

The City of Pacific Grove
Americans with Disabilities Act Compliance Advisory Committee

Procedures

I. Member Vacancy

Members are appointed by the Mayor according to the Pacific Grove Municipal Code **Title 3 - Boards and Commissions.**

_____ A vacancy shall be considered to exist when (i) a member has three (3) un-excused absences from regular meetings within any 12 month period; (ii) six (6) excused absences from regular meetings within any 12 month period; or (iii) communication, either verbal or written, to the Chairperson or Committee by the member that the member wishes to leave the committee.

II. Officers

Officers of the committee are Chairperson, Vice-Chairperson, and Secretary.

Election of Officers

_____ Annually, during the month of January at the regular meeting, nominees from the committee shall be selected for the officers, to be elected at the February meeting. Nominations may be made by any committee member.

Vacancies

Should an officer position become vacant, the committee will elect a successor from its membership at the next regular meeting to serve for the unexpired term of office.

III. Meetings

Regular meetings shall be held monthly unless canceled by the Chairperson due to lack of business, or unless the Chairperson determines that a quorum will not be met.

Subcommittees

The Chairperson may appoint subcommittees as the need arises.

Special Meetings

The Committee may hold special meetings in accordance with the provisions of the Brown Act.

Quorum

The authorized size of this committee shall be no greater than seven (7) members (6 citizens and 1 council rep). A quorum to conduct business shall be four (4). No meeting of the committee shall begin until a quorum is present, and such meeting shall end if the quorum is not maintained. No action shall be taken except by the affirmative vote of no less than quorum.

Conflict of Interest

Any member who believes himself or herself to have a conflict of interest in any matter before the committee shall so indicate prior to the discussion of the matter and shall not take part in such discussion or subsequent voting.

Minutes

All official actions and recommendation of the committee shall be entered into the minutes of each meeting and said minutes shall have majority approval by the committee at a subsequent meeting.

Public Comments

At all regular and special meetings the committee shall provide for public comment on matters on the agenda as well as items not on the agenda, but within the purview of the committee, pursuant to the Brown Act. The Chairperson may require and announce prior to the beginning of comments from the public that every person other than a member of the committee desiring to address the committee may speak only once and that his/her remarks shall be limited to three (3) minutes. Any new items so brought to the committee's attention shall be duly noted and may be considered as an agenda item for the next regular meeting.

Rules of Order

Roberts Rules of Order, latest edition, shall govern those aspects of committee proceedings not specifically provided for in these procedures or in the state mandated directives of the Brown Act._

Approved 1/25/06