

Rent Review Advisory Committee

RULES AND PROCEDURES

Adopted July 7, 1997

Amended June 5 2000

Amended September 7, 2016

Amended November 7, 2018

A. GENERAL PROVISIONS

1. These rules and procedures shall be known as "Rules and Procedures of the Rent Review Advisory Committee, City of Alameda" ("Rules and Procedures" and "Committee"). A copy of these rules and amendments thereto shall be filed in the City's Community Development Department and with the Program Administrator for examination by the public.
2. These Rules and Procedures, and any amendments thereto, shall be effective on the date of the Committee's adoption hereof and shall govern the conduct of the Committee.
3. The Committee by majority vote may amend these Rules and Procedures.

B. MEMBERSHIP

1. Appointment. Committee appointments shall be made as set forth in Section 2-23.2 of the Alameda Municipal Code.
2. Term of Office. Members shall serve on the Committee as set forth in Section 2-23.2 of the Alameda Municipal Code. The Chairperson and Vice-Chairperson shall serve one year terms.
3. Maintenance of Membership. During their terms of office, Committee members shall continue to serve except for:
 - a. Voluntary resignation.
 - b. Failure to attend 75% of meetings held during any 12 month period and a majority vote of the City Council to remove the member from the Committee.
 - c. Change in status from tenant to homeowner or property owner, or vice versa.

- d. A member no longer being a resident of the City of Alameda.
- e. A majority vote of the City Council to remove the member from the Committee unrelated to the member's attendance.

C. OFFICERS

1. The officers of the Committee shall be:

Chair: who shall preside at all meetings of the Committee, call special meetings, appoint committees, and perform other proper duties of a presiding officer. Except as otherwise authorized by the Committee, the Chair shall sign all correspondence, reports and other instruments approved by the Committee.

Vice Chair: who shall perform the duties of the Chair in the absence or incapacity of the Chair; and in case of the resignation or other permanent absence of the Chair, the Vice Chair shall perform such duties as are imposed on the Chair until such time as the Committee shall select a new Chair.

2. The Chair and Vice Chair should be elected by the Committee from its membership at the first meeting after July 1 of each year at which all Committee members are present.
3. Secretary. The Program Administrator of the City's Rent Program shall act as the Secretary of the Committee, and shall: (a) supply the members with such information and make such recommendation as deemed necessary to carry out the purposes of the Committee and to properly administer its affairs; and (b) keep a written record of all business transacted by the Committee, notify members of meetings, maintain the official records of the Committee, and perform such other duties as the Committee may direct.
4. Additional Duties. The officers of the Committee shall perform such other duties and functions as may from time to time be required by the Committee.

D. DUTIES.

In accordance with the Alameda Municipal Code, section 2-23.4, it shall be the duty

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- l. Voting. A vote of a majority of all members, whether all members are present or not, shall be necessary for any action of the Committee. Three members present of the Committee shall constitute a quorum. If a motion fails to receive the required number of votes to pass or fail due to the absence of one or two members, the item shall be carried over to the next meeting.
- m. Forms of Action. The Committee may act by motion or resolution.
- n. Miscellaneous. All other matters not covered by these Rules and Procedures shall be decided by *Rosenberg's Rules of Procedure*.

I. ATTENDANCE

- 1. It shall be the responsibility of each Committee member to notify the Secretary, who shall thereupon notify the Chair, of an inability to attend a scheduled Committee meeting.

J. PREEMPTION

- 1. The applicable City of Alameda's policies, resolutions and ordinances and state and federal laws shall prevail where a conflict exists between any of them and these Rules and Procedures.