rotate the Chair and Vice Chair positions over the course of the project, in order to provide multiple members with the opportunity to serve in that capacity. For continuity, such rotations should be a minimum of six months in duration.

K. BROWN ACT COMPLIANCE

Meetings shall be subject to the Brown Act, which sets standards for the conduct of public meetings, public access, and noticing requirements. The Brown Act also imposes certain limitations on how and when Committee members may communicate with one another. Steering Committee members will be advised of the basic requirements of the Brown Act as part of their orientation, and may be removed from the Committee if they violate the terms of the Act.

L. FORM 700

Primary members of the Committee (23 members) will be required to complete a statement of economic interest (Form 700) as required by the California Fair Political Practices Act. The Form should be filed with the City Clerk and is a public record. Alternates are not required to complete Form 700. Members of the Committee who have already completed Form 700 in their capacity as a City Commissioner, Councilmember, or Board Member do not need to complete the form a second time.

K. AGENDAS AND SUMMARIES

An agenda shall be prepared for each meeting. Agendas and related attachments will be sent electronically to Committee members at least 72 hours prior to the meeting time. Agendas will also be posted to the project website (www.sanrafael2040.org) 72 hours prior to the meeting time. Committee members may suggest items to be included on upcoming meeting agendas.

A Meeting Summary will be prepared following each meeting. The Summary will be included as an attachment to the agenda packet for the next month's meeting.

L. VOTING

The Committee will strive to reach consensus on policies and proposals. If a consensus cannot be reached, recommendations may be made by a simple majority vote called by the Chair. Alternative perspectives (e.g., minority positions) shall be documented in the Meeting Summary when appropriate.

M. CONFLICTS OF INTEREST

Members shall recuse themselves from discussion and any voting action in the event of a potential conflict of interest on a topic being addressed by the Committee.

N. MEETING TIMES, LOCATION, AND PROTOCOL

Regular meetings shall be held on the second Wednesday of each month. Meetings shall start at 6 PM and end no later than 9 PM. End times may be extended by a majority vote of the Committee when meetings are in session. At the discretion of staff, special meetings may be convened at other times, including weekends. Special meetings may include bus tours, field visits, and similar activities that are difficult to convene during evening hours.

Meetings shall generally be held in large multi-purpose rooms with sufficient capacity for Committee members and the public. Members of the public are encouraged to attend Committee meetings, but may not participate in Committee discussions unless specifically noted on the Agenda or authorized by the Chair. All meetings shall include dedicated agenda

time for public comment. The Committee Chair has the discretion to limit the time available for each speaker based on the number of speakers present and the length of the agenda.

O. MEDIA

In the event Committee members speak to the media, they are encouraged to provide accurate, factual information and shall refrain from engaging in speculation, advocacy for a particular position, or speaking on behalf of other Committee members unless authorized by the Committee to do so. Staff will facilitate communication with the media and will assist Committee members in doing so if desired.

P. PARTICIPATION OF ALTERNATES IN MEETINGS

Alternates are encouraged to attend Committee meetings but are not required to be present. When an alternate and primary member are both present, the alternate shall be seated in the audience and shall not participate in the Committee’s deliberations unless specifically called on to do so by the Chair. Alternates may participate in the public comment period. When the primary member is not present, the alternate shall assume the role of that member in the Committee’s deliberations and be seated with other primary members.

Q. BOARD AND COMMISSIONER TERM-OUTS

In the event a Committee member representing a City Board or Commission ceases to be a member of that Board or Commission during the course of the General Plan Update, that member may serve on the Committee in a “holdover” capacity for a period not to exceed three months from the end of their Board or Commission term. Following the holdover period, the Committee member shall resign their seat, and the designated alternate shall represent the associated Board or Commission as a full member. A new alternate shall be designated by vote of the City Board or Commission during the holdover period.

At its discretion, a Board or Commission may vote to allow a termed out member to continue to represent them on the General Plan Steering Committee for the duration of the project. In such instances, the termed out member shall report back to the Board or Commission at least once every three months to provide an update on the General Plan and relevant issues.

R. RELATIONSHIP TO COMMUNITY ENGAGEMENT PROGRAM

The Steering Committee is an essential part of the General Plan 2040 Community Engagement Strategy, but it is not the only part. The Committee is part of a broader outreach program that includes community meetings, stakeholder meetings, Board and Commission meetings, direct interviews, and on-line engagement. The City will balance input from the Steering Committee with these other sources to ensure that the process is as fair and inclusive as possible.

S. ROLE OF COMMITTEE MEMBERS

The City expects Committee members to:

- Become familiar with the issues surrounding the General Plan and the future of San Rafael
- Attend and participate in approximately 20 to 24 Committee meetings
- Review agenda packet materials in advance of Committee meetings
- Keep the interest of the entire community in mind, even when representing a particular organization or advocacy group
- Keep stakeholder groups informed of the progress of the Update program
- Serve as ambassadors to the community and encourage participation in the General Plan process by the public, including attendance at community workshops, town hall meetings, exhibits, and focus group discussions
- Work collaboratively and in good faith with fellow committee members, keeping an open mind, being respectful, and listening to other perspectives and viewpoints
- Stay focused on the task at hand and refrain from distracting others through side conversations and commentary that is unrelated from the agenda topics
- Be succinct in their comments in order to allow others to share their thoughts and opinions
- Provide constructive feedback to staff and consultants on process issues and work products throughout the update process
- Make recommendations to the Planning Commission and/or City Council on issues at key milestones

Staff and consultants will play a supporting role at each meeting and will provide discussion points, presentations, and background material. Staff and consultants will also serve as information resources at each meeting and will help guide and focus the discussion of key issues.