



## CITY COUNCIL AGENDA REPORT

Meeting Date: October 21, 2021

From: Clay Holstine, City Manager

Subject: By laws and rules regarding meetings that do not achieve a Quorum

### Background

I have recently met with the Council Liaison's to the Complete Streets Committee. In August of this year the Complete Streets Committee met and did not achieve a quorum.

By laws for the Complete Streets Committee (CSC) state the following:

**"A quorum is necessary for a Complete Streets Safety Committee meeting to be held. A majority of the voting members of the committee shall constitute a quorum. In the event that there is no quorum, any discussion which are held by those assembled shall be regarded as informal and non-binding".**

Although rare there have been occasions when a quorum was not reached. In those circumstance if the remaining committee members wish to hear and review items on the agenda they are allowed to proceed. But no formal votes are allowed or direction to staff on any item. Minutes for the meeting reflect that no quorum was achieved and therefore no votes and actions are recorded.

Similar language is written into the By-laws for the Open Space and Ecology Committee.

### Discussion

Council liaisons are concerned that having items heard and discussed when quorums are not achieved may be confusing to the public. They are recommending that we amend Committee By-laws to restrict meetings so that only meetings that achieve a quorum may continue.

In addition to the By-laws of these two committees the City has an adopted "Rules and Procedures for City of Brisbane Commissions and Committees" that governs all of our Commissions and Committees. This document is silent as to issue of quorums.

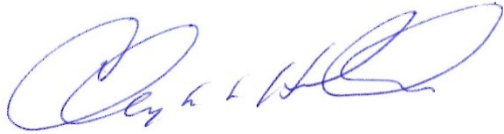
If it is the desire of the City Council to change its quorum rule then amendment to the By-laws of both OSEC and CSC as well as adding language to our Rules and Procedures should be accomplished. The later of which will govern all Commissions and Committees.

Currently the City has the following Commissions and Committees:

- Planning Commission
- Parks & Recreation Commission
- Complete Streets Committee

- Open Space and Ecology Committee
- Public Arts Committee
- Inclusion, Diversity, Equity and Accountability Committee (new)

The City also supports a group we refer to as the History Committee. This is not an appointed committee and does not operate under the Brown Act.



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Clay Holstine, City Manager