

SOCIAL SERVICE HUMAN RELATIONS BOARD
RULES AND PROCEDURES

A. GENERAL PROVISIONS

1. These rules of procedure shall be known as "Rules and Procedures of the Social Service Human Relations Board, City of Alameda." A copy of these rules and amendments thereto shall be filed in the Community Development Department for examination by the public.
2. These rules, and any amendments thereto, shall be effective on the date of the adoption hereof and shall govern the conduct of the Social Service Human Relations Board.
3. These rules of procedure may be amended hereafter by action of the Social Service Human Relations Board.

B. MEMBERSHIP

1. Appointment. The Social Service Human Relations Board shall consist of seven (7) members appointed by the City Council. The Social Service Human Relations Board shall also have a non-voting Youth Representative, nominated by the Social Service Human Relations Board and appointed by the Mayor.
2. Term of Office. Members shall serve four (4) year terms. The President and Vice-President, selected by the Board, shall serve for a one (1) year term or until successors are appointed.
3. Maintenance of Membership. Persons appointed members shall continue to serve except for:
 - a. Expiration of their term and appointment of their successor.
 - b. Voluntary resignation.
 - c. Failure to attend 75% of meetings held during any 12 month period, whether excused or not excused.
 - d. Members who are no longer residents of the City.

In accordance with the above, the President is authorized to communicate with individual members whose absences exceed the 75% standard to seek their resignation if they cannot attend the prescribed number of meetings and, if unsuccessful, to remind them that one subsequent missed meeting will mean an automatic dismissal from the Board.

Adopted 1/95
Revised 8/96
Revised 1/28/99
Adopted & Revised
3/27/08

C. Officers

1. The officers of the Board shall be:

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

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

Secretary: who shall keep a written record of all business transacted by the Board, notify members of meetings, maintain the official records of the Board, and perform such other duties as the Board may direct.

2. The President and Vice-President shall be elected by the Board from its membership at the first meeting after July 1 of each year when the Board is fully constituted. Nominations shall be taken from the floor and elections held at the subsequent meeting. The Neighborhood Development Manager of the Community Development Department shall serve as Secretary to the Social Service Human Relations Board.
3. Secretary. The Secretary of the Board shall: (a) supply the members with such information and make such recommendation as deemed necessary to carry out the purposes of the Board and to properly administer its affairs; and (b) keep the records of the Board.
4. Additional Duties. The officers of the Board shall perform such other duties and functions as may from time to time be required by the Board.

D. MEETINGS

1. Regular Meetings. The Board shall meet at 7:30 p.m. on the fourth Thursday of each month. When the fourth Thursday falls on a holiday, the President may schedule an alternate date consistent with procedures for Special Meetings. In compliance with the Brown Act, all meetings shall be open and public. An agenda will be prepared and posted 72 hours prior to regular meeting.

2. Special Meetings. Special meetings may be called by the President or by four (4) or more members if determined to be necessary for discharge of the Board's responsibilities. The Secretary shall poll members and attempt to arrange a date and time convenient to all members. A minimum of 48 hours notice shall be given each member, unless members have unanimously consented to date and time of the special meeting. If all members agree to date and time of a special meeting, the public will be given a minimum of 24 hours notice, consistent with Brown Act requirements.
3. Meeting Location. Meetings shall be held in the City Council Chamber. When the City Council Chamber is unavailable and in exceptional circumstances, the Board may change this meeting location by notice on its agenda.
4. Adjournment. Meetings shall adjourn by 11:00 p.m. By a simple majority vote, the Board may extend the meeting to an additional specified amount of time.

E. AGENDA

1. Roll Call
2. Consent Calendar (including Minutes)
3. Agenda Items
4. Oral Communications, Non-Agenda
5. New and Unfinished Business
6. Adjournment

F. MINUTES

1. General Policy Statement on Minutes of Meeting. It is the general policy of the Social Service Human Relations Board to prepare draft minutes of the deliberations of the Board. These minutes will include speakers on every question and the basic position taken on the issue addressed. Minutes must be finalized and adopted by the majority of Board members in order to be regarded as an official record of the Social Service Human Relations Board.
2. Public Comment. Any member of the public during Oral Communications may request that corrections or deletions be made to the minutes. These requests may be acted upon by the Social Service Human Relations Board with appropriate review and deliberation.
3. Method of Documentation. It is the policy of the Social Service Human Relations Board to retain tape recordings documenting Board deliberations for six months following the finalization and adoption of written minutes. Written minutes that have

been adopted by the Board shall constitute the official record of the Board and shall be maintained indefinitely.

G. RULES OF ORDER

The following definitions and rules shall govern the proceedings and order of business of the Board:

1. Items to be placed on the SSHRB agenda, Board members should contact the Board President or the Board Secretary. Items and pertinent information must be received prior to public noticing of the agenda in order to ensure compliance with Brown Act regulations.
2. Items listed under the "Consent Calendar" are considered routine and will be enacted, approved, or adopted by one motion, unless a request for removal for discussion or explanation is received from Board or a member of the public.
3. Prior to public discussion or Board deliberation, the presiding officer or other person designated thereby shall describe the item or business before the Board.
4. Public Discussion.
 - a. Permission. Any person addressing the Board shall first secure the permission of the presiding officer.
 - b. Not a Debate. Public discussion should not be used to elicit a debate between Board members and the public. Speakers should not be interrupted unless they are out of order.
 - c. Time Limits. No one shall speak for more than five (5) minutes without permission of the President.
 - d. Pending Motion. When a motion is pending before the Board, no person other than a Board member shall address the Board without first securing the permission of the Board to do so.
 - e. Public Discussion. Public discussion shall precede Board deliberation.
 - f. No discussion shall be permitted without approval of the Board after a motion which would terminate further deliberation has been adopted.

4. Board Deliberation.

- a. Presiding Officer May Deliberate. The presiding officer may deliberate from the chair, subject only to such limitations of deliberation as are by these rules imposed on all members, and shall not be deprived of any of the rights and privileges as a member of the Board by reason of his or her acting as the presiding officer.
- b. Conflict of Interest. In situations where there is a conflict of interest, members of the Social Service Human Relations Board are required to abstain from voting on the item and participating in the decision-making process. The following procedures should be followed:
 - 1.) Declare the conflict of interest.
 - 2.) State the basis of the conflict of interest.
 - 3.) Do not discuss or vote on the matter.
 - 4.) Step down from the podium until the item is completed.
- c. Getting the Floor - Improper References to be Avoided. Every member desiring to speak shall address the President, and upon recognition by the presiding officer, shall confine himself or herself to the questions under deliberation, avoiding all personalities and indecorous language.
- d. Interruptions. A member, once recognized, shall not be interrupted when speaking unless it be to call said member to order, or as herein otherwise provided. If a member, while speaking, be called to order, said member shall cease speaking until the question of order be determined, and if in order, said member shall be permitted to proceed.
- e. Remarks of Board Member - When Entered in Minutes. Any Board member may request, through the presiding officer, the privilege of having a written abstract of said member's statement on any subject under consideration by the Board entered in the minutes. If the Board consents thereto, such statement shall be entered in the minutes.

- f. Motion to Reconsider. A motion to reconsider any action taken by the Board may be made only on the date such action was taken. It may be made either immediately during the same session; or at a recessed or adjourned session thereof. Such motion must be made by one of the prevailing side, and may be made at any time and have precedence over all other motions or while a member has the floor; it shall be debatable. Nothing herein shall be construed to prevent any member of the Board from making or remaking the same or other motion at a subsequent meeting of the Board or a motion to rescind.
- g. Motion to Table. A motion to lay on the table shall preclude all amendments or deliberation of the subject under consideration. If the motion shall prevail, the consideration of the subject may be resumed only upon a motion of a member voting with the majority.
- h. Motion to Call for Question or Continue to a Date Specific. A motion to call for the question or continue the matter to a specific date shall preclude all amendments to or deliberation of the subject under consideration and is not debatable.
- i. Statement of Position. When a motion to call for question or table is adopted, each member of the Board may briefly state his/her position of closing the deliberations or making the final statement.
- j. Privilege of Closing Deliberation. The Board member moving the adoption of a motion or resolution shall have the privilege of closing the deliberations or making the final statement.
- k. Division of Question. If the question contains two (2) or more divisible propositions, the presiding officer may, and upon request of a member shall, divide the same.
- l. Second Required. All motions except for nominations and a point of order shall require a second.
- m. Voting. A vote of four (4) members at a properly called meeting shall be necessary for any action of the Board. Four (4) members of the Board shall constitute a quorum. If a motion fails to receive the required number of votes to pass or fail, the request of any member would cause the item to be carried over to the next meeting.

- n. Forms of Action. The Board may act by motion or resolution. All motions shall be recorded in the minutes verbatim. All resolutions shall be in writing and the title shall be recorded verbatim in the minutes as well as the vote thereon.
- o. Miscellaneous. All other matters not covered by these rules shall be decided by a majority of the Board. Roberts Rules of Order may be used as a guide.

H. ATTENDANCE

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

I. 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.