



COMMUNITY-POLICE ADVISORY COMMITTEE BYLAWS 2025-02

The following rules shall be applicable to the organization of the Cotati Community-Police Advisory Committee (the Committee), to the convening or calling of meetings, and to the transaction of business when the Committee has convened and acts or serves in an official capacity, pursuant to law.

ORGANIZATION, ELECTION, AND DUTES OF OFFICERS

RULE 1. The Committee shall elect a Chairperson and Vice Chairperson at the first regular meeting of the calendar year (typically January). The Chairperson and Vice Chairperson will serve for a period of one year from the date of their election. For the inaugural meeting on February 27, 2025, the Committee shall elect a Chairperson and Vice Chairperson on that date, who will both serve for a period of ten months (the remainder of calendar year 2025). The Committee, by majority vote, may choose to elect a Chairperson or Vice Chairperson at a different meeting to address a resignation. In the case of a resignation of the Chairperson, the Vice Chairperson shall become the interim Chairperson until formal election of a new Chairperson occurs.

RULE 2. The Chairperson of the Committee shall preserve order and decorum and shall decide questions of order. The Vice Chairperson shall preside in the absence of the Chairperson.

RULE 3. The Chairperson of the Committee may bring or second any motion and may present and discuss any matter as a member of the Committee without having to step down from the Chair and shall be entitled to vote on all matters before the Committee.

RULE 4. The Secretary shall be a City employee and responsible for the preparation of the Committee meeting minutes, assuring that all official actions or decisions by the Committee are recorded within the minutes. The Secretary of the Committee, along with the City Clerk (if different), shall keep a public record of its determinations, recommendations, and transactions. Those records are kept as minutes that summarize Committee action, in the same manner as City Council minutes.

RULE 5. The meeting minutes of each meeting are designated as the official record of the Committee agenda and actions. The minutes are to be made available on the City of Cotati website.

SCHEDULE OF MEETINGS

RULE 6. The Committee shall hold four regular meetings a year at 6:00 P.M. on the 3rd Wednesday of the month, in the months of February, May, August, and November. Special meetings of the Committee may be called by the Chairperson or three members of the Committee. . Meetings may be canceled by notice of the Committee Secretary, by a vote of the majority of Committee members present at a regular or special meeting, or when a quorum is not available. Regular meetings shall be held in the same locale used by the City Council, at City Hall, at 201 West Sierra Avenue, Cotati, California. Adjourned meetings, meeting relocation, or revised starting time shall be by a three-fifths vote of the Committee. Notice of such a meeting shall be given in accordance with City of Cotati procedures and/or State law.

RULE 7. Emergency meetings may be called as provided in the Government Code of the State of California.

RULE 8. In the absence of a quorum, all items on the agenda shall be continued to the next scheduled meeting.

AGENDA

RULE 9. An agenda shall be prepared by the Secretary of the Committee for each meeting of the Committee in accordance with the agenda requirements set forth in the Government Code.

RULE 10. All matters to be considered by the Committee shall be properly filed with the City in compliance with the provisions, standards, and procedures established by adopted City Ordinances and City Council Rules.

RULE 11. Any matter that comes before the Committee orally under Public Comment shall not be discussed or acted upon by the Committee unless and until it is heard as a scheduled agenda item at a regular or special meeting of the Committee.

RULE 12. The regular order of business of the Committee shall be:

- A. CALL TO ORDER
- B. OATH OF OFFICE (AS NEEDED)
- C. ROLL CALL
- D. LAND ACKNOWLEDGEMENT
- E. PLEDGE OF ALLIEGENCE
- F. ELECTION OF CHAIR AND VICE CHAIR (AS NEEDED)
- G. APPROVAL OF MINUTES
- H. PRESENTATIONS
- I. CHANGES TO THE AGENDA
- J. PUBLIC COMMENT – ORAL AND WRITTEN COMMUNICATIONS
- K. MATTERS AT HAND
- L. REPORTS BY STAFF
- M. REPORTS BY COMMITTEE
- N. PUBLIC COMMENT ON NON-ACTION ITEMS
- O. INFORMATION RECEIVED AFTER THE AGENDA WAS POSTED

P. ADJOURNMENT

RULE 13. The Chairperson may revise the order of the agenda for a particular meeting in order to expedite business for the convenience of the public or for improved continuity.

RULE 14. Committee meetings may remain in session up to, but no later than 10:00 P.M. However, the Committee may, by unanimous vote, extend the meeting if the Committee deems such extension necessary. In no case shall the meeting be extended past 11:00 P.M. Otherwise, the meeting shall be adjourned to another day acceptable to the Committee, or unfinished business may be continued to the next regular meeting.

CONDUCT OF PUBLIC MEETINGS

Rule 15. Letters, petitions, or other written material pertaining to any item on the agenda may be filed with the Secretary of the Committee prior to the time of the public meeting or may be presented to the Committee at the time of the public meeting. The Committee shall consider such material in deciding any issue before it. All written material shall become part of the Committee's record on the agenda item.

RULE 16. Items submitted after packet distribution: Materials related to any item on the Agenda submitted to the Committee after distribution of the agenda packet are available for inspection in the Secretary of the Committee's office at 201 West Sierra Avenue, Cotati, California during normal business hours. If received no later than noon the day before the meeting, written communications received by the City Clerk shall be posted on the website by the end of that day and notification provided to the electronic Agenda mailing list by the end of the day. Any materials provided after the agenda was posted that are submitted prior to noon on the day of the scheduled meeting will be brought to the meeting and will be available for public inspection at the meeting site and distributed to the Committee. Either the Secretary or the Chairperson at the meeting shall give public notice of any such materials.

RULE 17. Any person desiring to address the Committee may, when recognized by the Chairperson, give his or her name and address. To ensure full access for any public wishing to speak, and to maintain a timely and efficient meeting, public comment on any one agenda item where the Committee will be taking some action is limited to no more than three (3) minutes per person. Speakers may not "yield" a portion of their allotted time to others.

RULE 18. Comments relative to any item scheduled on the agenda shall, unless otherwise ordered by the Chairperson, be presented in the following order and within the time limits specified.

- a) The Chairperson shall introduce the item.
- b) Disclosure of any ex parte communication*
- c) Staff Report and/or report by guest speakers invited by the City
- d) Committee questions to staff/guest speakers for purposes of clarification of staff report, policy, or procedure.
- e) Public comment
- f) Committee discussion.

g) Committee motion and roll call vote.

** Ex Parte Communication is hereby defined as any additional factual information obtained by the Committee member(s) that pertains to an individual recommendation which is not available to other Committee members and/or the general public in the published agenda materials.*

RULE 19. The Chairperson may, in the interest of facilitating the business of the Committee, limit the amount of time that a person may use in addressing the Committee, but each member of the public shall be afforded equal time to speak on that item, notwithstanding any previously granted disability accommodations.

VOTING

RULE 20. A majority of the members of the Committee shall constitute a quorum. Unless otherwise required by federal, state or local regulation, the affirmative vote of a majority of the quorum is necessary to take action (including action to continue a matter to a specific time). If a majority is unable to be assembled on any motion (including a motion to continue a matter to a specific time) relating to a specific item for which the Committee has final authority, the matter before the Committee shall be deemed denied and/or invalid. A tie vote constitutes a denial.

RULE 21. On matters of procedure or order of business, the Chairperson may make a motion, and without a second and after calling for objection and hearing none, so order. In the event of objection, the Chairperson shall call for a second and a roll call vote.

MISCELLANEOUS

RULE 22. The Committee shall conduct their duties with the highest level of professionalism during their tenure and in accordance with best serving the residents of the City of Cotati.

RULE 23. Unless otherwise provided by these Bylaws, all proceedings before the Committee shall be conducted in accordance with and pursuant to the parliamentary rules of procedure as prescribed in “Rosenberg’s Rules of Order.” (current version).

RULE 24. Any rule of these Bylaws may be altered, amended, or repealed by majority vote of the Committee, except that such alteration, amendment, or repeal shall be in accordance with City ordinance and law, and shall not affect any pending matter.

RULE 25. Any rule of these Bylaws may be temporarily suspended by unanimous consent of the Committee.

RULE 26. Committee members shall decide for themselves whether they have a conflict of interest on any matter before the Committee. Such determination shall be made in accordance with State law and the City of Cotati City Council Rules of Conduct or any amendment thereto. When a member has disqualified

themselves, they shall remove themselves from the dais stating their reasons for conflict of interest. The member shall also remove themselves from the meeting room, unless they are permitted to remain for a qualified interest as set forth in State law.

RULE 27. Failure to adhere to any of these rules does not result in the invalidation of any decision or action of the Committee.

RULE 28. Any violation of these rules does not result in a cause of action against the City of Cotati.

RULE 39. Subject to compliance with all established laws and regulations, any violation of these rules shall not impact the outcome of a vote.

Amended, Approved and Adopted at a meeting of the Committee on February 27, 2025, by the following roll call vote:

MOTION CARRIED BY THE FOLLOWING ROLL CALL VOTE:

AYES:

NOES:

ABSENT:

ABSTAIN:

Approved: _____
Chair

Attest: _____
Kevin Patterson, Secretary