



CITY OF MILPITAS

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Mayor & Council
Milpitas City Council
455 E. Calaveras Blvd.
Milpitas, CA 95035

Mayor Esteves, Council Liaison Montano and Council Members:

As Chairs of the Economic Development and Sister Cities Commissions we recommend a collaboration that will support facilitation of economic development aspects of current and future sister city relationships.

Actively pursuing business interests between Milpitas and its current and potential future sister cities was reviewed at the Sister Cities Commission's April 25 meeting with the participation of Economic Development Commission Chair Peoples. We then decided to discuss this matter further with the EDC at its May 13 meeting.

The outcome of our conversations is that the EDC is best equipped to lead elements involving business interests between Milpitas and its sister cities. We believe a change to the By-laws of the EDC is needed to add this responsibility. The SCC also reviewed its By-laws and Criteria for Sister City Relationships (posted on the SCC webpage). It was determined that the SCC's By-laws accurately reflect the work areas of the commission.

Please contact us should there be any questions.

Sincerely,

Don Peoples, Chair
Economic Development Commission

Dennis Grilli, Chair
Sister Cities Commission

cc: Economic and Sister Cities Commission Members

CITY OF MILPITAS
ECONOMIC DEVELOPMENT COMMISSION

BYLAWS

This Economic Development Commission was established by the Milpitas City Council on February 18, 2003.

Section 1. Purpose

The purpose of the Economic Development Commission is to advise the City Council on business issues and to design, develop, and implement a comprehensive economic development program for the City of Milpitas.

Section 2. Membership

The Economic Development Commission is composed of eleven (11) regular members and two (2) alternate members appointed by the Mayor and approved by the City Council. Commission members and alternates need not be Milpitas residents, but must represent a business located in Milpitas. The Commission shall be comprised of one representative from each of the following organizations and areas:

Chamber of Commerce
Milpitas Unified School District
Technology
Restaurants

Residential Real Estate
Commercial Real Estate
Hotels/Accommodations

And two representatives from each of the following organizations and areas:

Retail Business
Resident

In addition, the City Council may appoint a Council liaison to serve on the Milpitas Economic Development Commission in a non-voting capacity.

Section 3. Term of Office and Removal

The term of office for the Economic Development Commission members will be three years, or until reappointed or a successor is appointed. The term of office for alternates is two years or until reappointed or a successor is appointed. Members and alternates are expected to attend all meetings. When any member or alternate has three or more unexcused absences in a 12-month period, the Commission shall forward this information to the City Council for review and possible removal of the member or alternate from the Commission. Any member or alternate of the Economic Development Commission may be removed from office by a majority vote of the City Council at a regularly scheduled Council meeting.

Members and alternates may apply for reappointment by submitting a letter or email of interest to the Mayor with a copy to the Commission Chair one month prior to the

expiration of his/her term of office. Any member or alternate of the Commission who wishes to resign should submit a letter of resignation or email to the Mayor with a copy to the Commission Chair.

Section 4. Vacancies

Vacancies will be filled for the unexpired portion of the term in the same manner as the original appointment.

Section 5 Officers

A Chair and Vice Chair will be selected annually at the first meeting of the calendar year from the appointed members for a term of one year. The Chair will call for meetings and preside over all sessions. In the absence of the Chair, the Vice Chair will preside. In the absence of both the Chair and Vice Chair, the member with the longest continuous service on the Commission will preside.

Section 6. Meetings

The Economic Development Commission shall hold regular meetings on the 2nd Monday of each month, at 6:00 p.m. The Commission shall not meet during the months of July and December. All meetings shall be open to the public. Should a scheduled meeting occur on a holiday, said meeting will be deferred to the same day of the following week or to a date agreed upon by a majority of the Commission. Special meetings of the Economic Development Commission may be called by a majority of the members, Chair, or City Council. Notice of any special meeting shall be given as required by law. Except as otherwise provided by these Bylaws, the Commission will follow the latest edition of Robert's Rules of Order for the orderly conduct of meetings.

Section 7. Quorum

Any five (5) members of the Commission shall constitute a quorum for the transaction of business.

Section 8. Voting and Seating of Alternates

Voting authority is extended to nine regular members. An alternate member shall vote only if seated in the absence of a regular member. In the event that a regular member is absent, alternate members shall be seated in order of their alternate position. If a member arrives after an alternate has been seated, the alternate shall remain as the voting member until the end of the meeting.

Section 9. Duties of Commission to be Advisory Only

It is intended that the Economic Development Commission shall be an advisory body to the City Council. Nothing herein contained shall be construed as a limitation on the power of the City Council or the administrative staff of the City in their supervision or authority over property or personnel under their jurisdictions.

Section 10. Assistance of Staff

The City Manager of the City of Milpitas shall provide the Economic Development Commission with such information and staff assistance as the Economic Development Commission may from time to time request subject to the limitations imposed by the City Council. The staff member designated by the City Manager shall attend meetings of the Economic Development Commission and submit such reports as said Economic Development Commission may request and as deemed necessary or desirable, subject to limitations imposed by the City Council.

Section 11. Amendments

These By-laws and operating procedures may be amended by simple majority of those voting at any legal Economic Development Commission meeting, subject to approval by City Council.

PASSED AND ADOPTED by the Milpitas Economic Development Commission, the 9th day of June, 2003.

PASSED AND ADOPTED by the Milpitas City Council on the 19th day of August, 2003.

PASSED AND ADOPTED by the Milpitas City Council on the 17th day of March, 2009.

CITY OF MILPITAS

SISTER CITIES COMMISSION

BYLAWS

This Sister Cities Commission was established by the Milpitas City Council on May 21, 1996.

Section 1. Purpose

The purpose of the Sister Cities Commission is to serve as an advisory body on matters affecting sister cities relationships, programs and activities. This Sister Cities Commission will also review applications for sister city affiliations and forward recommendations to City Council for the establishment of future agreements. Commissioners are expected to volunteer time to participate in Sister City events and projects outside the regular meetings.

Section 2. Membership

The Milpitas Sister Cities Commission is composed of seven (7) regular members and two (2) alternate members appointed by the Mayor and approved by the City Council. All members and alternates shall be Milpitas residents or residents within the boundaries of the Milpitas Unified School District. In addition, the City Council may appoint a Council liaison, a representative from the Milpitas Unified School District Board of Education and/or a student of the Milpitas Unified School District to serve on the Sister Cities Commission in a non-voting capacity.

Section 3. Term of Office and Removal

The term of office for Sister Cities Commission members will be three years, or until reappointed or a successor is appointed. The term of office for alternates is two years or until reappointed or a successor is appointed. Members and alternates are expected to attend all meetings. When any member or alternate has three or more unexcused absences in a 12-month period, the Commission shall forward this information to the City Council for review and possible removal of the member or alternate from the Commission. Any member or alternate of the Sister Cities Commission may be removed from office by a majority vote of the City Council at a regularly scheduled Council meeting.

Members may apply for reappointment by submitting a letter of interest or e-mail to the Mayor with a copy to the Commission Chair one month prior to the expiration of his/her term of office. Any member of the Commission who wishes to resign should submit a letter of resignation to the Mayor with a copy to the Commission Chair.

Section 4. Vacancies

Vacancies will be filled for the unexpired portion of the term in the same manner as the original appointment.

Section 5 Officers

A Chair and Vice Chair will be selected annually at the first meeting of the year from the appointed members for a term of one year. The Chair will call for meetings and preside over all sessions. In the absence of the Chair, the Vice Chair will preside. In the absence of both the Chair and Vice Chair, the member with longest continuous service on the Commission will preside.

Section 6. Meetings

The Sister Cities Commission shall hold regular meetings on the fourth Thursday of each month, at 6:00 p.m. All meetings shall be open to the public. Should a regularly scheduled meeting occur on a holiday, said meeting will be held on the third Thursday of the month or on a date agreed upon by a majority of the Commission. Special meetings of the Milpitas Sister Cities Commission may be called by a majority of the members, Chair, or City Council. Notice of any special meeting shall be given as required by law. Except as otherwise provided by these Bylaws, the Commission will follow the latest edition of Robert's Rules of Order for the orderly conduct of meetings.

Section 7. Quorum

Any four (4) members shall constitute a quorum for the transaction of business.

Section 8. Voting and Seating of Alternates

Voting authority is extended to seven (7) regular members. An alternate member shall vote only if seated in the absence of a regular member. In the event that a regular member is absent, alternate members shall be seated in order of their alternate position. If a member arrives after an alternate has been seated, the alternate shall remain as the voting member until the end of the meeting.

Section 9. Duties of Commission to be Advisory Only

It is intended that the Milpitas Sister Cities Commission shall be an advisory body to the City Council. Nothing herein contained shall be construed as a limitation on the power of the City Council of the administrative staff of the City in their supervision or authority over property or personnel which are under their jurisdiction.

Commissioners are also expected to actively participate in Sister City events and projects in addition to attending the regular meetings. When considering reappointments of Commission members, the City Council may review the member's service record on Commission activities and projects. At a minimum, Commissioners' should annually work on and attend at least two Sister City events and actively serve on at least one subcommittee.

Section 10. Assistance of Staff

The City Manager of the City of Milpitas shall provide the Sister Cities Commission with such information and staff assistance as the Milpitas Sister Cities Commission may from time to time request subject to the limitations imposed by the City Council. The staff member designated by the City Manager shall attend meetings of the Sister Cities Commission and submit such reports as said Sister Cities Commission may request and as deemed necessary or desirable, subject to limitations imposed by the City Council.

Section 11. Amendments

These by-laws and operating procedures may be amended by simple majority of those voting at any legal Sister Cities Commission meeting, subject to approval by City Council.

PASSED AND ADOPTED by the Milpitas City Council on the 18th day of June, 2013.