Proposed

11

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 nine (9) 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
Commercial Real Estate
Retail Business
Residential Real Estate
Hotels/Accommodations
Restaurants
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, the ____ day of _____, 2003.

Proposed

CITY OF MILPITAS
ARTS COMMISSION

BYLAWS

The Arts Commission was established by the Milpitas City Council on July 6, 2000.

Section 1. Purpose

The purpose of the Arts Commission is to work in an advisory capacity to the City Council on matters pertaining to supporting and promoting the Arts in the City of Milpitas.

Section 2. Membership

The Arts Commission is composed of seven (7) members (one of which is a Milpitas Unified School District Board Member) and two (2) alternates 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 Commission in a non-voting capacity.

Section 3. Term of Office and Removal

The term of office for Commission members is 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 Arts 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 or email 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 longest continuous service on the Commission will preside.

Section 6. Meetings

The Arts Commission shall hold regular meetings on the fourth Monday of the month at 7:00 PM. 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 Arts Commission may be called by 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 Arts 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 of the Commission shall constitute a quorum for the transaction of business.

Section 8. Voting and Seating of Alternates

Voting authority is extended to seven (7) 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 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 which are under their jurisdictions.

Section 10. Designation of Committees

The Arts Commission may designate committees to advise the Commission in the planning or operation of special programs. Such committees shall be designated by the Commission with at least one non-voting Arts Commissioner serving as liaison to the committee.

Section 11. Assistance of Staff

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

Section 12. Amendments

These Bylaws and operating procedures may be amended by simple majority of those voting at any regular Arts Commission meeting, subject to approval by the City Council.

PASSED AND ADOPTED by the Arts Commission on the 27th day of November, 2001.

PASSED AND ADOPTED by the Milpitas City Council on the ____ day of _____, 2003.

CITY OF MILPITAS
ARTS COMMISSION

BYLAWS

The Milpitas City Council established the Arts Commission on July 6, 2000.

Section 1. Purpose

The Arts Commission is established by Ordinance No. 226.2 and works in an advisory capacity to the City Council on matters pertaining to supporting and promoting the Arts in the City of Milpitas

Section 2. Membership

The Arts Commission is composed of seven (7) members (one of which is a Milpitas Unified School District Board Member) and two (2) alternates appointed by the Mayor and approved by the City Council.

Section 3. Term of Office and Removal

The term of office of Commission members will be three years. Said term will begin October 1 of the first year and expire on September 30th of the third year. Members are expected to attend all meetings. Any member with three or more unexcused absences in a 12-month period shall be reported to City Council with a recommendation for removal from the Commission. Any member of the Arts Commission may be removed from office by a majority vote of the City Council at a regularly scheduled Council meeting. Alternates shall be held to the same terms as regular members, with the expectation that all appointed alternates attend all meetings and will be reported to the City Council with a recommendation for removal from the Commission, when they reached three or more unexcused absences.

Section 4. Vacancies

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

Section 5. Officers

A Chairperson and Vice Chairperson will be annually selected at the first meeting of the calendar year from the appointed members for a term of one year. The Chairperson will call for meetings and preside over all sessions. In the absence of the Chairperson, the Vice-Chairperson will preside. In the absence of both the Chairperson and Vice Chairperson, the member with highest seniority will preside.

Section 6. Meetings

The Arts Commission shall hold regular meetings on the fourth Monday of the month at 7:00 PM. Should a scheduled meeting occur on a holiday, said meeting will be deferred to the same day of the following week. All meetings shall be open to the public. Special meetings of the Arts Commission may be called by majority of the members, Chairperson, or City Council. Notice of any special meeting shall be given as required by law. The Arts Commission will follow Robert's Rules of Order.

Section 7. Quorum

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

Section 8. Voting

Arts – Current

Voting authority is extended to seven (7) members. An alternate member shall vote only if seated in the absence of a regular member. In the event that one regular member is absent, alternate members shall be seated in order of there alternate position.

Section 9. Duties of Committee to be Advisory Only

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

PROPOSED SECTION REGARDING COMMITTEES

Section 10. Designation of Committees

The Arts Commission may designate committees to advise the Commission in the planning or operation of special programs. Such committees shall be designated by the Commission with at least one non-voting Arts Commissioner serving as liaison to the committee.

Section 11. Assistance of Staff

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

Section 12. Amendments

These Bylaws and operating procedures may be amended by simple majority of those voting at any legal Arts Commission meeting, subject to approval by the City Council.

PASSED AND ADOPTED by the Arts Commission on the 22nd day of January, 2001.

PASSED AND ADOPTED by the Milpitas City Council on the 3rd day of April, 2001.

Arts - Current

Proposed

CITY OF MILPITAS
BICYCLE TRANSPORTATION ADVISORY COMMISSION

BYLAWS

This Bicycle Transportation Advisory Commission was established by the Milpitas City Council on June 19, 1990.

Section 1. Purpose

The purpose of the Milpitas Bicycle Transportation Advisory Commission (BTAC) is to serve as an advisory body to the City Council on matters having to do with modifying or expanding the City's non-motorized transportation systems. Its intent shall be to provide information that will ultimately result in safe and convenient routes throughout the City that connect to other cities. The Commission will promote safety education and awareness of all forms of non-motorized transportation modes with the intent of promoting all forms of alternative transportation.

Section 2. Membership

The Bicycle Transportation Advisory Commission is composed of five (5) 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. In addition, the City Council may appoint a Council liaison to serve on the Commission in a non-voting capacity.

Section 3. Term of Office and Removal

The term of office for Commission members is 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 BTAC may be removed from office by a majority vote of the City Council at a regularly scheduled City Council meeting.

Members and alternates may apply for reappointment by submitting a letter or e-mail of interest by mail or electronic transmittal 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 by mail or electronic transmittal 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 or 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 BTAC shall hold regular meetings on the second Monday of February, April, June, August, October, and December, 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 BTAC may be called by a majority of the members, the Chair, or the City Council. Notice of any special meeting shall be given as required by law. Except as otherwise provided by these Bylaws, BTAC will follow the latest edition of Roberts Rules of Order for the orderly conduct of meetings.

Section 7. Quorum

Any three (3) 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 five (5) 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 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 jurisdiction.

Section 10. Assistance of Staff

The City Manager of the City of Milpitas shall provide BTAC with such information and staff assistance as BTAC 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 BTAC and submit such reports as said BTAC may request and as deemed necessary or desirable, subject to limitations imposed by the City Council.

Section 11. Amendments

These Bylaws and operating procedures may be amended by simple majority of those voting at any regular BTAC meeting, subject to approval by City Council.

PASSED AND ADOPTED by the Bicycle Transportation Advisory Commission this 4th day of April, 2002.

PASSED AND ADOPTED by the Milpitas City Council this ____ day of _____, 2003.

City of Milpitas

BICYCLE TRANSPORTATION ADVISORY COMMITTEE

BYLAWS
(amended 08/96)

This Bicycle Transportation Advisory Committee was established by the Milpitas City Council on June 19, 1990.

Section 1. Purpose

The purpose of the Milpitas Bicycle Transportation Advisory Committee is to serve as an advisory body to the City Council on matters having to do with modifying or expanding the City's non-motorized transportation systems. Its intent shall be to provide information that will ultimately result in safe and convenient routes throughout the City that connect to other cities. The Committee will promote safety education and awareness of all forms of non-motorized transportation modes with the intent of promoting all forms of alternative transportation.

Section 2. Membership

The Bicycle Transportation Advisory Committee is composed of five (5) regular members and two (2) alternate members appointed by the Mayor and approved by the City Council. In addition, the City Council may appoint a City liaison representative from the Milpitas Unified School District Board of Education or the Milpitas Chamber of Commerce to serve on this committee in a non-voting capacity.

Section 3. Term of Office and Removal

The term of office for BTAC members will be three years, or until a successor is appointed. Alternate members shall have no defined term of office. Any members of BTAC may be removed from office by a majority vote of the City Council at a regular scheduled Council meeting.

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 Chairperson or Vice Chairperson will be annually selected at the first meeting of the year from the appointed members for a term of one year. The Chairperson will call for meetings and preside over all sessions. In the absence of the Chairperson, the Vice Chairperson will preside. In the absence of both the Chairperson and Vice Chairperson, the member with highest seniority will preside.

Section 6. Meetings

The BTAC shall hold regular meetings on the first Thursday of February, April, June, August, October, and December, at 7:00 p.m. All meetings shall be open to the public. Special meetings of BTAC may be called by a majority of the members, Chairperson, or City Council. Notice of any special meeting shall be given as required by law.

Section 7. Quorum

Any three members shall constitute a quorum for the transaction of business.

Section 8. Voting and Seating of Alternate

Voting authority is extended to all five BTAC members. An alternate member shall vote only if seated in the absence of a regular member. In the event that more than one regular member is absent, alternate members shall be seated in order of their alternate position.

Section 9. Duties of Committee to be Advisory Only

It is intended that the Committee shall be an advisory agency 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 which are under their jurisdictions.

Section 10. Assistance of Staff

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

Section 11. Amendments

These bylaws and operating procedures may be amended by simple majority of those voting at any legal BTAC meeting, subject to approval by City Council.

PASSED AND ADOPTED by the Bicycle Transportation Advisory Committee this 6th day of June, 1996.

PASSED AND ADOPTED by the Milpitas City Council this 20th day of August, 1996.

Proposed

CITY OF MILPITAS
CITIZENS EMERGENCY PREPAREDNESS ADVISORY COMMISSION (CEPAC)

BYLAWS

The Citizens Emergency Preparedness Advisory Commission (CEPAC) was established by the Milpitas City Council on April 23, 1988.

Section 1. Purpose

The purpose of CEPAC is to serve as an advisory body to the City Council on matters pertaining to emergency preparedness and disaster planning.

Section 2. Membership

The Citizens Emergency Preparedness Advisory Commission is composed of nine (9) members and two (2) alternates appointed by the Mayor and approved by the City Council. The composition is as follows:

Six at-large resident representatives;
One representative from industry;
One representative from the commercial/retail sector;
One representative of the Milpitas Board of Education; and
NOTE: One of the above representatives shall be a Radio Amateur Civil Emergency Service (RACES) representative.
Two at-large resident Alternates.

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

Section 3. Term of Office and Removal

The term of office for Commission members (including the industry, commercial/retail, and Board of Education representatives) is three (3) years, or until reappointed or a successor is appointed. The term of office for each alternate is two (2) 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 CEPAC may be removed from office by 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 calendar year from the appointed members for a term of one year. The Chair and Vice Chair must be residents of Milpitas. The Chair and Vice Chair must be residents of the City of Milpitas. 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 Citizens Emergency Preparedness Advisory Commission shall hold six regular meetings on the third Thursday nights of January, March, May, July, September and November, 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 Commission may be called by a majority of the members, the Chair, or the 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

Voting authority is extended to nine (9) regular members. The designee of the School Board representative may vote when seated on behalf of the School Board representative. 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 CEPAC 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 Citizens Emergency Preparedness Advisory Commission with such information and staff assistance as the Commission may from time to time request, subject to limitations imposed by the City Council. The staff member designated by the City Manager shall attend meetings of the Commission and submit such reports as said Commission may request and as deemed necessary or desirable, subject to limitations imposed by the City Council.

Section 11. Amendments

These Bylaws and operating procedures may be amended by simple majority of those voting at any regular CEPAC meeting, subject to approval by the City Council.

PASSED AND ADOPTED by the Citizens Emergency Preparedness Advisory Commission, the 21st day of March, 2002.

PASSED AND ADOPTED by the Milpitas City Council on the _____ day of _____, 2003.

City of Milpitas

CITY OF MILPITAS

CITIZENS EMERGENCY PREPAREDNESS ADVISORY COMMITTEE (CEPAC)

BY-LAWS

The CITIZENS EMERGENCY PREPAREDNESS ADVISORY COMMITTEE was established by the Milpitas City Council on April 23, 1988.

Section 1. Purpose

The purpose of CEPAC is to serve as an advisory body to the City Council on matters concerning emergency preparedness and disaster planning.

Section 2. Membership

The Citizens Emergency Preparedness Advisory Committee is composed of ten (10) members appointed by the Mayor and approved by the City Council. The ten member composition is as follows:

One member of the Milpitas City Council who shall be a non-voting member;
One member of the Milpitas Board of Education ***who shall be a non-voting member***;
One representative from industry;
One representative from the commercial/retail sector, and
Six at-large citizen representatives.

Section 3. Term of Office and Removal

The term of office for each members will be three (3) years from the date of appointment, or until a successor is appointed. Members may apply for reappointment by the Mayor with the approval of the City Council by submitting a letter of interest to the Mayor with a copy to the Committee Chairperson one month prior to the expiration of his/her term of office. Alternate members shall have no defined term of office.

Members are expected to attend all meetings, any member with three (3) or more unexcused absences in a twelve month period shall be reported to the City Council with a recommendation for removal from the Committee.

Any member of the Committee who wishes to resign should submit a letter of resignation to the Mayor with a copy to the Committee Chairperson.

Any members of committee may be removed from office by a majority vote of the City Council at a regularly scheduled Council meeting.

Section 4. Vacancies

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

CEPAC - Current

Section 5. Officers

A Chairperson and Vice Chairperson will be selected from the six appointed citizen members annually at the first meeting of the year. The term of each office shall be for one year.

The Chairperson will call for meetings and preside over all sessions. In the absence of the Chairperson, the Vice Chairperson will preside. In the absence of both the Chairperson and Vice Chairperson, the member with highest seniority will preside.

Section 6. Meetings

The Citizens Emergency Preparedness Advisory Committee shall hold six regular meetings on the third Thursday nights of January, March, May, July, September and November. All meetings shall be open to the public. Special meetings of the committee may be called by a majority of the members, the Chairperson, or the City Council. Notice of any special meeting shall be given as required by law.

Section 7. Quorum

Five members shall constitute a quorum for the transaction of business.

Section 8. Voting

Voting authority is extended to six members.

Section 9. Duties of Committee to be Advisory Only

It is intended that the Committee shall be an advisory agency 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 which are under their jurisdictions.

Section 10. Assistance of Staff

The City Manager of the City of Milpitas shall provide the Citizens Emergency Preparedness Advisory Committee with such information and staff assistance as the committee may from time to time request subject to the limitations imposed by the City Council. The Emergency Services Coordinator shall attend meetings of CEPAC and shall submit such reports as said committee may request and as deemed necessary or desirable, subject to limitations imposed by City Council.

Section 11: Amendments

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

PASSED AND ADOPTED by the Citizens Emergency Preparedness Advisory Committee,
the 17 th day of September, 1992.

PASSED AND ADOPTED by the Milpitas City Council,
the 20 th day of October, 1992.

CEPAC - Current

Proposed

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, the ____ day of _____, 2003.

CITY OF MILPITAS

MILPITAS COMMUNITY ADVISORY COMMISSION (CAC) BY-LAWS

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

Section 1. Purpose

The purpose of the Milpitas Community Advisory Commission is to serve as an advisory body on matters affecting Milpitas citizens, especially those relating to community improvement. The CAC also 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 calendar theme.

Section 2. Membership

The Milpitas Community Advisory Commission is composed of ten regular members and four alternate members appointed by the Mayor and approved by the City Council. 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 Milpitas Community Advisory Commission members will be four years, or until a successor is appointed. Alternate members shall have no defined term of office. Any members of the Milpitas Community Advisory Commission may be removed from office by a majority vote of the City Council at a regularly scheduled Council meeting.

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 Chairperson and Vice Chairperson will be annually selected at the first meeting of the year from the appointed members for a term of one year. The Chairperson will call for meetings and preside over all sessions. In the absence of the Chairperson, the Vice Chairperson will preside. In the absence of both the Chairperson and Vice Chairperson, the member with highest seniority will preside

CAC - current

Section 6. Meetings

The Milpitas 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. Special meetings of the Milpitas Community Advisory Commission may be called by a majority of the members, Chairperson, or City Council. Notice of any special meeting shall be given as required by law.

Section 7. Quorum

Any six members shall constitute a quorum for the transaction of business.

Section 8. Voting

Voting authority is extended to ten regular members. An alternate member shall vote only if seated in the absence of a regular member. In the event one regular member is absent, alternate members shall be seated in order of their alternate position.

Section 9. Duties of Commission to be Advisory Only

It is intended that the Milpitas Community Advisory Commission shall be an advisor agency 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 which are under their jurisdictions.

Section 10. Assistance of Staff

The City Manager of the City of Milpitas shall provide the Milpitas Community Advisory Commission with such information and staff assistance as the Milpitas Community Advisory Commission may from time to time request subject to the limitations imposed by the City Council. The City Manager or his/her representative shall attend meetings of the Milpitas Community Advisory Commission and submit such reports as said Milpitas 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 Milpitas Community Advisory Commission meeting, subject to approval by City Council.

PASSED AND ADOPTED by the Milpitas Community Advisory Commission, the 5th day of November, 1997.

PASSED AND ADOPTED by the Milpitas City Council, the 2nd day of December, 1997.

RCS/32239/V

CAC - Current

Proposed

CITY OF MILPITAS
LIBRARY ADVISORY COMMISSION

BYLAWS

This Library Advisory Commission was established by the Milpitas City Council on January 17, 1961.

Section 1. Purpose

The purpose of the Library Advisory Commission is to serve as an advisory body to the City Council on matters concerning the Milpitas Library.

Section 2. Membership

The Library Advisory Commission is composed of seven (7) members and two (2) alternates 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 Library Advisory Commission in a non-voting capacity.

Section 3. Term of Office and Removal

The term of office for Library Advisory Commission members and 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 Library Advisory 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 email 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 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 at the first meeting of the calendar year from the appointed members for a term of two years. 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 Library Advisory Commission shall hold regular meetings on the 3rd Monday at 7:00 p.m. on alternate months beginning in January. 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 Library 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 four (4) members of the Commission shall constitute a quorum for the transaction of business.

Section 8. Voting

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 Committee to be Advisory Only

It is intended that the 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 jurisdiction.

Section 10. Assistance of Staff

The City Manager of the City of Milpitas shall provide the Library Advisory Commission with such information and staff assistance as the Library 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 Library Advisory Commission and submit such reports as said Library Advisory Commission may request and as deemed necessary or desirable, subject to limitations imposed by the City Council.

Section 11. Amendments

These Bylaws and operating procedures may be amended by simple majority of those voting at any legal Library Advisory Commission meeting, subject to approval by the City Council.

PASSED AND ADOPTED by the Library Advisory Commission, the 28th day of January, 2002.

PASSED AND ADOPTED by the Milpitas City Council, the ____ day of _____, 2002.

CITY OF MILPITAS

LIBRARY ADVISORY COMMISSION

BY-LAWS

This Library Advisory Commission was established by the Milpitas City Council on January 17, 1961.

Section 1. Purpose

The purpose of Library Advisory Commission is to serve as an advisory body to the City Council on matters concerning the Milpitas Library.

Section 2. Membership

2/20/01 Council Action

The Library Advisory Commission is composed of 5 members appointed by the Mayor and approved by the City Council. In addition, the City Council may appoint a Council liaison to serve on this Library Advisory Commission in a non-voting capacity.

Section 3. Term of Office and Removal

The term of office for Library Advisory Commission members will be 2 years, or until a successor is appointed. Any members of Library Advisory Commission may be removed from office by a majority vote of the City Council at a regularly scheduled Council meeting.

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 Chairperson and Vice Chairperson will be annually selected at the first meeting of the year from the appointed members for a term of one year. The Chairperson will call for meetings and preside over all sessions. In the absence of the Chairperson, the Vice Chairperson will preside. In the absence of both the Chairperson and Vice Chairperson, the member with highest seniority will preside.

Section 6. Meetings

The Library Advisory Commission shall hold regular meetings on the 3rd Monday at 7:30 p.m. on alternate months. All meetings shall be open to the public. Special meetings of Library Advisory Commission may be called by a majority of the members, Chairperson, or City Council. Notice of any special meeting shall be given as required by law.

LAC es/7375/v current

Section 7. Quorum

Any 3 members shall constitute a quorum for the transaction of business.

Section 8. Voting

Voting authority is extended to 5.

Section 9. Duties of Committee to be Advisory Only

It is intended that the Committee shall be an advisory agency 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 which are under their jurisdictions.

Section 10. Assistance of Staff

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

Section 11: Amendments

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

PASSED AND ADOPTED by the Library Advisory Commission , the 20th day of July, 1992.

PASSED AND ADOPTED by the Milpitas City Council, the 20th day of October, 1992.

CS/7375/V

LAC - current

Proposed

CITY OF MILPITAS
PARKS, RECREATION AND CULTURAL RESOURCES COMMISSION

BYLAWS

The Parks, Recreation and Cultural Resources Commission was established by the Milpitas City Council on August 4, 1992.

Section 1. Purpose

The Parks, Recreation and Cultural Resources Commission was established by Ordinance No. 226.2 and works in an advisory capacity to the City Council on matters pertaining to the operation and maintenance of an effective program of recreation, leisure services and historic preservation. The Commission advises and assists the City in the acquisition, planning, and development of new and existing parks and facilities. The Commission also assists City Council in the identification, protection and enhancement of structures or other features of Milpitas that reflect special aspects of the City's cultural heritage.

Section 2. Membership

The Parks, Recreation and Cultural Resources Commission is composed of seven (7) members and two (2) alternates appointed by the Mayor and approved by the City Council. All members and alternates shall be Milpitas residents. In addition, the Milpitas Unified School District Board of Education may appoint a School Board member liaison to serve on this Commission in a non-voting capacity. The City Council may appoint a Council liaison to serve on the Commission in a non-voting capacity.

Section 3. Term of Office and Removal

The term of office for Commission members is 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 Parks, Recreation and Cultural Resources 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 of interest or email 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 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 longest continuous service on the Commission will preside.

Section 6. Meetings

The Parks, Recreation and Cultural Resources Commission shall hold regular meetings on the first Monday of each month at 7:00 p.m. 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. All meetings shall be open to the public. Special meetings of the Parks, Recreation and Cultural Resources 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) 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 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 jurisdiction.

Section 10. Designation of Commission

The Parks, Recreation and Cultural Resources Commission may designate committees to advise the Commission in the planning or operation of special programs such as, but not limited to, a Community Garden Committee. Such committees shall be designated by the Commission with at least one non-voting Parks, Recreation and Cultural Resources Commissioner serving as liaison to the committee.

Section 11. Assistance of Staff

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

Section 12. Amendments

These Bylaws and operating procedures may be amended by simple majority of those voting at any legal Parks, Recreation and Cultural Resources Commission meeting, subject to approval by the City Council.

PASSED AND ADOPTED by the Parks, Recreation and Cultural Resources Commissions the 5th day of August, 2002.

PASSED AND ADOPTED by the Milpitas City Council, the ____ day of _____, 2003.

CITY OF MILPITAS

PARKS, RECREATION AND CULTURAL RESOURCES COMMISSION

BY-LAWS

This Parks, Recreation and Cultural Resources Commission was established by the Milpitas City Council on August 4, 1992.

Section 1. Purpose

The Parks, Recreation and Cultural Resources Commission is established by ordinance #226.2 and works in an advisory capacity to the City Council on matters pertaining to the operation and maintenance of an effective program of recreation, leisure services and historic preservation. The Commission advises and assists the City in the acquisition, planning, and development of new and existing parks and facilities. The Commission also assists City Council in the identification, protection and enhancement of structures or other features of Milpitas that reflect special aspects of the City's cultural heritage.

Section 2. Membership

The Parks, Recreation and Cultural Resources Commission is composed of nine (9) members appointed by the Mayor and approved by the City Council. In addition, the Milpitas Unified School district Board of Education will appoint a School Board member liaison to serve on this Commission in a non-voting capacity.

Section 3. Term of Office and Removal

The term of office of Commission members will be three years, or until a successor is appointed. Said term will begin July 1 of the first year and expire on June 30 of the third year. Members are expected to attend all meetings. Any member with three or more unexcused absences in a 12 month period shall be reported to City Council with a recommendation for removal from the Commission. Any members of the Parks, Recreation and Cultural Resources Commission may be removed from office by a majority vote of the City Council at a regularly scheduled Council meeting.

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 Chairperson and Vice Chairperson will be annually selected at the first meeting of the calendar year from the appointed members for a term of one year. The Chairperson will call for meetings and preside over all sessions. In the absence of the Chairperson, the Vice Chairperson will preside. In the absences of both the Chairperson and Vice Chairperson, the member with highest seniority will preside.

Section 6. Meetings

The Parks, Recreation and Cultural Resources Commission shall hold regular meetings on the first Monday of the month, at 7:00 p.m. Should a scheduled meeting occur on a holiday, said meeting will be deferred to the same day of the following week. All meetings shall be open to the public. Special meetings of the Parks, Recreation and Cultural Resources Commission may be called by a majority of the members, Chairperson, or City Council. Notice of any special meeting shall be given as required by law.

Section 7. Quorum

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

Section 8. Voting

Voting authority is extended to nine (9) members.

PRCRC - Current

Section 9. Duties of Committee to be Advisory Only

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

PROPOSED SECTION REGARDING COMMITTEES

Section 10. Designation of Committees

The Parks, Recreation & Cultural Resources Commission may designate committees to advise the Commission in the planning or operation of special programs, such as, but not limited to the Community Garden Committee. Such committees shall be designated by the Commission, with at least one non-voting Parks, Recreation and Cultural Resources Commissioner serving as liaison to the committee.

Section 11. Assistance of Staff

The City Manager of the City of Milpitas shall provide the Parks, Recreation and Cultural Resources Commission with such information and staff assistance as the Parks, Recreation and Cultural Resources Commission may from time to time request subject to the limitations imposed by the City Council. The Director of Leisure Services shall attend meetings of the Parks, Recreation and Cultural Resources Commission and submit such reports as said Commission may request and as deemed necessary or desirable, subject to limitations imposed by the City Council.

Section 12. Amendments

These By-Laws and operating procedures may be amended by simple majority of those voting at any legal Parks, Recreation and Cultural Resources Commission meeting, subject to approval by City Council.

PASSED AND ADOPTED by the Parks, Recreation and Cultural Resources Commission the 1st day of September 1993.

PASSED AND ADOPTED by the Milpitas City Council, the 21st day of September, 1993.

PRCRC - Current

Proposed

CITY OF MILPITAS
RECYCLING AND SOURCE REDUCTION ADVISORY COMMISSION

BYLAWS

This Recycling & Source Reduction Advisory Commission was established by the Milpitas City Council on October 8, 1991.

Section 1. Purpose

The purpose of the Recycling and Source Reduction Advisory Commission is to serve as an advisory body to the City Council on matters concerning the implementation of the City's Source Reduction & Recycling Element, Household Hazardous Waste Element, and the City's achievement of diversion goals mandated by the California Integrated Waste Management Act of 1989.

Section 2. Membership

The Recycling & Source Reduction Advisory Commission is composed of seven (7) members and two (2) alternates appointed by the Mayor and approved by the City Council. In addition, the City Council may appoint a Council liaison to serve on the Commission in a non-voting capacity. The Commission membership shall consist of three Milpitas residents, three business sector representatives, and one institutional representative.

Section 3. Term of Office and Removal

The term of office for Commission members is 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 Recycling & Source Reduction Advisory 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 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 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 Recycling & Source Reduction Advisory Commission shall hold meetings on the fourth Tuesday of January, April, July, and October, 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 Recycling & Source Reduction 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 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) members of the Commission. 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 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 which are under their jurisdiction.

Section 10. Assistance of Staff

The City Manager of the City of Milpitas shall provide the Recycling & Source Reduction Advisory Commission with such information and staff assistance as the Recycling & Source Reduction 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 Recycling & Source Reduction Advisory Commission and submit such reports as said Recycling & Source Reduction Advisory Commission may request and as deemed necessary or desirable, subject to limitations imposed by the City Council.

Section 11. Amendments

These Bylaws and operating procedures may be amended by simple majority of those voting at any legal Recycling & Source Reduction Advisory Commission meeting, subject to approval by City Council.

PASSED AND ADOPTED by the Recycling & Source Reduction Advisory Commission, the 28th day of January 2003.

PASSED AND ADOPTED by the Milpitas City Council, the _____ day of _____, 2003.

CITY OF MILPITAS
RECYCLING AND SOURCE REDUCTION ADVISORY COMMITTEE

BYLAWS

This Recycling & Source Reduction Advisory Committee was established by the Milpitas City Council on October 8, 1991.

Section 1. Purpose

The purpose of the Recycling and Source Reduction Advisory Committee is to serve as an advisory body to the City Council on matters concerning the implementation of the City's Source Reduction & Recycling Element and Household Hazardous Waste Element and the City's achievement of diversion goals mandated by the California Integrated Waste Management Act of 1989.

Section 2. Membership

The Recycling & Source Reduction Advisory Committee is composed of seven members appointed by the Mayor and approved by the City Council. In addition, the City Council may appoint a Council liaison. The Committee membership shall consist of three residents, three business sector representatives, and one institutional representative.

Section 3. Term of Office and Removal

The term of office for Recycling & Source Reduction Advisory Committee members will be three years, or until a successor is appointed. Any members of the Recycling & Source Reduction Advisory Committee may be removed from office by a majority vote of the City Council at a regularly scheduled Council meeting.

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 Chairperson and Vice Chairperson will be annually selected at the first meeting of the year from the appointed members for a term of one year. The Chairperson will call for meetings and preside over all sessions. In the absence of the Chairperson, the Vice Chairperson will preside. In the absence of both the Chairperson and Vice Chairperson, the member with highest seniority will preside.

Section 6. Meetings

The Recycling & Source Reduction Advisory Committee shall hold biannual meetings on the fourth Tuesday of January and July, beginning with July 25, 2000, at 7:00 p.m. All meetings shall be open to the public. Special meetings of the Recycling & Source Reduction Advisory Committee may be called by a majority of the members, Chairperson, or City Council. Notice of any special meeting shall be given as required by law.

47237_S

RSRAC - Current

Section 7. Quorum

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

Section 8. Voting

Voting authority is extended to all seven members of the Committee.

Section 9. Duties of Committee to be Advisory Only

It is intended that the Committee shall be an advisory agency 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 which are under their jurisdictions.

Section 10. Assistance of Staff

The City Manager of the City of Milpitas shall provide the Recycling & Source Reduction Advisory Committee with such information and staff assistance as the Recycling & Source Reduction Advisory Committee may from time to time request subject to the limitations imposed by the City Council. The Administrative Analyst II / Utility Engineering Staff shall attend meetings of the Recycling & Source Reduction Advisory Committee and submit such reports as said Recycling & Source Reduction Advisory Committee may request and as deemed necessary or desirable, subject to limitations imposed by the City Council.

Section 11. Amendments

These Bylaws and operating procedures may be amended by simple majority of those voting at any legal Recycling & Source Reduction Advisory Committee meeting, subject to approval by City Council.

PASSED AND ADOPTED by the Recycling & Source Reduction Advisory Committee, the 28th day of March, 2000.

PASSED AND ADOPTED by the Milpitas City Council, the 18th day of April, 2000.

3/00 RASRAC

47237_S

RASRAC - Current

Proposed

CITY OF MILPITAS
SENIOR ADVISORY COMMISSION

BYLAWS

The Senior Advisory Commission was established by the Milpitas City Council on April 20, 1993.

Section 1. Purpose

The City of Milpitas recognizes senior citizens as an important and viable section of the total community, and that this portion of the community is entitled to the same opportunities as other age groups. Therefore, the City of Milpitas will provide a place and opportunity for senior citizens to meet together and pursue mutual interests, receive services, and take part in activities that will encourage their involvement in and with the community.

The Senior Advisory Commission will serve as an active advisory group to the City Council. This Commission will advise the staff and Council on planning and organizing various activities that provide meaningful recreational, social, educational and health services to the community's senior citizens. The Senior Advisory Commission will strive to be a channel of communication between staff, senior citizens and the community. They will take an active part in supporting the program through involvement and development of programs and fund raising to provide for these programs. They will provide the assessment of current and future needs of the older population in our community for the purpose of program planning.

Section 2. Membership

The Senior Advisory Commission shall consist of nine (9) senior representatives and two (2) alternate senior representatives who are members of the Milpitas Senior Center at the time of appointment and are attuned to the needs of the senior citizens. In addition, the City Council may appoint a Council liaison to serve on the Senior Advisory Commission in a non-voting capacity.

Of the nine seats on the Senior Advisory Commission, the following selection processes will be followed:

1. Seven seats and the two alternates will be appointed by the Mayor and approved by the City Council.

2. Two seats will be selected as members-at-large and chosen through an election held at the Milpitas Senior Center. An Election Committee should be selected at the time of this selection process and set guidelines for the election. Each senior citizen member at the Senior Center will receive one vote. The two candidates receiving the greatest number of votes will become Commissioners, subject to the approval of their election by the Mayor and the City Council.

3. Residents of Milpitas and other cities may apply; no more than two (2) non-residents may sit on the Commission at one time.

Section 3. Term of Office & Removal

The term of office for Senior Advisory Commission members and 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 Senior 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 by the Mayor with the approval of the City Council.

Section 5. Officers

A Chair, Vice Chair and Treasurer 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 and Vice Chair, the member with longest continuous service on the Commission will preside. The Treasurer shall receive and keep an accurate account of all monies.

Section 6. Meetings

The Senior Advisory Commission shall hold meetings the fourth Tuesday of even months (February, April, June, August, October, and December) at 1:15 p.m. at the Milpitas Senior Center. 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 may be called by majority vote, the Chair, or the City Council. Notice of any special meeting shall be given as required by law. Except as other 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 six (6) members shall constitute a quorum for the transaction of business.

Section 8. Voting and Seating of Alternates

Voting authority is extended to the 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 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. Subcommittees

A. Other committees within the Milpitas Senior Center will be subcommittees of the Senior Advisory Commission. The Senior Advisory Commission may appoint such

subcommittees, with at least one Senior Advisory Commission member on the subcommittee.

B. All funds of subcommittees will be deposited into the Senior Advisory Commission's account. No subcommittees will have separate accounts. Funds for each subcommittee will be earmarked for those committees in the Senior Advisory Commission's account.

Section 11. Finances

A. The Commission's Treasurer or Chair shall review and approve the monthly Commission's financial report for accuracy to provide for oversight before the report is submitted to the full Commission for final approval.

B. All Commission expenditures over $100.00 shall be approved by the Commission's Treasurer or the Chair and the City's Recreation Services Supervisor or Recreation Services Manager.

C. All Commission expenditures $100.00 or less shall be approved by the Recreation Services Supervisor or Recreation Services Manager.

D. Monies collected for the Senior Advisory Commission and subcommittees for their programs and fundraisers shall be deposited daily and financial records maintained in the Senior Center and the Finance Department.

Section 12. Budget

The Senior Advisory Commission budget will be prepared on a fiscal year basis for review at the June meeting.

Section 13. Assistance of Staff

The City Manager of the City of Milpitas shall provide the Senior Advisory Commission with such information and staff assistance as the Senior 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 Senior Advisory Commission and submit such reports as said Senior Advisory Commission may request and as deemed necessary or desirable, subject to limitations imposed by the City Council.

Section 14. Amendments

These Bylaws and operating procedures may be amended by simple majority of those voting at any legal Senior Advisory Commission meeting, subject to approval by the City Council.

PASSED AND ADOPTED by the Senior Advisory Commission, the 19th day of February, 2002.

PASSED AND ADOPTED by the Milpitas City Council on the _____ day of _____, 2003.

CITY OF MILPITAS
SENIOR ADVISORY COMMISSION
BY-LAWS

The Commission was established by the Milpitas City Council on April 20, 1993.

Section 1. Philosophy & Purpose

The City of Milpitas recognizes senior citizens as an important and viable section of the total community, and that this portion of the community is entitled to the same opportunities as other age groups. Therefore, the Leisure Services Division will provide a place and opportunity for senior citizens to meet together and pursue mutual interests, receive services, and take part in activities that will encourage their involvement in and with the community.

The Milpitas Senior Advisory Commission will serve as an active advisory group to City Council. This Commission will advise the staff and Council on planning and organizing various activities that provide meaningful recreational, social, educational and health services to the community's senior citizens. The Senior Advisory Commission will strive to be a channel of communication between staff, senior citizens and the community. They will take an active part in supporting the program through involvement and development of programs and fund raising to provide for these programs. They will appoint and support subcommittees within the senior center, as needed by various interest groups. They will provide the assessment of current and future needs of the older population in our community for the purpose of program planning.

Section 2. Memberships

The Senior Advisory Commission shall consist of nine senior representatives who are attuned to the needs of senior citizens. The nine community representatives will have voting capacity on issues.

Of the nine seats on the Senior Advisory Commission, the following selection processes will be followed:

1. Seven seats will be appointed by the Mayor and approved by the City Council.

2. Two seats will be selected as members-at-large and chosen through an election held at the Milpitas Senior Center. An election Commission should be selected at the time of this selection process and set guidelines for the election. Each senior citizen at the Senior Center would receive one vote. The two candidates receiving the greatest number of votes will become Commissioners, subject to the approval of their selection by the Mayor and the City Council.

3. Residents of Milpitas and other cities may apply; no more than two (2) non-residents may sit on the committee at one time.

Section 3. Term of Office & Removal

The term of office for the Senior Advisory Commission will be for two years or until a successor is appointed. Members may be removed from office by a majority vote of the City Council at a regularly scheduled Council meeting.

Section 4. Vacancies

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

SAC – current

Section 5. Meetings

The Senior Advisory Commission shall hold meetings the third Tuesday of every month at 1:15 p.m. at the Milpitas Senior Center at 160 N. Main Street, Milpitas. Special meetings may be called by majority vote, Chairperson, or City Council. Notice of any special meeting shall be given as required by law. All meetings shall be open to the public.

Section 6. Quorum

Five members shall constitute a quorum for the transaction of business.

Section 7. Officers

A Chairperson, Vice Chairperson and Treasurer will be annually selected at the first meeting of the year from the appointed members for a term of one year. The Chairperson will call for meetings and preside over all sessions. In the absence of the Chairperson, the Vice Chairperson will preside. In the absence of both the Chairperson and Vice Chairperson, the member with highest seniority will preside. Treasurer shall receive and keep an accurate account of all monies. Monies shall be deposited in a bank approved by the Senior Advisory Commission. This person shall prepare a monthly financial report.

Section 8. Subcommittees

A. Other committees within the Milpitas Senior Center will be subcommittees of the Senior Advisory Commission. The Senior Advisory Commission may appoint such subcommittees, with at least one Senior Advisory Commission member on the subcommittee.

B. All funds of subcommittees will be deposited into the Senior Advisory Commission bank account. No subcommittees will have separate bank accounts. Funds for each subcommittee will be earmarked for those committees in the Senior Advisory Commission account.

Section 9. Finances

A. A checking account shall be established and checks shall be signed by any two of the following: the Chair, Co-Chair, or Treasurer, in any combination.

B, Expenditures shall be made by authority of the Senior Advisory Commission. Purchases less than $50.00 may be made by the Leisure Services Division staff member responsible for senior programming. Expenditures over $50.00 must be approved in advance by the Commission.

C. Finances will be audited annually in June. The Chair will appoint one person, not on the Senior Advisory Commission to perform audit, as well as one person from the Finance Department, designated by the City Finance Director.

D. Monies collected for the Senior Advisory Commission and subcommittees for their programs and fund raisers shall be kept in the office safe until deposited. A triplicate receipt is completed for all monies collected. One copy of the receipt is kept with the fund to be deposited.

Section 10. Budget

Senior Advisory Commission budget will be prepared on a fiscal year basis for review at the June meeting.

Section 11. Assistance of Staff

The City Manager of the City of Milpitas shall provide the Senior Advisory Commission with such information and staff assistance as the Senior Advisory Commission may from time to time request subject to the limitations imposed by the City Council. The Director of Leisure Services or his/her authorized representative shall attend

SAC - Current

meetings of the Senior Advisory Commission and submit such reports as said Senior Advisory Commission may request and as deemed necessary or desirable, subject to limitations imposed by the City Council.

Section 12. Amendments

These By-Laws and operating procedures may be amended by simple majority of those voting at any legal Senior Advisory Commission meeting, subject to approval by the City Council.

PASSED AND ADOPTED by the Senior Advisory Commission, the 15th day of November, 1994.

PASSED AND ADOPTED by the Milpitas City Council, the 20th day of December, 1994.

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SAC - Current

Proposed

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.

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. In addition, the City Council may appoint a Council liaison and representative from the Milpitas Unified School District Board of Education 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 7:00 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.

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 Sister Cities Commission, the 27th day of June 2002.

PASSED AND ADOPTED by the Milpitas City Council, the _____ day of _____ 2003.

CITY OF MILPITAS

MILPITAS SISTER CITIES COMMISSION

BY-LAWS

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

Section 1. Purpose

The purpose of the Milpitas 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.

Section 2. Membership

The Milpitas Sister Cities Commission is composed of seven regular members and two alternate members appointed by the Mayor and approved by the City Council. In addition, the City Council may appoint a Council liaison and representatives from the Milpitas Unified School District Board of Education to serve on this Milpitas Sister Cities Commission in a non-voting capacity.

Section 3. Term of Office and Removal

The term of office for Milpitas Sister Cities Commission members will be three years, or until a successor is appointed. Alternate members shall have no defined term of office. Any member with three or more unexcused absences in a 12 month period shall be reported to City Council with a recommendation for removal from the Commission. Any members of the Milpitas Sister Cities Commission may be removed from office by a majority vote of the City Council at a regularly scheduled Council meeting.

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 Chairperson and Vice Chairperson will be annually selected at the first meeting of the year from the appointed members for a term of one year. The Chairperson will call for meetings and preside over all sessions. In the absence of the Chairperson, the Vice Chairperson will preside. In the absence of both the Chairperson and Vice Chairperson, the member with highest seniority will preside.

Sister Cities – Current

Section 6. Meetings

The Milpitas Sister Cities Commission shall hold regular meetings on the fourth Thursday of each month, at 7:00 p.m. In case of a holiday, the regularly scheduled meeting will be held on the third Thursday of the month. All meetings shall be open to the public. Special meetings of the Milpitas Sister Cities Commission may be called by a majority of the members, Chairperson, or City Council. Notice of any special meeting shall be given as required by law.

Section 7. Quorum

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

Section 8. Voting

Voting authority is extended to seven regular members. An alternate member shall vote only if seated in the absence of a regular member. In the event one regular member is absent, alternate members shall be seated in order of their alternate position.

Section 9. Duties of Commission to be Advisory Only

It is intended that the Milpitas Sister Cities Commission shall be an advisory agency 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 which are under their jurisdictions.

Section 10. Assistance of Staff

The City Manager of the City of Milpitas shall provide the Milpitas 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 City Manager or designated representative shall attend meetings of the Milpitas Sister Cities Commission and submit such reports as said Milpitas 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 Milpitas Sister Cities Commission meeting, subject to approval by City Council.

PASSED AND ADOPTED by the Milpitas Sister Cities Commission, the 24th day of October 1996.

PASSED AND ADOPTED by the Milpitas City Council, the 5th day of November, 1996.

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SCC - Current

Proposed

CITY OF MILPITAS
TELECOMMUNICATIONS COMMISSION

BYLAWS

The Telecommunications Commission was established by the Milpitas City Council on September 6, 1994.

Section 1. Purpose

The purpose of the Telecommunications Commission is to serve as an advisory body to the City Council on matters concerning the implementation and improvement of various telecommunications programs as directed by the City Council.

Section 2. Membership

The Telecommunications Commission is composed of nine (9) regular members and two (2) alternate members appointed by the Mayor and approved by the City Council. In addition, the City Council may appoint a Council liaison. Commission membership may include representatives from the Milpitas Unified School District and the Milpitas business community. All members shall be Milpitas residents unless representing the School District or the Milpitas business community. All members shall be Milpitas residents unless representing the Milpitas Unified School District or the Milpitas business community.

Section 3. Term of Office and Removal

The term of office for the Telecommunications Commission members and alternates will be 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 Telecommunications 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's appointment.

Section 5. Officers

A Chair and Vice Chair will be annually selected 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 the longest continuous service on the Commission will preside.

Section 6. Meetings

The Telecommunications Commission shall hold regular meetings on the third Monday 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 Telecommunications Commission may be called by a majority of the members, the Chair, or the 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 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 Commission shall act only as 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.

Section 10. Assistance of Staff

The City Manager of the City of Milpitas shall provide the Telecommunications Commission with such information and staff assistance as the Telecommunications 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 Telecommunications Commission and submit such reports as said Telecommunications Commission may request and as deemed necessary or desirable, subject to limitations imposed by the City Council.

Section 11. Amendments

These Bylaws and operating procedures may be amended by simple majority of those voting at any legal Telecommunications Commission meeting, subject to approval by the City Council.

PASSED AND ADOPTED by the Telecommunications Commission on the 16th day of September 2002.

PASSED AND ADOPTED by the Milpitas City Council on the _____ day of _____, 2003.

CITY OF MILPITAS
TELECOMMUNICATIONS COMMISSION
BY-LAWS

The Milpitas Telecommunications Commission was established by the Milpitas City Council on September 6, 1994.

Section 1. Purpose

The purpose of the Milpitas Telecommunications Commission is to serve as an advisory body to the City Council on matters concerning the implementation and improvement of various telecommunications programs as directed by the City Council.

Section 2. Membership

The Milpitas Telecommunications Commission is composed of nine regular members and two alternate members appointed by the Mayor and approved by the City Council. In addition, the City Council may appoint a Council liaison. Commission membership may include representatives from the Milpitas Unified School District and the Milpitas business community.

Section 3. Term of Office and Removal

The term of office for the Milpitas Telecommunications Commission members will be (2) two years, or until a successor is appointed. Alternate members shall have no defined term of office. Any member of the Milpitas Telecommunications Commission may be removed form office by a majority vote of the City Council at a regularly scheduled Council meeting.

Section 4. Vacancies

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

Section 5. Officers

A Chairperson and Vice Chairperson will be annually selected at the first meeting of the year from the appointed members for a term of (1) one year. The Chairperson will call for meetings and preside over all sessions. In the absence of the Chairperson, the Vice Chairperson will preside. In the absence of both the Chairperson and Vice Chairperson, the member selected by the Chair will preside.

TC - Current

Section 6. **Meetings**

The Milpitas Telecommunications Commission shall hold regular meetings on the third Monday of each month, at 7:30 p.m.. All meetings shall be open to the public. Any changes to the meeting days will require the approval of the Telecommunications Commission, City Council liaison and City staff. Special meetings of the Telecommunications Commission may be called by a majority of the members, the Chairperson, or the City Council. Notice of any special meeting shall be given as required by law.

Section 7. **Quorum**

Any five members shall constitute a quorum for the transaction of business.

Section 8. **Voting**

Voting authority is extended to nine regular members. Alternate members shall vote only if seated in the absence of regular members. In the event regular members are absent, alternate members shall be seated in order of their seniority or by the selection of the Chairperson.

Section 9. **Duties of Commission to be Advisory Only**

It is intended that the Milpitas Telecommunications Commission shall act only as an advisory body to the City Council.

Section 10. **Assistance of Staff**

The City Manager of the City of Milpitas shall provide the Milpitas Telecommunications Commission with such information and staff assistance as the Milpitas Telecommunications Commission may from time to time request subject to the limitations imposed by the City Council. The City Manager, or his/her representatives, shall attend meetings of the Milpitas Telecommunications Commission and submit such reports as said Milpitas Telecommunications 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 Milpitas Telecommunications Commission meeting, subject to approval by City Council.

PASSED AND ADOPTED by the Milpitas Telecommunications Commission, the 17th day of April 1995.

PASSED AND ADOPTED by the Milpitas City Council, the 2nd day of May, 1995.

TC - Current