



## PARKS AND RECREATION DEPARTMENT

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### LIBRARY COMMISSION STAFF REPORT

Meeting: May 12, 2021

#### Subject

Overview of Conducting Commission Meetings and Review of Subcommittees.

#### Recommended Action

Receive an overview of conducting Commission meetings and a review of subcommittees.

#### Discussion

When conducting and participating in Commission meetings, there are certain protocol that have been established by the City through implementation of Rosenberg's Rules of Order (Attachment A), the Commissioner Handbook (Attachment B), and compliance with the Ralph M. Brown Act (Attachment C). These resources also outline the guidelines for establishing and managing subcommittees.

#### *Rosenberg's Rules of Order*

Rosenberg's Rules of Order provide a simplified version of the rules of parliamentary procedure, which have been adopted by the City of Cupertino. They include establishing a quorum, the role of the chair, basic format for discussing an agenda item, motions, voting, courtesy and decorum, and public input. The Commission Chair will implement the rules of conduct and facilitate meetings and agenda item discussion. The basic sequence for each agenda item is as follows:

- a. The Chair announces the agenda item number and subject.
- b. The Chair invites the appropriate person to report on the item.
- c. The Chair asks Commissioners if they have any technical questions of clarification.
- d. The Chair invites public comment. The Chair may limit the time of public speakers. At the conclusion of public comment, the Chair will announce that public input has concluded.
- e. The Chair will facilitate discussion, limited to the scope of the item, by having Commissioners provide comment one at a time.
- f. If required for the item, the Chair will invite a motion as well as a second to the motion.
- g. If a motion is made and seconded, the chair should ensure everyone understands the standing motion before moving to discussion.
- h. The Chair initiates a vote and Commissioners respond with "aye", "nay" or "abstain".
- i. The result of the vote is announced.

### *Commissioner Handbook*

The updated Commissioner's Handbook was adopted by City Council on January 19 and outlines the expectations and resources for Commissioners to successfully serve in their position. The City Clerk provided a training on the Commissioner Handbook at the February 3 Library Commission meeting.

### *Ralph M. Brown Act*

The Brown Act ensures all meetings of the Commission are open and public, and all persons are permitted to attend. Meetings are defined as any congregation of a majority of the members of a legislative body at the same time and location, including teleconference location as permitted to hear, discuss, deliberate, or take any action on any item that is within the subject matter jurisdiction of the legislative body. The Brown Act outlines requirements for meeting agendas and notices to ensure appropriate access for the public.

### *Subcommittees*

The Chair may appoint special subcommittees of less than a quorum of the commission who then may meet at their convenience to carry out the purpose of the subcommittee. If the subcommittee has a continuing subject matter or regularly scheduled meeting time, it may qualify as a Brown Act committee and public notice provisions would apply. Subcommittees must serve a limited or single purpose, that is not perpetual, and that will be dissolved once its specific task is completed.

### Sustainability Impact

No sustainability impact.

### Fiscal Impact

No fiscal impact.

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Approved for Submission by: Joanne Magrini, Director of Parks and Recreation

### Attachments:

A – Rosenberg's Rules of Order

B – Commissioner Handbook

C – A Guide to the Ralph M. Brown Act