

**SAN JOAQUIN COUNTY
REDISTRICTING ADVISORY COMMITTEE
RULES OF PROCEDURE**

Whereas, according to the California Election Code, following each decennial federal census, the Board of Supervisors using that census as a basis, shall adjust the boundaries of any or all of the Supervisorial Districts of the County so that the districts shall be as nearly equal in population as feasible;

Whereas, in establishing the boundaries, pursuant to Elections Code Section 21500(c), the Board shall use the following criteria (in priority order):

- (1) Supervisorial districts shall be geographically contiguous.
- (2) The geographic integrity of any local neighborhood or local community of interest shall be respected in a manner that minimizes its division.
- (3) The geographic integrity of a city or census-designated place shall be respected in a manner that minimizes its division.
- (4) Supervisorial district boundaries should be easily identifiable and understandable by residents.
- (5) Supervisorial districts shall be drawn to encourage geographical compactness in a manner that nearby areas of population are not bypassed in favor of more distant populations;

Whereas, on January 26, 2021, the Board of Supervisors established the Redistricting Advisory Committee (RAC), pursuant to Elections Code 23000(a) and 23002. The RAC will consist of one member and one alternative from each District appointed by the Supervisor for that District, unless that Supervisor declines appointment of an alternate. Each RAC Member is appointed to serve through the date the Board of Supervisors adopts redistricting maps based on the 2020 census data or December 15, 2021, whichever is later;

Whereas, the RAC is tasked with evaluating the existing boundaries of the Supervisorial Districts and developing options for boundary adjustments that are

compliant with Elections Code Section 21500(c) and account for population and demographic changes that have occurred between the 2020 and 2010 census. Ultimately, the RAC will make a recommendation to the Board for district boundaries, which would be subject to approval by the Board of Supervisors;

Whereas, on March 23, 2021, the Supervisors each appointed a member from their district, and on May 18, 2021, Districts 1, 4, and 5, additionally appointed a resident to serve as an alternative member, to the RAC;

Whereas, the RAC now desires to adopt Rules and Procedures for the RAC regarding the conduct of RAC meetings and related procedural matters; and

NOW THEREFORE, the San Joaquin County RAC hereby adopts Rules of Procedures as follows:

SECTION 1. COMMITTEE FUNCTIONS.

- A. The Committee shall take actions necessary to evaluate the existing boundaries of the Supervisorial Districts and develop options for boundary adjustments that are compliant with Elections Code Section 21500(c) and account for population and demographic changes that have occurred between the 2020 and 2010 census.
- B. The Committee shall make a recommendation to the Board for district boundaries, which is subject to approval by the Board of Supervisors.

SECTION 2. ELIGIBILITY.

Committee Members must maintain eligibility to serve on the Committee consistent with Elections Code Section 23002. In the event that a member is no longer eligible to serve, they shall immediately submit written notice and a resignation.

SECTION 3. DEFINITION OF TERMS.

The following terms, whenever used or referred to in these Rules of Procedure, shall have the following and respective meanings, unless a different meaning is clearly made apparent by the context:

- A. “Agenda” shall mean the agenda for the RAC.
- B. “Alternate Committee Member” shall mean a non-voting member of the RAC.

- C. "Chair" shall mean the chairperson of the RAC.
- D. "Committee" shall mean the RAC.
- E. "Committee Member" shall mean a voting member of the RAC.
- F. "Sub-Committee" shall mean a sub-group of the Committee not comprised of a quorum of Committee Members.
- G. "Member" shall mean Committee Members and Alternate Committee Members collectively.
- H. "Brown Act" shall mean the Ralph M. Brown Act, as codified in California Government Code section 54950 et seq.
- I. "Vice Chair" shall mean the vice chairperson of the RAC.

SECTION 4: MEETINGS.

- A. Meetings of the Committee shall be held pursuant to the Attachment A meeting schedule, which is subject to noticed change. Members, staff, and the public can attend in person subject to any State or Local Health Order or virtually through a call in or link provided in the Committee Agenda.
- B. Meetings of the RAC will be noticed and accessible to the public consistent with the Brown Act.

SECTION 5: ROBERTS RULES OF ORDER.

- A. Except as otherwise provided in these Rules of Procedure, and as far as is practicable, "Robert's Rules of Order, Newly Revised," shall be used as a guide to conduct the meetings of the Committee. However, failure of the Committee to conform to said Rules of Order shall not, in any instance, be deemed to invalidate the action taken.
- B. The County Counsel, or their designee, shall serve as the parliamentarian for meetings of the Committee.

SECTION 6: CHAIRPERSON AND VICE-CHAIRPERSON ELECTIONS, DUTIES, AND SUCCESSION.

- A. At its first meeting or as soon as reasonably practicable, the Committee shall elect one Committee Member to serve as the Chairperson, and one Committee Member to serve as Vice-Chairperson.
- B. The Chairperson of the Committee shall perform the following duties:
 - (1) The Chairperson shall preside at all regular and special meetings of the Committee.
 - (2) The Chairperson may call a special meeting of the Committee.
 - (3) The Chairperson may create ad hoc Sub-Committees to perform such advisory functions as they shall determine, and may appoint and remove Members from such Sub-Committees.
- C. In the absence or inability of the Chairperson to act, the Vice-Chairperson shall take the place and perform the duties of the Chairperson.
- D. In the absence of the Chairperson and Vice-Chairperson, any member may call the Committee to order, and a Chairperson pro tem shall be elected from the members present.
- E. If the Chairperson or Vice-Chairperson are from a District with an alternate, then if the Chairperson or Vice-Chairperson is absent then the alternate will serve for that absent member but will not act in the role of Chairperson or Vice-Chairperson.
- F. The Vice-Chairperson shall succeed the Chairperson if the Chairperson vacates the office before completion of term and shall serve the remainder of the term. A new Vice-Chairperson shall be elected at the next regular meeting.

SECTION 7: QUORUM.

- A. Six Committee Members shall constitute a quorum.
- B. In the absence of a quorum or the loss of a quorum during a meeting, no information may be presented and no official action shall be taken by the

Committee Members present except if the Chairperson chooses to call the Committee to order to reschedule the meeting, to recess the meeting until a quorum is reestablished, or to adjourn the meeting.

SECTION 8: MEMBER ABSENCE/VACANCY/RESIGNATION.

- A. If any Member cannot attend a meeting, the Member shall notify Community Development Department staff of their absence at least 12 hours prior to the start of the meeting.
- B. Members submitting notice as determined by Community Development Department staff shall be noted as an excused absence for purposes of the meeting minutes.
- C. Members that do not submit prior notice will be noted as an unexcused absence for purposes of the meeting minutes.
- D. When a Committee Member from a District with alternates is absent, excused or unexcused, the alternate shall sit in their place as an acting Committee Member for that meeting. The Alternate Committee Member will return to Alternate status upon the Committee Member's return.
- E. Any Member with more than two absences may be removed from the Committee by a majority vote of the Committee.
- F. If a Member voluntarily resigns from the Committee, they shall submit written notice to Community Development Department staff of their resignation.

(1) If the resigning Member is a Committee Member from a District with alternates, then the alternate shall step in as an acting Committee Member at the next meeting following the resignation.

SECTION 9: ALTERNATE COMMITTEE MEMBERS.

Alternate Committee Members may not participate in Committee discussions, express their favor or disfavor for all items before the Committee, be assigned to a committee, or make motions or vote, unless they are sitting as an acting Committee Member due to a Committee Member's absence.

SECTION 10: COMMITTEE MEMBER SPEAKING PROTOCOL.

- A. A Member must be recognized by the Chairperson before speaking, engaging in discussion, or making a motion.
- B. No Member shall speak for more than 10 minutes on any matter without the consent of the Chairperson or by vote of a majority of the Committee Members in attendance.

SECTION 11: MOTIONS AND VOTE ORDER.

- A. Actions of the Committee shall be proposed through a motion by a Committee Member. The process of handling motions shall generally involve the following steps:
 - (1) A Committee Member recognized by the Chairperson makes a motion for action by the Committee.
 - (2) Another Committee Member seconds the motion.
 - (3) The Chairperson states the motion.
 - (4) Members discuss or debate the motion.
 - (5) The Chairperson puts the motion to a vote.
 - (6) Community Development Department Staff announces the results of the vote.
- B. The Chairperson may second motions and may debate from the Chair, subject only to such limitations of debate as are imposed on all members of the Committee.
- C. Community Development Department staff shall take votes by roll call in rotating order.

SECTION 12: AGENDA.

- A. Community Development Department staff shall set the agenda for Committee meetings.
- B. A Member can request an item be added to a meeting agenda by notifying Community Development Department staff no less than a week prior to the meeting date.

SECTION 13. ORDER OF BUSINESS.

The Agenda should generally conform to the following sequence:

- A. Roll Call
- B. Minutes of previous meetings
- C. Agenda additions and deletions
- D. Public Comment
- E. Committee Member Disclosures
- F. Consent Calendar
- G. Action Items
- H. Reports/Other items
- I. Committee Member Comments
- J. Adjournment

SECTION 14: DISCLOSURES BY COMMITTEE MEMBERS.

Under a standing Agenda item, members shall verbally report any contacts with the purpose of influencing the decision-making authority of the Committee. Contacts shall include, but is not limited to, verbal or written communications from a locally elected official, public entity, lobbyist, or individual speaking on behalf of the aforementioned offices or entities.

SECTION 15. DISQUALIFICATION FROM VOTING.

- A. Committee Members shall disqualify themselves from voting if they have a conflict of interest pursuant to Political Reform Act as interpreted and administered by the Fair Political Practices Committee.
- B. When Committee Members disqualify themselves, they shall state prior to the consideration of such matter by the Committee that they are disqualifying themselves from that matter due to a possible conflict of interest and shall then leave the voting area and only return after the matter is complete.

SECTION 16. ADDRESSING THE COMMITTEE.

- A. No person shall address the Committee without first being recognized by the Chairperson or by following Committee procedures for speaking.
- B. Speakers addressing the Committee shall speak into the provided microphone or audio system directly or through a translator such that they can be understood clearly by Members and the public present.
- C. Speakers should address their questions or remarks to the Chairperson or presiding Member. Members and staff will respond to questions or comments by the public only when requested to do so by the Chairperson.
- D. The Chairperson may limit speakers to a reasonable time limit based on the number of speakers and allocated agenda time.
- E. The Chairperson shall not permit speakers to use profanity, yell, or make personal attacks.

SECTION 17. AUDIENCE CONDUCT.

- A. The public in attendance has the right to criticize policies, procedures, and actions of the Committee. However, they should not disrupt statements made by anyone while they speak or otherwise disrupt the meeting.
- B. The public in attendance may not display signs that impede the ability of the public in attendance or attending virtually or the Members to see or participate in the meeting or that endanger any meeting participants.

SECTION 18. REMOVAL OF A DISRUPTIVE PERSON.

The Chairperson or presiding Member has the power and duty to order removal from the meeting room any person who commits the following acts after being warned that such conduct could lead to their removal:

- A. Disorderly conduct that disrupts the due and orderly course of the meeting such as making noise, speaking out of turn, or otherwise refusing to comply with the Rules of Procedure;

B. A breach of the peace, noisy conduct, or physically threatening, or violent disturbance, that causes interruption to the due and orderly course of the meeting;
and/or

C. Disobedience of any lawful order of the Chairperson aimed at minimizing disruptive conduct.

SECTION 19. AMENDMENTS.

These Rules of Procedure may be amended from time to time by majority vote of the Committee.