

CITY OF SAN RAMON

INNOVATION AND TECHNOLOGY ADVISORY COMMITTEE

BYLAWS

*Approved by the San Ramon City Council - October 22, 2019
Amended by the San Ramon City Council - November 24, 2020*

SECTION I. NAME OF COMMITTEE

The San Ramon City Council hereby enacts the following Bylaws to govern the functioning of the Innovation and Technology Committee (ITAC) appointed members.

SECTION II. HISTORY

The Committee was originally established by the City Council on October 22, 2019. The City Council established the charge, membership, and powers of the Innovation and Technology Advisory Committee.

SECTION III. PURPOSE

The purpose of this Committee is to advise the City regarding policies that will accomplish goals and objectives specified in the charge below.

SECTION IV. CHARGE

The ITAC shall advise and report directly to the City Council on activity regarding their charge as described below, as needed.

- A. Advise the council on maximizing our potential as a city where technology fuels opportunity, inclusion, engagement and innovation for all.
- B. Advise the council on policies, initiatives, and practices that will enhance the City's ability to tap into innovative ideas to improve quality of life for the residents of San Ramon.
- C. Assess emerging trends and technologies and for their potential impacts on the community.
- D. Provide recommendations and policy guidance to the City on "smart city" practices such as enhancing cyber security, promoting digital inclusion, improving mobility, enhancing public safety, developing communication tools, and pursuing economic opportunity.

- E. Follow legislative developments and funding opportunities for Innovation and Technology projects and provide feedback to the City Council.
- F. As requested by the City Council or staff, evaluate regulatory and statutory compliance with any franchise or other agreements between the City and technology providers and make recommendations to the City Council.

SECTION V. MEMBERSHIP

- A. Membership of the Committee shall consist of four (4) representatives who work in the technology industry, three members at-large, and two alternatives. Members shall either reside or work in the City of San Ramon. Members shall be knowledgeable in areas of innovation and the technology industry and/or have experience in a related field. The City Council may appoint two liaisons to the Innovation and Technology Advisory Committee from among its membership.
- B. Terms shall be as follows:
 - 1. Members will serve a two-year term on the Committee or until an alternative or successor is appointed and able to serve. Terms will commence in February of each year.
 - 2. In the event that a member resigns from the Committee, an alternate will be appointed to fill the vacancy and 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 from a regularly scheduled meeting.
 - 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 February 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 Innovation and Technology 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 in these Bylaws must be approved by a majority vote of the Committee and must be ratified by the City Council before they take effect.