8

6 September 2005

Honorable Jose S. Esteves
Mayor, City of Milpitas

Dear Mayor Esteves,

I hereby respectfully tender my resignation as member of the Community Advisory Commission (CAC) effective September 7, 2005. Health concerns (primary consideration), desire to spend more time with my family (especially my 3-year-old grandson), and increasing commitment to my faith community will preclude me from devoting the time necessary to do an effective job as a commissioner.

The many years spent as a member of the CAC have been very rewarding. I am inspired by the zeal and dedication of the many citizens who volunteer their time to make our fair city the pride of Silicon Valley, especially those whom I was privileged to serve with in the Community Advisory Commission. I also have deep admiration for the able staff, for their guidance and support. I will miss my colleagues' and staff's camaraderie, their wise counsel and their friendship.

With my best wishes for continued excellent community service, I remain,

Respectfully,

Arsenio R Iloreta

ARSENIO R. ILORETA

cc: Honorable Althea Polanski, Councilmember
Mary Lavelle, City Clerk
Donna Biles, Deputy City Clerk
~~Dennis~~ Carrington, Staff Liaison
Yvonne Andrade, Recording Secretary
Craig Ranker, Chair, Community Advisory Commission

CITY OF MILPITAS
COMMUNITY ADVISORY COMMISSION
(CAC)

BYLAWS

This Community Advisory Commission was established by the Milpitas City Council on July 20, 1954.

Section 1. Purpose

The purpose of the Community Advisory Commission is to serve as an advisory body on matters affecting Milpitas citizens, especially those relating to community improvement. The CAC evaluates and makes recommendations to the City Council on diverse issues including City-wide Beautification, which includes community and neighborhood clean-ups, a holiday home decorating program, and reviewing issues related to neighborhood abatement. The CAC also advises the Council on recommended funding for the Human Services Grant Program and the Community Development Block Grant Program. The CAC advises the Council on the selection of the theme for the City calendar.

Section 2. Membership

The Community Advisory Commission is composed of nine (9) regular members and four (4) alternate members appointed by the Mayor and approved by the City Council. All members and alternates shall be Milpitas residents. In addition, the City Council may appoint a Council liaison to serve on the Milpitas Community Advisory Commission in a non-voting capacity.

Section 3. Term of Office and Removal

The term of office for the Community Advisory Commission members will be four 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 Community Advisory 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 e-mail 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 Community Advisory Commission shall hold regular meetings on the first Wednesday of each month, at 7:00 p.m. 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 Community Advisory 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 shall constitute a quorum for the transaction of business.

Section 8. Voting and Seating of Alternates

Voting authority is extended to nine (9) 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 Community Advisory 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 Community Advisory Commission with such information and staff assistance as the Community Advisory 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 Community Advisory Commission and submit such reports as said Community Advisory 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 Community Advisory Commission meeting, subject to approval by City Council.

PASSED AND ADOPTED by the Milpitas Community Advisory Commission, the 7th day of November, 2001.

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