



TO: Commission on Homelessness

FROM: Emilio Ramirez, Housing Director, (805) 385-8094, emilio.ramirez@oxnard.org

DATE: August 7, 2023

SUBJECT: Review of Citizen Advisory Group (CAG) Bylaws

RECOMMENDATION

That the Commission on Homelessness review the existing CAG Bylaws and provide any recommendations to the Chairperson in accordance with Article IX, Section A of the Bylaws.

DISCUSSION

Resolution No. 15,589 was adopted on June 21, 2022, establishing uniform bylaws for the Citizen Advisory Groups (CAGs). Article IX (Amendments) of these bylaws state:

- A. Once per year, each Commission shall review these bylaws, and make recommendations to their respective Chairpersons.*
- B. The Chairpersons of each Commission shall convene once per year with the City Clerk, City Manager and City Attorney to review and approve, if desired, the recommended changes to these bylaws.*
- C. The City Council shall approve amendments to these bylaws.*

In accordance with Article IX, Section A of these bylaws, members of this CAG are asked to review the attached bylaws and provide any recommendations for the Chairperson to discuss at a future meeting referenced in Article IX, Section B of these bylaws. As a reminder, these bylaws are meant to provide uniformity across all CAGs to ensure clear direction and information on the functioning of all CAGs. Any recommended changes should fall within these parameters and should apply to CAG functions as a whole rather than anything specific to an individual CAG.

If any recommendations are proposed, the individual suggesting the change shall include the following information when discussing this recommendation with the CAG:

- What is the recommended change? Identify the section where the change (addition, removal, or amendment) is recommended
- Why is this change being recommended? Please include a description and example of what this change will accomplish and how it will benefit the CAGs as a whole (e.g. efficiency, transparency).

Attachments:

- A. Resolution No. 15,589: Citizen Advisory Groups ("CAG") Bylaws

CITY COUNCIL OF THE CITY OF OXNARD

RESOLUTION NO. 15,589

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OXNARD ESTABLISHING
UNIFORM BYLAWS FOR VARIOUS CITIZEN ADVISORY GROUPS AND REPEALING
EXISTING BYLAWS OF THOSE GROUPS

WHEREAS, the City Council has established Citizen Advisory Groups ("CAGs") that make recommendations to the City Council on matters within the subject matter jurisdiction of those CAGs; and

WHEREAS, each CAG has their own bylaws establishing powers and duties; and

WHEREAS, in 2019, City staff began meeting with the CAG Chairs from the Community Relations Commission, Cultural Arts Commission, Commission on Homelessness, Parks, Recreation and Community Commission, and Senior Services Commission to discuss amendments to their various bylaws; and

WHEREAS, three meetings were held in 2019 on July 18 (official kick off meeting with the CAG Chairs), September 17 (internal meeting with CAG staff liaisons), and December 19 to discuss changes to the CAG bylaws; and

WHEREAS, these meetings covered discussing uniform bylaws, Commission agendas, Commission goal setting, Commission reports to Council, the role of the CAGs and staff liaison, and resources available to the CAGs; and

WHEREAS, the goal of updating the bylaws was to provide uniformity across all CAGs to ensure clear direction, fairness, ease of learning if CAG members move between CAGs, and to address CAG officers and their duties, secretary and staff liaison duties, meetings and quorums, and absences; and

WHEREAS, the uniform bylaws were presented to the CAGs in 2020 for review and approval, and the CAGs discussed and approved the bylaws as a whole on the dates below:

- Community Relations Commission: November 16, 2020
- Cultural Arts Commission: February 5, 2020
- Commission on Homelessness: February 3, 2020
- Parks, Recreation & Community Services Commission: January 22, 2020
- Senior Services Commission: November 10, 2020; and

WHEREAS, the City Council wishes to adopt uniform CAG bylaws, and repeal existing bylaws of those CAGs.

NOW, THEREFORE, the City Council of the City of Oxnard resolves as follows:

Section 1. The uniform CAG bylaws, attached hereto as **Exhibit 1** and incorporated herein by reference, are adopted.

Section 2. Existing bylaws for the following CAGs are hereby repealed: Community Relations Commission, Cultural Arts Commission, Commission on Homelessness, Library Board, Parks, Recreation & Community Services Commission, and the Senior Services Commission

PASSED AND ADOPTED THIS 21st day of June, 2022, by the following vote:

AYES: Councilmembers Lopez, MacDonald, Madrigal, Perello, Teran and Zaragoza.

NOES: None.

ABSENT: Councilmember Basua.

ABSTAIN: None.


John C. Zaragoza, Mayor

ATTEST:

 6/21/22

Rose Chaparro, City Clerk

APPROVED AS TO FORM:

 6/16/2022

Stephen M. Fischer, City Attorney

EXHIBIT 1

[On the Page to Follow]

EXHIBIT 1
Citizen Advisory Groups (“CAG”) Bylaws

**BYLAWS FOR CITIZEN ADVISORY GROUPS AS PROVIDED IN CHAPTER 2,
ARTICLE II OF THE OXNARD CITY CODE**

Article I
Application

The following bylaws shall apply to the following City of Oxnard Citizen Advisory Groups (“CAGs”): Senior Services Commission, Community Relations Commission, Library Board, Parks and Recreation and Community Services Commission, Commission on Homelessness, and Cultural Arts Commission.

Throughout these bylaws, “Commission” refers to each individual CAG.

Article II
Powers and Duties

The powers and duties, eligibility and qualifications of each Commission shall be established in the Oxnard City Code.

Article III
Membership

- A. Each Commission shall consist of seven members appointed by the Mayor, with the approval of the City Council.
- B. Each Commissioner shall successfully undergo the City’s formal background check procedures prior to appointment to serve on a Commission.
- C. The term of a member of a Commission shall be established in the Oxnard City Code.
- D. In the event of a vacancy, the City Council shall appoint a replacement to complete the term of the member creating the vacancy.

Article IV
Officers

- A. Each Commission shall elect a Chairperson and Vice-Chairperson (the “Officers”).
- B. At an annual meeting, scheduled in January of each year, the Officers shall be elected by a majority of the Commission members present. The Officers shall serve a one-year term.
- C. The duties of the Officers shall be as follows:
 - 1. Chairperson – (a) To preside at all meetings of the Commission; (b) To call special meetings with concurrence from the Staff Liaison; (c) Sign approved meeting minutes; and (d) Prepare, submit, and present an annual report of activities of the Commission to the City Council.
 - i. Special Meetings shall be limited to the following circumstances:
 - 1. The regular meeting cannot be held that month because it lands on a holiday;
 - 2. The time or location of the meeting is different from its regular meeting time/location;
 - 3. The meeting must be rescheduled due to a lack of quorum;
 - 4. The Commission must vote on an urgency item. An urgency item is one in which the Commission’s direction is vital to the City Council’s decision, and the Commission cannot consider the item at a regularly scheduled Commission meeting, before the City Council considers the item, without violating the City’s Sunshine Ordinance; or
 - 5. For the purpose of having an annual retreat.
 - 2. Vice-Chairperson – To perform the duties of the Chairperson in the event of his/her absence, resignation or inability to perform the duties of office.
- D. Secretary and Staff Liaison.
 - 1. Each Commission shall have a secretary and a staff liaison. The Secretary and Staff Liaison may be the same person.
 - 2. The Secretary shall have the following duties at all Commission meetings: (a) Attend; (b) Keep minutes; (c) Assist the Chairperson and Staff Liaison in

preparing agendas; (d) Prepare and distribute agendas and agenda packets; (e) Ensure agendas are prepared and noticed in accordance with the City's Sunshine Ordinance; (f) Ensure agendas are reviewed and approved by the City Attorney's Office prior to posting; (g) Maintain attendance records; and (h) Provide the City Clerk an attendance list within 24 hours of a Commission meeting.

3. The Liaison shall have the following duties: (a) Attend; (b) Prepare agendas in collaboration with the Chairperson; (c) Coordinate presentations on behalf of the Commission; and (d) Communicate the Commission's concerns to the City Manager or other staff when necessary.

Article V Meetings/Quorum

- A. The Commission shall conduct regular meetings once each month. The exact dates, time and location of the meetings shall be determined by a vote of the Commission at the annual meeting in January. The Staff Liaison may cancel a scheduled meeting, with concurrence from the Chairperson, if the Commission does not have any business to consider at that meeting.
- B. Meetings shall be public and shall be conducted in a publicly owned building with adequate space for members of the public to attend the meetings.
- C. A majority of the commission positions filled at the time of a meeting shall constitute a quorum for the transaction of business.
- D. The Commission may establish Ad Hoc, but not Standing Committees. An Ad Hoc Committee is:
 - i. Comprised solely of members of the Commission; and
 - ii. Consists of less than a quorum of the Commission ; and
 - iii. Has a defined purpose and time frame to accomplish that purpose;
 - iv. Is dissolved after the purpose is complete; and
 - v. Is solely advisory.
- E. A majority of the Commission or the Chairperson may call a Special Meeting with the concurrence of the Staff Liaison.

Article VI Absences

- A. If any member of the Commission has three or more consecutive unexcused absences, or is absent, excused or unexcused, for more than half of the meetings in a calendar year, the member shall be deemed to have resigned from the Commission.
- B. If a commissioner is going to be absent, the commissioner shall notify the Secretary no less than sixty minutes prior to the start time of a meeting. Failure to do so shall be deemed an unexcused absence.
- C. An absence may be deemed excused for the following reasons: sickness/illness, an emergency beyond the commissioner's control, observance of a religious holiday or a medical appointment that cannot be rescheduled.
- D. The Secretary shall notify the City Clerk in writing of any such consecutive absences. The member shall be deemed to have resigned from the Commission on the date that the City Clerk receives notice from the Secretary.
- E. Should any member be absent without good cause for more than three consecutive meetings, the Secretary shall immediately inform the City Clerk of such fact. Effective on the date of receipt of such notice by the City Clerk, such member shall be deemed to have resigned from the Commission.

Article VII
Coordination with City Council

The Staff Liaison shall as soon as possible inform the City Council, through the City Manager, of recommendations made by the Commission. The Staff Liaison shall inform the Commission on the status of the recommendations as warranted.

Article VIII
Rules of Order

Rosenberg's Rules of order shall constitute the parliamentary authority for the meetings.

Article IX
Amendments

- A. Once per year, each Commission shall review these bylaws, and make recommendations to their respective Chairpersons.
- B. The Chairpersons of each Commission shall convene once per year with the City Clerk, City Manager and City Attorney to review and approve, if desired, the recommended changes to these bylaws.
- C. The City Council shall approve amendments to these bylaws.

Article X

Effective Date

These bylaws shall go into effect upon approval by City Council.