

**CITY OF SAN RAMON**

**ECONOMIC DEVELOPMENT  
ADVISORY COMMITTEE**

**BYLAWS**

*Approved April 26, 2006*  
*Revised December 12, 2006*  
*Revised April 24, 2007*  
*Revised March 12, 2013*  
*Revised March 11, 2014*  
*Revised September 13, 2016*  
*Revised February 28, 2017*  
*Revised January 9, 2018*  
*Revised November 24, 2020*

**SECTION I. NAME OF COMMITTEE**

The San Ramon City Council hereby enacts the following Bylaws to govern the functioning of the Economic Development Advisory Committee (EDAC) appointed members.

**SECTION II. HISTORY**

On March 30, 1987, the San Ramon City Council established the San Ramon Redevelopment Advisory Committee. The Committee was formed as a citizens' advisory committee to act as liaison to the Redevelopment Agency and to become thoroughly informed of the redevelopment process in order to educate property owners, business owners, and participants within the redevelopment area.

On December 19, 1991, the San Ramon Housing Commission, pursuant to Policy 6.1.B of the City's Housing Element established the Housing Advisory Committee. The purpose of this Committee was to advise the Housing Commission and Planning Commission regarding policies that would accomplish the goals and objectives of the City's Housing Element.

During the spring of 1995, it was determined that the Redevelopment Advisory Committee and the Housing Advisory Committee had similar goals and objectives. In addition, the City consolidated its economic development, housing, and redevelopment programs under the newly established San Ramon Community Economic Development Department. Thus, it was determined that it would be in the best interest of the City to merge the two committees. On June 27, 1995 the San Ramon Redevelopment Agency and City Council approved the merger of the Redevelopment Advisory Committee and the Housing Advisory Committee and assigned their functions to the Economic Development Advisory Committee.

In 2002, the San Ramon Redevelopment Agency formed the Housing Advisory Committee (HAC) to

provide advice to the Agency regarding affordable housing programs, guidelines, and policies.

On February 1, 2012, in accordance with State legislation all California Redevelopment Agencies, including the San Ramon Redevelopment Agency, were eliminated.

### **SECTION III. PURPOSE**

The purpose of this Committee is to advise the City regarding policies that will accomplish goals and objectives specified in the City's General Plan including the Economic Element and the Economic Development Strategic Plan (EDSP).

### **SECTION IV. CHARGE**

- A. Recommend to the City programs to help stimulate business activity, retain existing businesses, facilitate expansion of existing businesses, and encourage new businesses to locate within the City.
- B. Review and make comments as necessary to the City on proposed policy changes.
- C. Review commercial development plans and make comments to the City and developer(s) on the project plans. Serve as advocacy group for commercial developments that serve community needs and meet community standards.
- D. Communicate with the City and the community-at-large regarding economic development projects and programs.

### **SECTION V. MEMBERSHIP**

- A. Membership of the Committee shall be the following members:
  - One (1) Chamber of Commerce representative
  - One (1) Business Property owner, business owner, or member of the San Ramon Valley Tourism Improvement District Board
  - Eleven (11) Residents at-large
  - Two (2) Alternates – Members at-large

The City Council may appoint a liaison to the Economic Development Advisory Committee from among its membership.

The Planning Commission may appoint a liaison to the Economic Development Advisory Committee from among its membership.

The Parks and Community Service Commission may appoint a liaison to the Economic Development Advisory Committee from among its membership

The Chamber of Commerce Board of Directors may nominate a representative to serve as a

voting member of the Economic Development Advisory Committee and present the nominee to the City Council for confirmation. Should the Chamber fail to present a nominee, then the Chamber of Commerce representative position can be filled with an at-large committee member appointed by the City Council.

B. Terms shall be as follows:

1. Terms of the members of the Committee shall be two years. Appointments will be made by the City Council in February of each year, as follows:
  - a. In even-numbered years, one property or business owner or member of the San Ramon Valley Improvement District, three members at-large and one Chamber of Commerce representative shall be appointed and one alternate
  - b. In odd-numbered years, four members at-large shall be appointed and one Alternate.
2. In the event that a member resigns from the Committee, the newly appointed representative filling the vacancy shall serve the remainder of the resigning member's term.
3. Applicants must be 18 years of age or older and not currently serving on another City Advisory Committee.

C. Attendance and Reasons for Removal

1. Members shall notify the Chairperson or staff member in the event of an anticipated absence.
2. Three absences in any twelve-month period shall constitute voluntary resignation from being a full Committee member. If due to unforeseen circumstances, a Committee member cannot fulfill his/her duties, the Committee member may request Alternate status through the Chair.
3. Staff will maintain attendance records.
4. Committee members will be required to annually file FPPC Form 700 Conflict of Interest or such other filings as required by law, with the City Clerk.

D. In the event of a vacancy on the Committee, the person selected to fill the vacancy shall serve for the remainder of the unexpired term. If fewer than six months remain in the unexpired term, the city council has the option of appointing a person to serve the remainder of the unexpired term or the unexpired term followed by a full term.

## **SECTION VI. COMMITTEE ORGANIZATION**

### **A. Meeting Schedule**

1. The Committee shall meet on a regular basis as determined by the Chairperson or a vote of the Committee members, as needed to fulfill the charge.
2. The Chairperson or a majority of the Committee may call special meetings and sub-committee meetings.

### **B. Quorum and Voting**

1. A majority of appointed members must be present to constitute a quorum.
2. Each member shall have one vote.
3. A majority vote of members present is necessary to carry any motion.
4. In the absence of a quorum for a regular meeting, a special meeting may be scheduled, if deemed necessary, by the Chairperson.
5. Committee Liaisons shall not have a vote and shall not be counted as members for purposes of establishing a quorum

### **C. Standard Rules of Parliamentary Procedures**

1. The generally accepted rules of parliamentary procedures shall govern all proceedings of the Committee.
2. All meetings of the Committee shall be open to the public.

### **D. Compliance with Brown Act Laws**

It shall be the policy of this Committee that meetings of the members shall comply with Section 54950.5 of the Government Code known commonly as the Ralph M. Brown Act.

### **E. Officers and Elections**

1. The Committee shall have the following officers: Chairperson and Vice-Chairperson
  - a. The Chairperson and the Vice-Chairperson shall be elected by the membership. Elections shall be held in April or soon thereafter of each year.
  - b. Elections shall be held or appointments shall be made to fill vacancies in

these positions as they occur or as soon thereafter as is practical.

2. The Chairperson shall act as facilitator at all Committee meetings and shall have the following responsibilities:
  - a. To conduct meetings under the precepts of the generally accepted rules of parliamentary procedures.
  - b. To encourage active participation of all members.
  - c. To coordinate with staff on preparation of agendas.
  - d. To appoint sub-committee membership.
  - e. To assign projects to sub-committees when necessary and follow projects to conclusion.
  - f. To make presentations to the City when appropriate.
  - g. To appoint an Acting Chairperson in the event that notice is given by both the Chairperson and Vice-Chairperson that they will be absent at a meeting.
  - h. To call special meetings as needed.
3. The Vice-Chairperson shall act as Chairperson in the absence of the Chairperson or in case of the inability of the Chairperson to act.

F. Role of Staff

1. Maintain attendance records.
2. Prepare summary minutes of all meetings.
3. Arrange for filling vacancies as necessary.
4. Prepare agendas in consultation with the Chairperson and deliver agendas to members and City Clerk before scheduled Committee meetings.
5. Provide information necessary for Committee work.
6. Assure compliance with applicable laws.
7. Lend professional expertise.
8. Track staff time spent on Committee work.
9. Furnish copies of special reports and comments of the Committee to the City Council.
10. Publicize public meetings as called for by the City Council.
11. Keep an up-to-date file relating to Committee business.

**SECTION VII. POWERS OF COMMITTEE**

The Economic Development Advisory Committee shall have the following powers:

- A. Appointment of subcommittees.
- B. Appointment of an Acting Chairperson to preside at a meeting at which both the Chairperson and Vice Chairperson are absent, given that the Chairperson has not appointed an Acting Chairperson to preside at a meeting, per Section VI.E.2g.

C. Approval of all comments and communications on behalf of the Committee before such comments and communications are distributed and/or submitted. Any minority reports shall be written.

D. Establishment of goals and an action plan designed to achieve the assigned Charge.

#### **SECTION VIII. AMENDMENTS**

Amendments to these Bylaws must be approved by a majority vote of the Committee and must be ratified by the City Council before they take effect.