

RULES AND REGULATIONS
OF THE
CHARTER REVIEW COMMITTEE
OF THE
CITY OF MODESTO
ARTICLE I
ORGANIZATION

Section 1.1 Establishment. Pursuant to section 1604 of the City Charter, the Charter Review committee of the City of Modesto has been appointed by the City Council to review and make recommendations regarding the Charter of the City of Modesto.

ARTICLE II.
DUTIES AND FUNCTIONS

Section 2.1 Enumerated. The Committee shall have the duties and functions set forth by the City Council to the Committee.

ARTICLE III.
MEETINGS

Section 3.1 Meetings. The regular meetings of the Committee shall be Mondays and Wednesdays of each month at 5:00 p.m. at City Hall, as needed, until the report is received by Council. Meeting notices will be posted online and published in the Modesto Bee. If a regular meeting day falls on a holiday, as defined by the Government Code of the State of California, the meeting shall not be held and the next meeting will be held on the next regular meeting day.

Section 3.2 Special Meetings. A special meeting may be called at any time by the Chairman of the committee whenever, in his opinion, the business of the Committee may require it, or upon the written request of 6 voting members of the Committee. Whenever a special meeting shall be called, notice of such meeting shall be given by the Secretary of the Committee to each member of the Committee. Notice must be given at least twenty-four (24) hours before the time of such meeting.

Section 3.3 Place of Meetings. All meetings shall be held in locations in the city as may be designated by the Committee.

Section 3.4 Meetings to be Public. All meetings of the Committee shall be open to the public.

Section 3.5 Quorum. A quorum shall consist of no less than 6 voting members of the Committee.

ARTICLE IV.

PROCEDURE

Section 4.1 Agenda. In order to facilitate the orderly conduct of the business of the Committee, the Chairman, with input from the Committee shall arrange a list of matters to be considered at the next meeting of the Committee. A copy of this agenda shall be furnished to each member of the Committee as far in advance of the meeting as time for preparation will permit but no later than twenty-four (24) hours in advance of the meeting.

Section 4.2 Order of Business. The business of the Committee shall be taken up for consideration and disposition in the following order except that with the unanimous consent of the Committee, matters may be taken up out of order.

- (a) Roll call
- (b) Approval of minutes of previous meeting
- (c) Oral Communications
- (d) Unfinished business
- (e) New business
- (f) Matters too late for the agenda
- (g) Adjournment

Section 4.3 Minutes. A written record of the proceedings of the Committee shall be maintained. A copy of the minutes of each meeting shall be furnished to each member of the Committee at the earliest opportunity following each meeting. Unless the reading of the minutes of a Committee meeting is requested by a Committee member, such minutes may be approved without reading if each member has previously been furnished with a copy thereof.

Section 4.4 Action. No action shall be taken by the Committee except by vote of the majority of the members present. All determinations of the Committee may be by voice vote. Upon the request of any member, or by the determination of the Chair, a roll call vote shall be taken and recorded on any vote.

Section 4.5 Decisions. A policy decision by the Committee may be taken only after the following procedure has been completed:

- (a) The subject matter of the action shall have been agendized as an indication that it would be discussed.

(b) If a specific draft of a proposed Charter provision is to be acted upon, a written draft of the proposed Charter provision shall be furnished to each Committee member at least twenty-four (24) hours prior to the meeting at which action thereon is to be considered.

(c) Action to adopt a Charter provision may be taken by affirmative votes of no less than a majority of the entire membership of the Committee. Any matter upon which action is taken at any meeting may be reconsidered at a subsequent meeting only after two-thirds (2/3rds) of the members present consent to such reconsideration; provide, however, that any specific provision of the Charter which is approved from time to time by the Committee, shall be subject to revision, amendment or deletion at the time of the consideration of the final draft of the Committee report.

ARTICLE V.

OFFICERS AND STAFF

Section 5.1 Chairman Pro Tem. In the absence of the Chairman, the Vice Chairman shall be the presiding officer for said meeting.

Section 5.2 Staff Assistance. The City Charter officers shall provide staff assistant to the Committee.

ARTICLE VI.

COMMITTEES

Section 6.1 Special Committees. Any special committees needed shall be appointed by the Chairman.