



City of Merced Citizen Advisory Focus Group

RULES AND PROCEDURES

1. Authority

- A. The Citizen Advisory Focus Group (CAFG) is established by the City of Merced City Council. The CAFG is formed with the intent to enable the CAFG members to have robust discussions and reach consensus on key planning issues. However, keep in mind that the CAFG is subject to Brown Act and Robert's Rules of Conduct.

2. Membership

- A. The CAFG shall be comprised of up to fourteen (14) members, appointed by the City Council.
- B. Members are expected to continue to serve on the CAFG throughout the duration of the process.
- C. A vacancy created by the resignation of a member of the CAFG may be filled through an appointment by the City Council, if an interested and eligible person has applied for appointment. Refilling the position is not required.

3. Purpose and Functions

- A. The CAFG has been created by the City Council to advise the Planning Commission and the City Council on issues related to the preparation of a new General Plan and Downtown Station Area Plan for the City of Merced. The purpose of the CAFG shall be to:
 - i. Advise the Planning Commission and City Council on understanding Merced community members' preferences for policies that should be considered in the new General Plan and Downtown Station Area Plan.
 - ii. Examine the City's needs for planning in the areas of land use, circulation, housing, public services, open space, conservation, noise, safety, economic development, sustainability, community health, architectural design, and other topics, recognizing that policy changes in these areas may necessitate modifications to the General

- Plan's regulatory implementation tools, such as the Zoning and Subdivision Ordinances.
- iii. Provide feedback and recommendations to project staff and consultants.
 - iv. Make suggestions in the form of recommendations to the Planning Commission and the City Council.

4. Committee Roles and Responsibilities:

- A. Be an ambassador to the community to publicize and encourage public comment and participation in the process.
- B. Attend community workshops, as available.
- C. Review meeting materials in advance.
- D. Follow the CAFG Meeting Participation Guidelines.

5. Officers

- A. The City Council members on the CAFG will serve as Chair and Vice-Chair and will be appointed by the City Council.
- B. Duties of the Chair
 - i. The Chair shall preside and preserve order at all regular and special meetings of the CAFG.
 - ii. The Chair shall state every question coming before the CAFG and announce the recommendations and positions of the CAFG on all subjects. The Chair shall execute all formal documents on behalf of the CAFG.
- C. Chair-Succession

In the absence of the Chair, the Vice-Chair shall perform the duties and obligations of the Chair. In the absence of the Chair and Vice-Chair, the Planning Manager or his/her designated staff member shall, if necessary, call the CAFG to order, and a temporary Chair shall be elected from among the members present. Upon arrival of the Chair or Vice-Chair, the temporary Chair shall relinquish to the Chair upon conclusion of the item then before the CAFG.
- D. Chair-Rights

The presiding Chair shall be afforded all of the rights or privileges of a CAFG member by reason of their occupying the Chair and may move, second, and debate from the Chair.

6. Meetings

- A. Regular Meetings

Regular meetings of the CAFG shall be held at a time and place designated by the Chair in coordination with the Project Managers, City Clerk, IT Support, and consultants. The schedule may be subject to revision over the course of the General Plan and Downtown Station Area Plan process and at the request of a majority of the CAFG.
- B. Special Meetings

A special meeting may be called by the Project Managers.

C. Quorum

The presence of the majority of members (50 percent plus 1 member of the CAFG) shall be required for the scheduled meeting to be held and for the transaction of business. Decisions may be made based on the affirmative vote of the majority of those present at the meeting. In the absence of an official CAFG quorum, the members present may discuss matters on the agenda of interest to the Committee, but no decisions or recommendations will be made.

D. Attendance at Meetings

- i. If any CAFG member cannot attend a meeting, they shall notify the staff Project Manager as soon as possible, but in no event later than 12:00 p.m. on the meeting day.
- ii. CAFG members who miss more than three (3) CAFG meetings are subject to removal and replacement by the City Council.

7. Advisement and Voting

- A. Decision-making by the CAFG should occur through dialog and consensus, whenever possible.
- B. For decisions which cannot be reached by consensus, the presence of a quorum and the affirmative vote of the quorum is required.

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Meeting Participation Guidelines

1. Start and end on time.
2. Everyone participates.
3. Be open.
4. Listen actively.
5. Help the group achieve desired outcomes.
6. Stay focused on the topic.
7. Raise any issues of concern.
8. Meet the schedule contained in the City Council-approved work program.