

CITY OF SAN RAMON

OPEN SPACE ADVISORY COMMITTEE

BYLAWS

Approved by the City Council - January 14, 2014

Revised – January 9, 2018

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 Open Space Advisory Committee (OSAC) appointed members.

SECTION II. HISTORY

The Committee was originally established by the City Council on January 28, 2003, pursuant to a policy identified in the adopted General Plan 2020 to establish an Open Space Advisory Committee to the Parks and Community Services Commission. The General Plan states that the Committee will help foster public awareness and understanding of open space preservation opportunities and assist the Parks and Community Services Commission in implementing the Open Space Preservation Action Plan.

The General Plan 2020 mandated that the City Council establish the size, term length and requirements for membership of each advisory committee, including the Open Space and Conservation Advisory Committee, with a specific time period to accomplish its work.

The General Plan 2030 adopted on April 26, 2011 requires the continuation of the Open Space Advisory Committee and renames the Committee the Open Space Task Force.

As provided for in General Plan 2030, the City Council on August 9, 2011 established the OSTF and expanded the OSTF to include one resident member. The OSTF was charged with advising the City Council and the Parks and Community Services Commission with identifying funding sources and priority areas for open space acquisition and preservation. The use of the funds for preserving priority sites was based upon the criteria identified in General Plan 2030 Policy 8.4-I-5.

The Open Space Task Force began meeting in November 2011 and held fourteen (14) public meetings through April 2013. The meetings included presentations from environmental and open space agencies and provided for input from the public.

Staff developed a Property Priority Matrix and Maps detailing all of the open space properties contiguous to San Ramon for review and input by the OSTF.

In August 2012, the OSTF appointed a Sub-Committee to more closely to review potential open space preservation opportunities, identify priorities and present their work to the full OSTF for final input and approval. The Sub-Committee met a total of nine (9) times resulting in a Finalized Property Priority List which ranks the properties numerically by priority in relation to the criteria described in the OSTF By-Laws.

The Sub-Committee developed a presentation for review by the full OSTF which was present to the Parks and Community Services Commission. The Parks and Community Services Commission approved the report to be presented to the City Council.

At the September 28, 2013 City Council meeting, the City Council referred the matter to the Policy Committee for further discussion to explore ways to permanently protect the open space based upon the Risk Factors developed by the Open Space Task Force.

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 Open Space Element and the Property Priority Matrix.

SECTION IV. CHARGE

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

- A. Prioritize land at risk for development based upon the Priority Property List developed by the Open Space Task Force; and
- B. Based upon the prioritization of the Priority Property List recommend potential properties for preservation; and
- C. Advise the City Council regarding opportunities and resources available for establishing a secure funding source for open space acquisition, permanent preservation, and maintenance for properties contiguous to the City limits;
- D. Provide a forum for input from the community regarding open space issues which are consistent with the Committee's charge.
- E. Seek partnerships with other open space advocacy groups for the purposes of sharing information on funding sources and ways to permanently preserve open space.
- F. Prepare and submit an annual Work Program for approval by the City Council.

SECTION V. MEMBERSHIP

A. Membership of the Committee shall be the following seven members:

- One (1) Planning Commissioner
- One (1) Parks and Community Services Commissioner
- Four (4) Residents at-large
- One (1) Non-governmental Organization (NGO) member
- One (1) Alternate resident at-large

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 as follows:
 - a. In even-numbered years, two members at-large, one resident alternate and one NGO representative shall be appointed.
 - b. In odd-numbered years, two members at-large shall be appointed.
 - c. Planning and Parks and Community Services Commissioners shall be an appointee of their respective Commission.
- 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 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. The Ex-Officio members shall not have a vote.

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 Open Space 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.