

AGENDA

Tony Adams, Chair
Patricia Gatz, Vice-Chair
Jonathan Atkinson
Peggy Cohen-Thompson
Jimmy Genn
Candace Holmes
Marv Kinney
Patricia Kutza
Sarah Nichols
Brendan Riley (Proxy)
Cynthia Ripley
Jim Scoggin
Nathan Daniel Stout
Marian Swanson
Pearl Jones Tranter
Johnny Walker



GENERAL PLAN WORKING GROUP REGULAR MEETING: 6:30 – 8:30 P.M

October 27, 2014

Mare Island Conference Center
375 G Street
Vallejo, CA 94592

This AGENDA contains a brief general description of each item to be considered. The posting of the recommended actions does not indicate what action may be taken. If comments come to the General Plan Working Group without prior notice and are not listed on the AGENDA, no specific answers or response should be expected at this meeting per State law.

Agenda Items: Those wishing to address the group on a scheduled agenda item should fill out a speaker card and give it to the Secretary. Speaker time limits for scheduled agenda items are five minutes for designated spokespersons for a group and three minutes for individuals.

Notice of Availability of Public Records: All public records relating to an open session item, which are not exempt from disclosure pursuant to the Public Records Act, that are distributed to a majority of the General Plan Working Group will be available for public inspection at City Hall, 555 Santa Clara St., 2nd Floor, or the Vallejo Public Library, 505 Santa Clara St. at the same time that the public records are distributed or made available to the General Plan Working Group. Such documents may also be available on the City of Vallejo website at www.ci.vallejo.ca.us subject to staff's ability to post the documents prior to the meeting.

Disclosure Requirements: Government Code Section 84308 (d) sets forth disclosure requirements which apply to persons who actively support or oppose projects in which they have a "financial interest", as that term is defined by the Political Reform Act of 1974. If you fall within that category, and if you (or your agent) have made a contribution of \$250 or more to any group member within the last twelve months to be used in a federal, state or local election, you must disclose the fact of that contribution in a statement to the group.

Appeal Rights: The applicant or any party adversely affected by the decision of the General Plan Working Group may, within ten days after the rendition of the decision of the General Plan Working Group, appeal in writing to the City Council by filing a written appeal with the City Clerk. Such written appeal shall state the reason or reasons for the appeal and why the applicant believes he or she is adversely affected by the decision of the General Plan Working Group. Such appeal shall not be timely filed unless it is actually received by the City Clerk or designee no later than the close of business on the tenth calendar day after the rendition of the decision of the General Plan Working Group. If such date falls on a weekend or City holiday, then the deadline shall be extended until the next regular business day.

Notice of the appeal, including the date and time of the City Council's consideration of the appeal, shall be sent by the City Clerk to all property owners within two hundred or five hundred feet of the project boundary, whichever was the original notification boundary.

The Council may affirm, reverse or modify any decision of the General Plan Working Group which is appealed. The Council may summarily reject any appeal upon determination that the appellant is not adversely affected by a decision under appeal.

If any party challenges the General Plan Working Group's actions on any of the following items, they may be limited to raising only those issues they or someone else raised at the public hearing described in this agenda or in written correspondence delivered to the Secretary of the General Plan Working Group.

The ADA symbol, which consists of a stylized person in a wheelchair.	The John F. Kennedy Library is ADA compliant. Devices for the hearing impaired are available from the City Clerk. Requests for disability related modifications or accommodations, aids or services may be made by a person with a disability to the City Clerk's office no less than 72 hours prior to the meeting as required by Section 202 of the Americans with Disabilities Act of 1990 and the federal rules and regulations adopted in implementation thereof.
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If you have any questions regarding any of the following agenda items, please call the assigned planner or project manager at (707) 648-4326.

1. CALL TO ORDER [6:30 PM]

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

4. APPROVAL OF THE MINUTES

September 22, 2014 GPWG/Planning Commission Joint Meeting

5. REPORT OF THE SECRETARY

A. General Plan Update Project Schedule (revised 10/20/14)

B. GPWG 2014 Fall Meeting Schedule, reflecting new meeting venue of Mare Island Conference Center

6. REPORT OF THE PRESIDING OFFICER AND MEMBERS OF THE GENERAL PLAN WORKING GROUP AND LIAISON REPORTS

7. CONSENT CALENDAR AND APPROVAL OF THE AGENDA

Consent Calendar items appear below, with the Secretary's or City Attorney's designation as such. Members of the public wishing to address the group on Consent Calendar items are asked to address the Secretary and submit a completed speaker card prior to the approval of the agenda. Such requests shall be granted, and items will be addressed in the order in which they appear in the agenda. After making any changes to the agenda, the agenda shall be approved.

All matters are approved under one motion unless requested to be removed for discussion by a group member or any member of the public.

8. CONSULTANT TEAM PRESENTATION

A. Overview of Healthy Community Element:

- Strategic Growth Council (SGC) Grant
- Healthy Communities Element
- Health Impact Assessment

9. PUBLIC HEARING

A. Rules of Order and Procedure

10. ADJOURNMENT

Minutes

**CITY OF VALLEJO
GENERAL PLAN WORKING GROUP (GPWG)/
PLANNING COMMISSION JOINT MEETING
REGULAR MEETING MINUTES
JOSEPH ROOM, JOHN F. KENNEDY LIBRARY
September 22nd, 2014**

1. CALL TO ORDER

The meeting was called to order by Chair Adams at 6:30 p.m.

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

Present: Chair Adams, Vice-Chair Gatz, GPWG Members Atkinson, Cohen-Thompson, Genn, Kinney, Kutza, Nichols, Scoggin, Stout, and Walker

Absent: Holmes, Riley (proxy), Ripley, Swanson and Tranter

Staff present: Planning Manager Ouse and Senior Planner Hoffheimer

Consultants present: Pellegrini and Perez, Opticos Design

4. APPROVAL OF THE MINUTES

A. April 28, 2014

Action: Moved by GPWG Member Atkinson and carried to adopt the minutes of April 28, 2014 meeting. (Absent: Holmes, Riley (proxy), Ripley, Swanson and Tranter).

5. REPORT OF THE SECRETARY

A. Review of the General Plan Update Project Schedule

Senior Planner Hoffheimer presented the General Plan Update Schedule and took questions and comments. GPWG members offered suggestions on how to make the engagement with the GPWG more robust, transparent and informative.

B. Review of the GPWG 2014 Fall Meeting Schedule

Senior Planner Hoffheimer presented the GPWG 2014 Fall Meeting Schedule, inclusive of Economic Vitality Commission (EVC) meetings, and recommended that GPWG members attend all EVC meetings to stay informed on goals, policies and actions related to economic development.

C. Consideration of Earlier GPWG Meeting Start Times

Senior Planner Hoffheimer notified GPWG members that they would be sent a survey to determine if there was interest in changing the starting time of GPWG meetings. In addition, Senior Planner Hoffheimer will investigate the possibility of meeting at the Mare Island Conference Center as an alternate venue for GPWG meetings.

6. REPORT OF THE PRESIDING OFFICER AND MEMBERS OF THE GENERAL PLAN WORKING GROUP

- A. Report of the Presiding Officer and/or Members of the General Plan Working Group – None
- B. General Plan Working Group Liaison to Planning Commission – None
- C. General Plan Working Group Liaison to City Council – None
- D. General Plan Working Group Liaison to Economic Vitality Commission – None

7. REPORT OF EXTERNAL LIAISONS

- A. Planning Commission Liaison to General Plan Working Group – None
- B. City Council Liaison to General Plan Working Group – None
- C. Sonoma Boulevard Specific Plan Liaison to the General Plan Working Group – None
- D. Economic Vitality Commission Liaison to the General Plan Working Group – Johnny Walker summarized highlights of the recent Economic Vitality Commission held on September 10th, 2014. A video of the meeting may be found on the City's website.

8. CONSENT CALENDAR AND APPROVAL OF THE AGENDA

Action: Moved by GPWG Member Nichols and carried to approve the Consent Calendar and Agenda. (Absent: Holmes, Riley (proxy), Ripley, Swanson and Tranter).

9. CONSULTANT TEAM PRESENTATION

- A. Overview of Sonoma Boulevard Specific Plan – Status Report

Stefan Pellegrini of Opticos Design Group presented an overview of the Sonoma Boulevard Specific Plan process, including the two Design Charrettes held in June and July 2014, and the resulting draft plan and policy concepts.

- B. Introduction to Form Based Codes

Tony Perez of Opticos Design Group presented a primer on Form Based Codes.

10. PUBLIC HEARING

A. Rules of Order and Procedure

Recommendation: Approve a continuance of the Rules of Order and Procedure item for discussion at a later date.

Action: Moved by GPWG Member Nichols and carried to approve the recommendation of continuance. (Absent: Holmes, Riley (proxy), Ripley, Swanson and Tranter).

Due to time constraints, Planning Manager Ouse recommended that the GPWG approve a continuance of this item for discussion at a future GPWG meeting.

11. ADJOURNMENT

The meeting adjourned at 8:45 p.m.

TONY ADAMS, CHAIRPERSON

ATTEST:

MARK HOFFHEIMER
SENIOR PLANNER



Secretary's Report

Project Schedule

Propel Vallejo: General Plan Update

Schedule Subject to Change - Work In Progress
As of 20 October 2014

Activity	2014												2015												2016											
	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D
Project Initiation	Consultant/City Work Effort					Existing Conditions Analysis																														
Existing Conditions Analysis													Land Use Alts Development - 3 Alts																							
Land Use Alternatives Development - 3 Alts													Land Use Alts Evaluation - Preferred Alt																							
Land Use Alternatives Evaluation - Preferred Alt																									Goals, Policies & Actions Development											
Goals, Policies and Actions (GPA) Development																									Goals, Policies & Actions Development											
Draft General Plan Preparation																									Admin Draft General Plan Prep											
Final General Plan Preparation and Adoption																									Public Review Draft GP											
																									Final General Plan Prep											
Workshops and Meetings	Guiding Principles												Develop LU Alts												Evaluate/Review 3 LU Alts											
Community Workshops (clusters of 4)	★												★												★											
General Plan Working Group (GPWG)	●			●					●	●	●	●	●		●	●		●	●			●	●	●	●											
Economic Vitality Commission (EVC)									●		●		●		●				●				●						●							
Planning Commission																	●						●												●	
City Council																	●	Approve 3 LU Alts					●	Approve Pref Alt											●	Adopt GP

 Consultant/City Work Effort
 Public Review



MEMORANDUM
PLANNING DIVISION

DATE: October 27, 2014
TO: Members of the General Plan Working Group
FROM: Mark Hoffheimer, Senior Planner
SUBJECT: Agenda Item 5B – GPWG Fall 2014 Schedule

The schedule for fall 2014 consists of meetings of the General Plan Working Group (GPWG), Sonoma Boulevard Specific Plan Working Group (SPWG), the Planning Commission (PC) and the Economic Vitality Commission (EVC). Staff encourages GPWG members to attend all meetings.

General Plan Working Group Meeting

Monday October 27th at 6:30 PM, Mare Island Conference Center
Introduction to Healthy Community Element

Joint Specific Plan Working Group/Planning Commission Meeting

Thursday November 6th at 6:30 PM, Mare Island Conference Center
Sonoma Boulevard Specific Plan – Draft Concept, Goals, and Policies and Preliminary Zoning Code

General Plan Working Group Meeting

Monday November 10th at 6:30 PM, Mare Island Conference Center
General Plan Map “Areas of Opportunity”

Community Meeting

Wednesday December 3rd at 6:30 PM, Mare Island Conference Center
Propel Vallejo: CEQA Scoping Meeting

General Plan Working Group Meeting

Monday December 8th at 6:30 PM, Mare Island Conference Center
Development Economics 101

Economic Vitality Commission Meeting

Wednesday December 10th at 5:30 PM, City Council Chambers
Economic Trends and the ED Strategic Plan

Consultant's Report



MEMORANDUM
PLANNING DIVISION

DATE: October 27, 2014
TO: Members of the General Plan Working Group
FROM: Mark Hoffheimer, Senior Planner
SUBJECT: Agenda Item 8A – Overview of Healthy Community Element

The following pages provide members of the General Working Group (GPWG) with background information on the Healthy Community Element, consisting of:

- Helpful Resources, with website links;
- Sustainable Community Planning Grants Program Overview;
- Steps of Health Impact Assessment;
- Determinants of Health and Wellbeing; and
- Determinants of Health that may be Modified by Public or Private Sector Decision-Making

Healthy Community Element: Helpful Resources

20 October 2014

Healthy by Design: A Public Health and Land Use Planning Workbook (2010)

This workbook was collaboration between the Center for Sustainable Communities at Sonoma State University, the planning directors of the nine cities in Sonoma County and the County of Sonoma, the Sonoma County Department of Health Services, and the County's Agricultural Preservation and Open Space District and Transportation Authority. Available on the California Department of Public Health <http://www.cdph.ca.gov/programs/cclho/Documents/HealthyByDesign.pdf>

Health in All Policies Task Force Report to the Strategic Growth Council (2010)

The Health in All Policies Task Force Report identifies priority programs, policies, and strategies to improve the health of Californians while advancing the other goals of the SGC (improving air and water quality, protecting natural resources and agricultural lands, increasing the availability of affordable housing, improving infrastructure systems, planning sustainable communities, and meeting the state's climate change goals).

www.apha.org/~media/files/pdf/fact%20sheets/hiap_final_report_12_2010.ashx

Climate Action for Health: Integrating Public Health into Climate Action Planning (2012)

Addresses key greenhouse gas mitigation strategies and their co-benefits on public health.

http://www.cdph.ca.gov/programs/CCDPHP/Documents/CAPS_and_Health_Published3-22-12.pdf

Community CPTED, Zelinka and Carter

Part of the American Planning Association's "QuickNotes" series, this briefing paper outlines basic principles on which "Crime Prevention Through Environmental Design" is based.

<https://www.planning.org/pas/quicknotes/open/pdf/QN42.pdf>

Designing and Building Healthy Places, U.S. Centers for Disease Control and Prevention

The CDC's website addresses a wide range of topics related to the built environment and public health, including resources specifically focused on seniors and aging.

www.cdc.gov/healthyplaces/default.htm

Designing Healthy Communities, PBS (2011)

This four-hour, four-part video series looks at the built environment's impact on a variety of public health concerns, including obesity, diabetes, heart disease, asthma, cancer and depression.

Safeguarding California: Reducing Climate Risk (2014)

Safeguarding California is a comprehensive plan to inform decision makers of the negative impacts of climate change. The plan includes a discussion of the impacts of climate change on public health (see "Public Health" page 192).

http://resources.ca.gov/docs/climate/Final_Safeguarding_CA_Plan_July_31_2014.pdf

Sustainable Communities Planning Grants and Incentives Program

The Strategic Growth Council offers Sustainable Communities Planning and Urban Greening Grants to communities through the Sustainable Communities Planning Grants and Incentives Program.

http://www.sgc.ca.gov/s_scpqipprogram.php

PROGRAM OVERVIEW

Primary Purpose: develop and implement plans that reduce greenhouse gas emissions and achieve SGC objectives:

- Improve air and water quality
- Promote public health
- Increase housing affordability
- Increase infill and compact development
- Promote equity
- Improve infrastructure systems
- Revitalize urban and community centers
- Strengthen the economy
- Reduce automobile usage and fuel consumption
- Protect natural resources and agricultural lands
- Promote water conservation
- Promote energy efficiency and conservation

Focusing Funds: The Council funded projects within six Focus Areas:

FOCUS AREAS	ELIGIBLE ENTITIES	INTENT	ROUNDS
Local Sustainable Planning	Cities and Counties	Local plans that support AB 32 and implement SB 375, while creating sustainable communities.	1 2
Regional SB 375 Plus	MPOs	MPOs to collaborate with local governments to implement SB 375/ AB 32 at the city or county level within context of three E’s.	1 2
Regional Planning Activities with Multiple Partners	Cities, Counties, RTPAs, JPA, and COGs	Support collaboration between cities/ counties with JPAs, COGs, or RTPAs to develop regional plans that meet the intent of SB 732.	1 2
Innovative Incentives for Sustainable Development Implementation	Cities, Counties, MPOs, RTPAs, JPAs, and COGs	Local planning activities reducing GHG emissions by using elements in regional plans or strategies for incentivizing sustainable development or enhancing natural/agricultural lands.	3
Sustainable Community Planning in Transit Priority Areas	Cities, Counties, MPOs, RTPAs, JPAs, and COGs	Sustainable community planning in transit priority areas; especially activities that utilize CEQA streamlining opportunities mentioned in SB 226, SB 375 and SB.	3
Collaborative Community Planning in Preparation for High-Speed Rail	Cities, Counties, MPOs, RTPAs, JPAs, and COGs.	Multi-jurisdictional planning for High-Speed Rail, including plans for entities not identified as a station city but anticipates effects from rail construction, operations, or service.	3

**At least 25% of each round of funding shall be prioritized for projects that target Economically Disadvantaged Communities (EDC)/ Environmental Justice Communities.*

Threshold Requirements demonstrating eligibility by:

- Reducing of greenhouse gas emissions, on as permanent a basis as is feasible.
- Aligning with the State’s Planning Priorities.
- Connecting with state policies or programs, regional planning efforts, and local plans through coordination and collaboration.
- Achieving SGC sustainability objectives.
- Considering and applying the State’s best practices for climate change vulnerability assessment, resilience planning, and adaptation to the effects of climate change.
- Promoting infill development and investing in existing communities.
- Protecting, preserving and enhancing environmental/agricultural/recreation resources.
- Supporting location and resource efficient development.
- Complying with local match requirements.
- Providing a signed “Letter of Intent” indicating participation.
- For EDC/EJC projects: Engaging in activities that target and directly benefit the EDC/EJC community.

Priority Considerations for awarding grants:

- Demonstrates collaboration and involvement of the community.
- Serves an economically disadvantaged community.
- Addresses climate change impacts.
- Demonstrates strategies that can serve as best practices.
- Adds to or enhances the elements of a regional plan.
- Leverages additional resources.
- Collaboration with diverse external stakeholder groups.
- On-going collaboration with various levels of government and internal coordination amongst applicant departments.
- Creates best practices to serve as models for communities across the state or region.

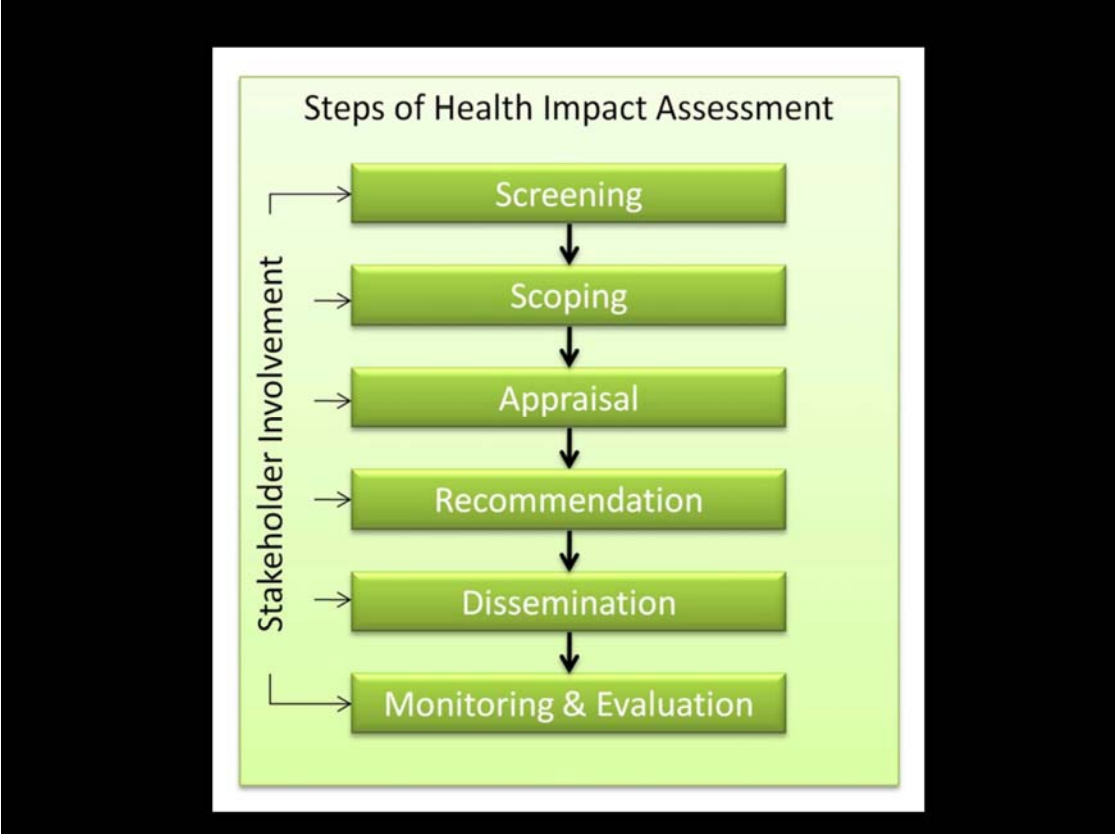
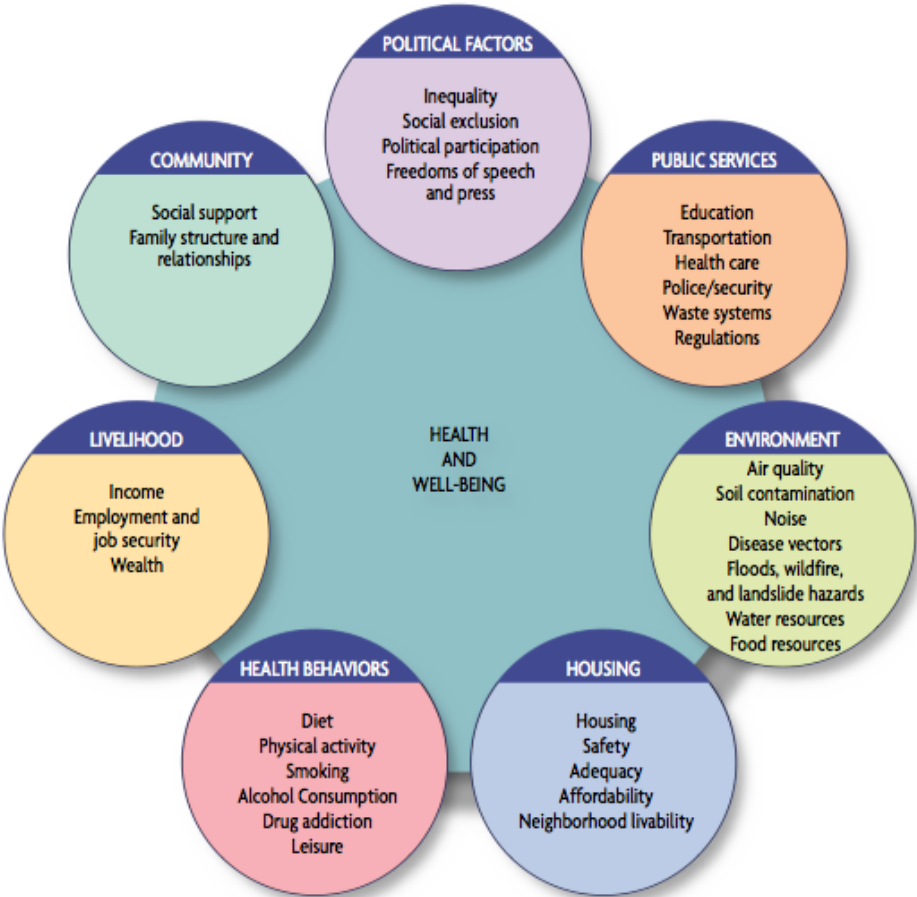


FIGURE 1. THE DETERMINANTS OF HEALTH AND WELL-BEING



Health

TABLE 2. DETERMINANTS OF HEALTH THAT MAY BE MODIFIED BY PUBLIC OR PRIVATE SECTOR DECISION-MAKING

Domain	Health Determinant
Behavioral Risk Factors	Diet Physical activity / inactivity Smoking Alcohol consumption Drug addiction Leisure and recreational activity
Employment and Livelihood	Employment and job security Income and employment benefits Workplace occupational hazards Workplace rewards and control
Family and Community Structure	Social support / isolation Family structure and relationships Voluntary group participation Arts and culture Faith, spirituality, and tradition Crime and violence
Housing	Housing supply, cost, and accessibility Housing size and level of crowding Housing safety Neighborhood infrastructure and livability Residential segregation
Environmental Quality	Air quality Soil contamination Noise Disease vectors Natural spaces and habitats Floods, wildfire, and landslide hazards Transportation hazards Food resources and safety Water resources and safety
Public Services	Educational access or quality Health care access or quality Transportation Parks and recreational centers Waste systems Police / security and emergency response
Private Services	Financial institutions Retail food resources Child care services
Political Factors	Inequality Social exclusion Discrimination Political participation Freedoms of speech and press

Staff Reports



MEMORANDUM
PLANNING DIVISION

DATE: October 27, 2014
TO: Members of the General Plan Working Group
FROM: Andrea Ouse, Planning Manager
CC: Inder Khalsa, Assistant City Attorney
SUBJECT: Agenda Item 9A - Consideration and Recommendation for City Council Adoption of Rules of Order and Procedure

Pursuant to Section 405 of the City of Vallejo's Charter, staff has provided the members of the General Plan Working Group (GPWG) with a draft of Rules of Order and Procedure for review and consideration. Under Section 405, the GPWG develops the Rules of Order and Procedure for City Council review and formal adoption. The draft Rules of Order and Procedure ("Rules") rely very heavily on the previously-adopted rules of other boards and commissions, with modifications made to the Preamble section to reflect the role of the GPWG.

The sections of the draft Rules are summarized as follows:

- Section 1.0: Preamble
- Section 2.0: General Rules
- Section 3.0: Types of Meetings
- Section 4.0: Chamber Attendance and Facilities
- Section 5.0: Duties and Privileges of the Board
- Section 6.0: Decorum
- Section 7.0: Agenda Preparation
- Section 8.0: Agenda Content
- Section 9.0: Rules of Debate
- Section 10.0: Voting
- Section 11.0: Public Participation
- Section 12.0: Amendments

RECOMMENDATION

Staff recommends that the BDRB recommend adoption of the Rules of Order and Procedure to the City Council.

ATTACHMENT

1. Draft General Plan Working Group Rules of Order and Procedure



CITY OF VALLEJO

GENERAL PLAN WORKING GROUP

RULES OF ORDER AND PROCEDURE

DRAFT

September 2014

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**GENERAL PLAN WORKING GROUP
OF THE
CITY OF VALLEJO, CALIFORNIA**

RULES OF ORDER AND PROCEDURE

SECTION 1.0 PREAMBLE

The objective of these rules of order and procedure is to ensure the orderly and efficient conduct of the meetings of the General Plan Working Group (GPWG). The General Plan Working Group was established to:

- Provide feedback and direction to the Economic Development staff and the consultant team during the preparation of the General Plan update;
- Make recommendations to the Planning Commission and City Council at key project milestones; and,
- Communicate information about the General Plan update to other Vallejo residents and to encourage their friends, neighbors and colleagues to participate in the process.

These rules are intended to assure the right of the majority of the GPWG to decide matters and issues brought before the GPWG; the right of the minority on any issue to be heard; and the right of absentee GPWG Members to be protected. These rules also are intended to foster and promote the right of citizens to have adequate notice of business scheduled for consideration by the GPWG and a fair and reasonable opportunity to appear and be heard on the items of business presented to the GPWG.

SECTION 2.0 GENERAL RULES

2.1 Meetings to be Public

All regular and special meetings of the GPWG shall be open to the public, except for such closed sessions which are permitted to be held in private under the provisions of the Ralph M. Brown Act or other laws of the State of California.

2.2 Attendance of Media at the GPWG Meetings

All public meetings of the General Plan Working Group shall be open to the news media, freely subject to recording by radio, television and photographic services, provided that such activities do not interfere with the orderly conduct of the meetings.

2.3 Quorum

A quorum shall be eight (8) or more GPWG Members, but fewer may adjourn from time to time and compel attendance of absent members in such manner as may be prescribed by these rules of order and procedure.

2.4 Journal of Proceedings

An account of all public proceedings of the GPWG shall be kept by the Secretary of the GPWG, and shall be entered in a permanent book or other permanent form constituting the official record of the GPWG.

2.5 Secretary

The Community and Economic Development Director or his or her designee shall serve as the Secretary to the GPWG. The Secretary may make recommendations to the GPWG and offer technical and professional assistance, but shall have no vote. The Secretary shall also keep the official minutes and perform such other duties as may be requested by the GPWG.

2.6 Committees

- A. The GPWG may create committees in accordance with the rules and procedures contained herein to assist the GPWG in carrying out its functions and responsibilities.
- B. Every committee created by the GPWG shall be advisory only: Any committee may be directed to undertake steps and/or study matters which are within the authority of the GPWG.
- C. Committees may be composed entirely of GPWG Members or a combination of GPWG Members and other persons. A committee composed entirely of GPWG Members shall consist of no more than three (3) GPWG Members.
- D. When requested by the Presiding Officer, the chairperson of each committee shall report or advise the GPWG on actions taken or the progress or result of work/projects assigned to or undertaken by the

committee.

2.7 Seniority of GPWG Members

Seniority shall be determined by length of time on the GPWG. In the event two or more GPWG Members have been on the GPWG for the same length of time, seniority shall be determined by lot.

2.8 Rules of Order

Roberts Rules of Order, Newly Revised, shall govern the proceedings of the GPWG in all cases, unless such are in conflict with these rules, in which event these rules shall apply and govern.

SECTION 3.0 TYPES OF MEETINGS

3.1 Regular Meetings

The GPWG will meet as needed, but generally once a month on the second Monday of each month. If an additional meeting is necessary, it will be held on the fourth Monday of the month. If at any regular meeting, business before the GPWG remains unfinished, the GPWG may adjourn from time to time to dispose of the same or to transact any other unfinished business. Less than a quorum may also adjourn from time to time. If all members are absent from any regular or adjourned regular meeting, the Secretary may declare the meeting adjourned to a stated time and place and shall cause a written notice of the adjournment to be given in the same manner as provided in Section 3.3 for special meetings, unless such notice is waived as provided for special meetings. A copy of the notice of adjournment shall be conspicuously posted on or near the door of the place where the regular, adjourned regular, special, or adjourned special meeting was held within twenty-four (24) hours after the time of adjournment.

3.2 Cancellation of Regular Meetings

The GPWG may cancel any of its regular meetings by a majority vote of the GPWG. A copy of the notice of cancellation shall be posted on the bulletin board located immediately outside City Hall within twenty-four (24) hours after action by the GPWG.

3.3 Special Meetings

Special meetings may be called by the Presiding Officer or at the request of eight (8) GPWG Members by delivering personally or by mailing written notice to each GPWG Member and to each newspaper requesting such notice. Such notice must be delivered personally or by mail at least twenty-four (24) hours before the time of such meeting as specified in the notice. The call and notice shall specify the time and place of the special meeting and the business to be transacted. No other business shall be considered at such meeting by the GPWG. The Secretary shall post the call and notice on the bulletin board located immediately outside City Hall at least twenty-four (24) hours prior to the special meeting.

3.4 Study Sessions

The GPWG shall have the right to assemble in special meetings so as to be apprised of the various matters coming up at a regular meeting or special meeting and obtain such detailed information in regard thereto as will enable them to dispose of such matters with more knowledge at the regular or special meeting to follow. The public may attend, as provided in Section 2.1; however, discussion by the public will not be encouraged so that the GPWG may use the time to ask and answer questions of the staff and other resource people. The public with the Presiding Officer's permission may address the GPWG in study sessions following the same procedures as provided in Section 3.3. The twenty-four (24) hour notice and posting requirements of Section 3.3 shall also be applicable.

3.5 Closed Sessions

The GPWG may hold closed sessions during the course of any regular or special meeting in the manner permitted by law.

SECTION 4.0 JOSEPH ROOM ATTENDANCE AND FACILITIES

4.1 Joseph Room Attendance

Attendance at meetings held in the Joseph Room shall be limited to the posted seating capacity thereof. Entrance to the JFK Library will be appropriately regulated by the Secretary on occasions when the Joseph Room capacity is likely to be exceeded. While the GPWG is in session, members of the public shall not remain standing in the Joseph Room except to address the GPWG, and sitting on the floor shall not be permitted. During GPWG meetings, no musical

instruments, firearms (except in the possession of peace officers), toy firearms, placards or other items of potentially disruptive nature, shall be brought into the Joseph Room, nor shall any handbills or flyers be passed out in the Joseph Room. The GPWG proceedings may be conveyed to those who have been unable to enter the Joseph Room.

4.2 Facilities

Regular and special meetings of the General Plan Working Group shall be held in the Joseph Room, JFK Library, Vallejo, California unless other venues are arranged in advance and notification of the change in venue is provided. Whenever at a regular or special meeting of the GPWG a matter is set for public hearing, if it is anticipated that the attendance will be substantially greater than the capacity of the Joseph Room, the Secretary may make arrangements for the use of a suitable alternate facility for such meeting of the GPWG. If a suitable alternate facility is not available, the public hearing may be continued to a date when a suitable alternate facility will be available. The GPWG shall not conduct any regular or special meeting in any facility that prohibits the admittance of any person or persons on the basis of race, religion, creed, color, national origin, ancestry or sex. Facilities shall be accessible by the handicapped.

SECTION 5.0 DUTIES AND PRIVILEGES OF THE GPWG

5.1 Elections and Terms of Officers

At the first regular meeting of the GPWG held in January of each year, the GPWG shall hold an organizational meeting, at which the GPWG shall elect a Chairperson and a Vice-Chairperson who shall serve for one year. In the case of a vacancy in any office, it shall be filled by an election held in the first two months subsequent, and such replacement shall be for the duration of the unexpired term of such office. Elections shall be by nomination and open ballot; the member receiving the highest number of votes shall be declared elected.

5.2 Seating Arrangement During Meetings

After the Chairperson and Vice-Chairperson have been elected and seated, GPWG Members shall select their seats in the order of relative seniorities on the GPWG, and shall occupy selected seats until the next election of officers. However, two GPWG Members may exchange seats at any time by mutual consent.

5.3 Presiding Officer

The Chairperson, if present, shall preside at all meetings of the GPWG. In the absence of the Chairperson, the Vice-Chairperson shall preside. In the absence of the Chairperson and the Vice Chairperson, another GPWG Member nominated and confirmed by a majority of those GPWG Members in attendance shall preside. The Presiding Officer shall have the authority to appoint committees pursuant to Section 2.6.

5.4 Preservation of Order

The Presiding Officer shall preserve order and decorum; prevent attacks on personalities or the impugning of GPWG Members' motives, and confine GPWG Members in debate to the question under discussion.

5.5 Points of Order

The Presiding Officer shall determine all points of order, subject to the right of any GPWG Member to appeal to the GPWG. If an appeal is taken, the questions shall be "Shall the decision of the Presiding Officer be sustained"?

5.6 Personal Privilege

The right of a GPWG Member to address the GPWG on a question of privilege shall be limited to cases in which that member's integrity, character, or motives are assailed, questioned or impugned.

5.7 Dissents and Protests

Any GPWG Member shall have the right to dissent from any action of the GPWG or ruling of the Presiding Officer, and have the reason thereof entered in the minutes. Such dissent shall be in writing, couched in respectful terms, and presented to the GPWG not later than the next regular meeting following the date of such action.

5.8 Excusal During Meetings

A GPWG Member shall leave the Joseph Room while the GPWG is in session

only with the permission of the Presiding Officer. The Joseph Room for this purpose shall be defined as those rooms where the GPWG meets, and the JFK Library rest room facility.

SECTION 6.0 DECORUM

6.1 By the Presiding Officer

The Presiding Officer shall preserve order and decorum in the manner prescribed in Section 5.4.

6.2 By the GPWG Members

While the GPWG is in session the members must preserve order and decorum, and a GPWG Member shall not, by conversation or otherwise, delay or interrupt the proceedings or the peace of the GPWG, nor disturb any GPWG Member, nor refuse to obey the orders of the GPWG or the Presiding Officer, except as otherwise provided in these rules.

6.3 By Other Persons

No member of the public shall approach the GPWG table while the GPWG is in session, unless specifically requested to do so by the Presiding Officer. Any message to, or contact with, any GPWG Member while the GPWG is in session shall be through the Secretary. Unruly conduct, such as undue noise, hissing, profanity, insult or physical disturbance shall not be permitted. Any person making personal, impertinent or slanderous remarks, or who becomes boisterous while addressing the GPWG shall be forthwith barred by the Presiding Officer from further audience before the GPWG at that meeting, unless permission to continue is granted by a majority vote of the GPWG.

6.4 Disruption of Meeting

In the event that any meeting is willfully disrupted by a group or groups of persons so as to render the orderly conduct of such meeting infeasible, and order cannot be restored by removal of individuals who are willfully disrupting the meeting, the Presiding Officer with the GPWG's consent may, or upon motion of any GPWG Member adopted by the GPWG shall order the Joseph Room or other place of meeting cleared without awaiting completion of the item of business at hand and when the disruption has ceased, resume the meeting. Only matters

appearing on the, agenda may be considered in such a session. Duly accredited representatives of the press or other news media, except those participating in the disturbance, shall be allowed to attend any such sessions. As a matter of public policy, it is in the public interest to allow duly accredited representatives of the press or other news media who were not involved in the disturbance to attend the sessions from which members of the general public have been excluded by reason of a willful disturbance.

SECTION 7.0 AGENDA PREPARATION

7.1 Declaration of Policy

- A. It is established as the policy of the General Plan Working Group that no resolution, motion or item of business shall be introduced before the GPWG at a regular meeting without having prior thereto been placed upon the written agenda prepared and posted for that meeting. All GPWG meetings shall follow the prepared agenda unless changed by the Presiding Officer with the GPWG's consent or upon a majority vote of the GPWG.
- B. Notwithstanding subsection A of this section, the General Plan Working Group may take action on items of business not appearing on the posted agenda under any of the following conditions:
 - 1. Upon a determination by a two-thirds vote of the GPWG (at least ten GPWG Members) or, if less than two-thirds of the members are present (eight GPWG Members are required for a quorum), a unanimous vote of those members present that the need to take action arose subsequent to the agenda being posted as specified in Section 7.2.
 - 2. The item was posted pursuant to Section 7.2 for a prior meeting of the GPWG occurring not more than five calendar days prior to the date action is taken on the item, and at the prior meeting the item was continued to the meeting at which the action is being taken.
- C. Nothing in this section shall be construed to prevent the GPWG from discussing and referring to staff for appropriate study or placement on a subsequent agenda, items that are brought to the GPWG's attention during community forum.

7.2 Preparation and Posting

The Secretary shall prepare and furnish to each GPWG Member and to the City Attorney, and to such other persons as the GPWG shall designate, a written agenda for every regular meeting. The Secretary shall endeavor to arrange the agenda in such a manner that adjournment if at all possible may be had no later than eleven (11) p.m. of the date scheduled for the meeting: The agenda shall contain a brief general description of each item of business to be transacted or discussed at the meeting, and shall so specify the time and location of the meeting. The agenda shall be posted on the bulletin board located immediately outside the front entry to City Hall or other location that is freely accessible to members of the public at least seventy-two (72) hours prior to the regular meeting. Except as provided in Section 7.1, no action shall be taken on any item not appearing on the posted agenda. Copies of the agenda, with all attachments, shall be available at the Planning Division and J.F. Kennedy Library for perusal by members of the public. A copy of the agenda, plus all attachments, shall be available to members of the public during the GPWG meeting.

7.3 Items Included

- A. Any items of business shall be placed upon the written agenda prior to the deadline announced or observed for the preparation thereof at the request of the Chairperson or any individual member of the GPWG, by the Secretary, or the City Attorney.
- B. The written agenda shall include the following information:
 - 1. Disclosure requirements for political contributions;
 - 2. Appeal rights;
 - 3. Name of the staff person responsible for each agenda item;
 - 4. Planning Division telephone number;
 - 5. Speaker time limits.

SECTION 8.0 AGENDA CONTENT

8.1 Order of Business

The business of the GPWG shall be taken up for consideration and disposition in the following order as set forth in the agenda published by the Secretary, except that with the majority consent of the GPWG, matters may be taken up out of order. Any item not on the agenda may be added and considered only in the manner prescribed by Section 7.1.

- A. Call to Order;
- B. Pledge of Allegiance;
- C. Roll Call;
- D. Approval of Minutes;
- E. Written Communications;
- F. Secretary's Report;
- G. City Attorney's Report;
- H. Report of the Presiding Officer and Members of the General Plan Working Group;
- I. Community Forum;
- J. Consent Calendar and Approval of the Agenda;
- K. Public Hearings;
- L. Other Agenda Items;
- M. Adjournment.

8.2 Call to Order

The Presiding Officer shall take the chair precisely at the hour appointed for the meeting and shall immediately call the GPWG to order. If the Presiding Officer is not the Chairperson or Vice Chairperson; upon the arrival of the Chairperson or Vice Chairperson, as the case may be, the person who is then presiding shall relinquish the chair at the conclusion of the item of business then before the GPWG.

8.3 Pledge of Allegiance

Immediately following the call to order, the Presiding Officer shall lead the GPWG and audience in the recitation of the Pledge of Allegiance to the flag of the United States of America.

8.4 Roll Call

Before the GPWG shall proceed with the business of the meeting, the Secretary or his or her designee shall call the roll of the GPWG Members, and the names of those present shall be entered in the minutes. The later arrival of any absentee shall also be entered in the minutes with the time of arrival noted.

8.5 Minutes

- A. The Secretary shall distribute copies of the unadopted minutes to each GPWG Member along with the agenda and accompanying materials.
- B. Unless reading of the minutes of the GPWG meeting is requested by a member of the GPWG, with consent of the majority of the GPWG Members, such minutes may be adopted without reading.

8.6 Written Communications

- A. Written communications from the public will be received and filed, unless added to the agenda at the time the GPWG has under consideration approval of the agenda and consent calendar. If any GPWG Member objects to the addition of a written communication to the agenda, then a majority vote of the GPWG shall be required to place an item on the agenda. A written request to address the GPWG on a subject not scheduled for discussion will be treated the same as and considered at the time "Written Communications" is before the GPWG. The GPWG will determine if it wishes to have such a matter discussed and, if so, will designate the meeting at which it will be discussed.
- B. Anonymous or unsigned communications shall not be introduced to the GPWG or placed under written communications.

8.7 Report of the Secretary

The Secretary may, from time to time, report on items that may be of interest to the GPWG and the general public.

8.8 Report of the City Attorney

The City Attorney may, from time to time, report on items that may be of interest to the GPWG and general public.

8.9 Report of the Presiding Officer and GPWG Members

The Presiding Officer and any GPWG Member may, from time to time, wish to make certain announcements, request information from staff, and to report on items of activity that -may be of interest to the GPWG and the general public.

8.10 Community Forum

The Presiding Officer shall announce that members of the public have the opportunity to directly address the GPWG on items of interest to the public that are within the subject matter jurisdiction of the GPWG. Fifteen (15) minutes shall be set aside for the community forum, and each speaker shall be allocated three (3) minutes, unless time is extended by the Presiding Officer with the GPWG's consent. Except as provided in Section 7.1, no action shall be taken on matters brought up during community forum. Items of business listed on the agenda shall not be further discussed under the community forum without the GPWG's consent.

8.11 Consent Calendar and Approval of the Agenda

A. The Secretary or City Attorney may recommend that items appearing on the agenda be placed on the consent calendar for action by the GPWG. Any item placed, on the consent calendar shall appear in its regular order on the agenda together with a recommendation of the Secretary or City Attorney as to the action to be taken by the GPWG with respect to such item. Upon motion of any GPWG Member, all items placed upon the consent calendar may be acted upon collectively, and each shall be

deemed to have received the action recommended by the Secretary or City Attorney; except that if any GPWG Member objects to the placement of an item on the consent calendar, or if any member of the public wishes to address the GPWG on any such item, the item shall be removed from the consent calendar and shall be heard and acted upon in its proper place on the agenda as designated by the Presiding Officer.

- B. After making changes in the agenda, if any, as permitted under these rules of order and procedure, the GPWG shall approve the agenda which shall be and constitute the agenda of business to be considered at the meeting. The motion offered to approve the agenda shall include the adoption of the consent calendar.

8.12 Public Hearings

- A. The GPWG may from time to time order that public hearings be conducted on items of public interest even though such may not be required by law.

- B. Anyone desiring to address the GPWG on the subject of the public hearing may indicate such interest in any of the three following ways:

1. Persons may submit a written request to the Secretary in advance of the meeting.
2. Persons may fill out a card that will be available at the start of all General Plan Working Group meetings, and submit the card to the Secretary during the meeting.
3. Persons may approach the podium to speak when the Presiding Officer opens the public hearing and indicates that persons wishing to address the GPWG may do so at that time.

- C. Procedures for Public Hearings

1. The Secretary shall announce the public hearing and shall note any correspondence received concerning the matter, if any.
2. The staff report shall be presented,

3. The Presiding Officer shall declare the public hearing open.
4. The Presiding Officer shall first call on the applicant, proponent or appellant of the matter.
5. The GPWG shall hear those interested in the matter.
6. The Presiding Officer
 - a. May limit individual presentations and may limit the number of speakers with similar positions;
 - b. May order that no person speak more than once until all other persons wishing to speak have spoken once;
 - c. May use the card system provided for in Section 11.4.
 - d. Shall close the hearing.
7. A GPWG Member:
 - a. May question any speaker during the hearing;
 - b. Shall not indicate his or her decision regarding the matter, nor introduce a motion or resolution to approve, modify or deny the matter being heard until the public hearing is closed by the Presiding Officer.
 - c. Continuance of Hearing

Any hearing being held, or noticed or ordered to be held, by the GPWG at any meeting may by order or notice of continuance adopted by the GPWG be continued or reconfirmed to any subsequent meeting in the same manner and to the same extent set forth in Section 3.1 for the adjournment of meetings; provided, however, if the hearing is continued to a time less than twenty-four (24) hours after the time specified in the order or notice of

hearing, a copy of the order or notice of continuance of hearing shall be posted immediately following the meeting at which the order or notice of continuance was adopted.

8.13 Other Agenda Items

The Secretary, City Attorney, or the Presiding Officer may place items on the agenda of interest to the GPWG and the general public or for action by the GPWG.

8.14 Adjournment

It shall be the policy of the GPWG to adjourn its regular meeting by eleven (11) p.m. of each meeting date. The Secretary shall endeavor to arrange the agenda in such a manner that the GPWG can adhere to this adjournment policy. A public hearing in progress shall not be interrupted and continued to a subsequent meeting for the sole purpose of satisfying this adjournment deadline. Items of business that remain on the agenda at eleven (11) p.m. shall be carried over to the next regular meeting, unless the GPWG by a majority vote agrees to continue in session or agrees to adjourn the meeting to a date sooner than the next regular meeting to dispose of the remaining agenda items.

SECTION 9.0 RULES OF DEBATE

9.1 Presiding Officer

The Presiding Officer may debate and vote. The Presiding Officer shall not be deprived of any rights and privileges of a GPWG Member by reason of acting as the Presiding Officer except as set forth in Section 9.2.

9.2 Motions and Resolutions by the Presiding Officer

Prior to making a motion or resolution, the Presiding Officer shall relinquish the chair to the Vice-Chairperson or the next senior member of the GPWG. Upon completion of the vote on the motion or resolution, the Presiding Officer will automatically regain the gavel and continue to chair the meeting.

9.3 Obtaining the Floor

GPWG Members desiring to speak shall address the Presiding Officer, and upon recognition by the Presiding Officer, shall confine themselves to the question under debate, avoiding all indecorous language.

9.4 Parliamentary Inquiries

A GPWG Member may, without obtaining the floor, make an inquiry of the Presiding Officer for information on a point of order, a matter of parliamentary procedure or the rules of GPWG bearing on the business at hand. The Presiding Officer's reply to a parliamentary inquiry is not subject to an appeal or reconsideration. However, if a GPWG Member acts contrary to the Presiding Officer's opinion and is ruled out of order, an appeal may be taken to the GPWG. If an inquiry is made when another GPWG Member has the floor and an immediate answer is not necessary, the Presiding Officer can defer a reply until the floor has been yielded. The Presiding Officer is not obligated to answer hypothetical questions.

9.5 Points of Information

A GPWG Member may make a request for information relevant to the business at hand but not related to parliamentary procedure. The request may be directed to the Presiding Officer or through the Presiding Officer to another GPWG Member or an officer or employee of the City. The request must always be put in the form of a question. If directed to a GPWG Member who has the floor, the Presiding Officer will ask consent of the speaker to the interruption.

9.6 Questions of Personal Privilege

A GPWG Member may, without obtaining the floor, raise a question of personal privilege. An inquiry shall be addressed to the Presiding Officer and may be made without waiting for recognition. When disposed of, the business shall be resumed at exactly the point at which it was interrupted. The Presiding Officer shall rule whether the questions put is one of personal privilege, as defined by Section 5.6, and, if so; whether it is of sufficient urgency to warrant interrupting the business then in progress. A nondebatable appeal to the GPWG may be taken from the Presiding Officer's ruling.

9.7 Interruptions

A GPWG Member, once recognized, shall not be interrupted when speaking unless called to order by the Presiding Officer. When called to order while speaking, the GPWG Member must cease speaking until the point of order be determined and, if in order, shall be permitted to proceed.

9.8 Restriction of Discussion

GPWG Members shall confine their remarks and inquiries to the agenda item under consideration and speak only when recognized by the Presiding Officer, except as otherwise provided in these rules of order and procedure. A GPWG Member shall not call for a showing of hands or other demonstration of those present in the audience, unless granted permission to do so by the Presiding Officer.

9.9 Limitation of Debate

No GPWG Member may speak for longer than ten (10) minutes at any one time; unless additional time is granted upon a majority vote of the GPWG.

9.10 Precedence of Motions

When a question is before the GPWG, no motion shall be entertained except:

- A. To adjourn;
- B. To fix the hour of adjournment;
- C. To lay on the table;
- D. To call for a previous question;
- E. To postpone to a certain day;
- F. To refer;
- G. To amend;
- H. To substitute;
- I. To postpone indefinitely.

These motions shall have precedence in the descending order indicated. Any such motion, except a motion to adjourn, amend, or substitute, shall be put to a

vote without debate.

9.11 Motions and Resolutions to be Stated by the Secretary.

The Secretary shall read the title of any motion, resolution, or item of business before debate, following which the Presiding Officer may request a report from the Secretary or other designated staff member.

9.12 Discussion Allowed Prior to Formal Motion

It shall not be necessary to make a motion or resolution prior to inquiry or debate by GPWG Members, or the public is allowed to speak.

9.13 Second Not Required

A second shall not be required in order to make a motion or resolution.

9.14 Motions Out of Order

The Presiding Officer or any GPWG Member may introduce a resolution or motion out of the regular order of the agenda, only with the majority consent of the GPWG.

9.15 Motion to Adjourn

A motion to adjourn shall be in order at any time, except as follows:

- A. When repeated without intervening business or discussion;
- B. When made as an interruption of a member speaking;
- C. When a previous question has been ordered; or
- D. While a vote is being taken.

A motion to adjourn is debatable only as to the time to which the meeting is to be adjourned.

9.16 Motion to Lay on the Table

A motion to lay on the table shall preclude all amendments or debate of the

subject under consideration. If the motion prevails, consideration of the subject may be resumed at that meeting only upon motion of a member voting with the majority.

9.17 Withdrawal of Motions

A motion may be withdrawn at any time before vote by the maker, after first gaining recognition from the presiding officer.

9.18 Motion for Previous Question

When a motion for the previous question is made by a GPWG Member, the Presiding Officer shall allow no further debate and shall ask "Shall the item now be voted on?" If the question carries, the Presiding Officer shall put pending amendments to vote, without debate, in the inverse order of their introduction, before putting the main questions, If the question "Shall the main question now be voted on?" is decided negatively, the main questions and its amendments remain before the GPWG. The motion calling for the previous question must be decided upon by five-seventh vote in the affirmative.

9.19 Division of Question

If a question put before the GPWG contains two or more separate propositions, the Presiding Officer may, and upon request of a GPWG Member, shall divide the question.

9.20 Motion to Amend an Amendment

After a motion to amend an amendment has been made and installed for debate, a motion to amend the same amendment further shall not be in order.

9.21 Motion to Postpone

A motion to postpone, except one to postpone indefinitely, may be amended as to time. If a motion to postpone indefinitely carries, the main motion is lost.

9.22 Motion to Reconsider

A motion to reconsider any action taken by the GPWG may be made at the

meeting such action was taken. It may be made either immediately during the same session, or at a recessed or adjourned session of that meeting. Such a motion may be made only by a GPWG Member who voted with the prevailing side. After such a motion for reconsideration has been acted upon, no other such motion on the same question shall be made at that meeting.

9.23 Rehearing

After the GPWG has taken action on a matter or question, a motion to reconsider the action taken on such matter or question, or on a matter or question having substantially the same content or purpose of the matter or question already acted upon, shall not be made at a subsequent meeting for at least one (1) year from the date of such action, except by a GPWG Member who voted in the majority on such matter or question or upon the consent in writing of the majority of the GPWG Members filed with the Secretary. Such matter or question may, however, be reheard at a subsequent meeting after the one year period has elapsed. The item before the GPWG shall be whether the matter or question should be reheard; and, if the GPWG approves the request, it shall be placed on a future agenda for consideration.

SECTION 10.0 VOTING

10.1 Quorum

A quorum shall be four (4) or more members of the GPWG.

10.2 Abstention

It shall be the duty of each GPWG Member present at a meeting of the General Plan Working Group to cast a vote, "aye" or "nay", unless excused because:

- A. The GPWG Member has a personal or pecuniary interest in the matter under consideration; or
- B. The law otherwise declares that GPWG Member's participation is a conflict of interest; or
- C. The GPWG Member is disqualified by reason of absence from the hearing of a matter, the decision on which under the law must be based upon findings supported by testimony or other competent evidence introduced in the proceeding.

If a conflict of interest does exist, the GPWG Member shall declare this fact. The GPWG Member is then excused from voting 'aye' or 'nay', and may cast an abstention vote. Other than to reflect the abstention, the vote shall not be counted for any purpose. Abstention for any reason other those mentioned above shall constitute consent in the action proposed, and the Secretary shall announce at the meeting and enter in the GPWG's minutes that the abstention was cast as an "aye" vote pursuant to this rule.

Nothing in these rules of order and procedure is intended to abrogate the judicially declared "rule of necessity" adopted in the State of California pertaining to the duty of members of public legislative and administrative bodies to vote on matters which require their action.

Abstention is defined to include a GPWG Member's refusal or failure to vote when present and capable of casting a vote, unless excused for the reasons set forth above.

10.3 Tie Vote

The affirmative vote of at least four (4) members shall be necessary to adopt any resolution or motion. Any question on which the vote is tied, is lost. In the event of a tie vote, the Presiding Officer or any GPWG Member may request the Secretary to carry over the item to the next regular meeting where a full GPWG will be present.

10.4 Roll Call

The votes shall be cast by a voice vote so that each GPWG Member's vote may be recorded by the Secretary. The Secretary shall call the roll in alphabetical order, then calling on the vote of the Vice Chair and Chair, respectively. The Secretary at the conclusion of the voting shall announce the results of the vote by stating whether the measure carried or failed and by what vote.

SECTION 11.0 PUBLIC PARTICIPATION

11.1 Policy

It is the policy of the General Plan Working Group that members of the public shall be afforded the opportunity to speak on any agenda item providing they

are first recognized by the Presiding Officer.

11.2 Addressing the GPWG

Any person desiring to address the GPWG by oral communication shall first secure the permission of the Presiding Officer by approaching the speaker's podium and waiting, silently, to be recognized by the Presiding Officer.

11.3 Spokespersons

Designated spokespersons for recognized groups or organizations will be given priority over Individuals who desire to address the GPWG.

11.4 Card System

Cards will be available at the rear of the Joseph Room for persons who wish to address the GPWG at a public hearing or on another item of agenda business. After filling out the information requested, the cards shall be handed to the Secretary or designated staff member. The Presiding Officer will call on those wishing to speak in the order in which the cards are received, except as provided in Section 8.11. After such persons are heard, the Presiding Officer may then call for any additional speakers.

11.5 Time Limits

Designated spokespersons for recognized groups or organizations will have five (5) minutes to address the GPWG; provided, however, that they may request additional time and will be granted such only with the permission of the Presiding Officer and subject to the consent of the GPWG. Individuals will be given three (3) minutes to address the GPWG unless additional time is allowed as provided for spokespersons.

11.6 Discussion Between Citizens and the GPWG

All remarks shall be addressed to the GPWG as a body and not any GPWG Member thereof. No person, other than the Presiding Officer, GPWG and the person having the floor, shall be permitted to enter into any discussion, either directly or through a GPWG Member, without the permission of the Presiding Officer. No question shall be asked of a GPWG Member or a member of staff

except through the Presiding Officer.

11.7 Topic for Discussion

Members of the public shall address their remarks only to the agenda item under discussion by the GPWG.

11.8 Manner of Addressing the GPWG

Prior to speaking, each member of the public shall state his or her name and business or home address in a clear and audible tone of voice.

11.9 Repetition

Recognized speakers shall refrain from repetition of issues and points already raised by previous speakers.

SECTION 12.0 AMENDMENTS

12.1 Notice of Amendment

These rules of order and procedure may be amended by the GPWG at any regular or special meeting, provided that notice of the proposed amendment or amendments, including the exact text of same, shall have been delivered to each GPWG Member at least three (3) days prior to the meeting date.

12.2 Submission for Council Approval

Any amendment adopted by the GPWG shall be submitted to the City Council for approval at the earliest convenient time as required by Section 405 of the City Charter, and shall become effective only upon such approval being given.

CITY COUNCIL APPROVAL

The foregoing Rules of Order and Procedure were approved by Resolution No. ___ adopted by the City Council on pursuant to Section 405 of the City Charter of the City of Vallejo.