

TOWN OF FAIRFAX

GENERAL PLAN IMPLEMENTATION COMMITTEE (GPIC)

BYLAWS

APPROVED BY GPIC 1/14/2013
APPROVED BY TOWN COUNCIL 3/6/2013
Amendments 7/16/2015

The mission of the General Plan Implementation Committee (GPIC) is to monitor and facilitate the implementation of the goals, objectives, policies, and programs of the 2010-30 General Plan for the Town of Fairfax. GPIC reports to the Town Council on a quarterly basis for at least the first year and on an as needed basis after the first year.

Article I: Responsibility

The General Plan Implementation Committee (GPIC) shall carry out the responsibilities and duties assigned by the Town Council. The members of GPIC accept the responsibility of the office and declare their intention to execute the duties defined herein to the best of their ability and to respect and observe the best interests of the Town of Fairfax.

Article II: Organization of the Committee

GPIC shall be organized as follows.

1. Committee membership will be according to the Town Council's structure and approved membership as follows:
 - a. One (1) Town Council member
 - b. One (1) Planning Commission member
 - c. One (1) Open Space Committee member
 - d. One (1) member of the Volunteer Board
 - e. One (1) former member of the General Plan Advisory Committee (adjourned)
 - f. Two (2) members of the public appointed by the Town Council
2. If a GPIC member representing the Town Council, Planning Commission, Volunteer Board or Open Space Committee cannot attend a meeting, they may have another member of their respective body attend in their stead as a designee with voting power and full responsibility for any office within the Committee that they may hold. The two appointed members of the public may not designate another person to act in their stead as a designee.
3. The Affordable Housing Committee (AHC) will meet jointly with GPIC, as necessary.
4. A Chairperson, Vice-Chairperson, and Secretary shall be elected by a majority of the Committee at the first regular meeting in January of each year, or as soon thereafter as feasible. A quorum (as defined in Section 15 below) must be present to elect the Chairperson, Vice-Chairperson, and Secretary.
5. If the term of the Chairperson, Vice-Chairperson, or Secretary ends prior to the election of a new Chairperson, Vice-Chairperson, and Secretary, the Committee shall elect an interim Chairperson, Vice-Chairperson, or Secretary until the regularly scheduled election.
6. In the absence of the Chairperson and the Vice-Chairperson, a Chairperson pro tem shall be

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elected informally by the members present to conduct the meeting.

7. In the event of the resignation of the Chairperson, Vice-Chairperson, or Secretary, the Committee shall expeditiously elect new officer(s) to fill the vacancy for the unexpired term.
8. The Chairperson shall preside at all Committee meetings and have the powers generally assigned as such and in the office of conduction of meetings.
9. It shall be the Chairperson's duty to see that the transaction of Committee business is in accord with these bylaws.
10. GPIC, by majority vote of those present, may create special sub-committees and assign one or more members to such committees.
11. If a Committee member has more than four (4) contiguous absences from regularly scheduled meetings, the Chairperson or the Director of Planning and Building Services will contact the GPIC member, and/or Chairperson of the member's parent committee if applicable. The Chairperson or Planning Director will then report back to the GPIC, and a vote will be taken as to the member's status. If the vote is to discontinue membership, the Town Council will be informed that this person is no longer a participating member.
12. If a Committee member anticipates a period of non-attendance, he or she may inform the Chairperson in advance and request a leave of absence.
13. No person shall hold the office of voting member of GPIC unless that person is a resident of the Town. If a member of GPIC ceases to be a resident of the town, the office must be vacated.
14. A person who is not a Fairfax resident may be a non-voting member of GPIC, if so appointed by the Town Council. There shall be no more non-voting members than half the number of voting members.
15. A quorum is a majority of the voting members of the Committee, excluding any who are on an approved leave of absence.

Article III: Meetings

The Committee shall meet without Town staffing at a time, place, and frequency, as determined by action of the GPIC. With the exception that there will be two (2) regularly scheduled meetings during the year, one in June and one in December of each year that will be attended & staffed by the Director of Planning & Building Services: where and when GPIC members in June of each year will review the Town's draft budget and make any recommendations to the Town Council as to funding priorities to implement the 2010 – 2030 General Plan - and in December of each year to formally review the yearly progress of implementing the General Plan and make recommendations to the Town Council to facilitate such progress as needed.

1. All meetings of the Committee shall be open to the public and conducted in accordance with the Brown Act, California Government Code section 54950 et seq.
2. To conduct official Committee business, a quorum must be present. If no quorum exists due to members leaving the meeting or not arriving at the meeting, no official action can be taken. The Secretary will provide documentation of the meeting date and note that a quorum was not present to the Director of Planning and Building Services, the Town Manager, and the Town Clerk.

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3. All GPIC meetings shall be governed by these bylaws. Where the bylaws do not state otherwise, the parliamentary rules and procedures contained in the current edition of *Roberts Rules of Order* shall apply.
4. Action is taken by a majority vote of the members present and voting.
5. After 9 p.m. the Committee shall hear no new agenda items, unless a majority of the Committee present decides otherwise.
6. A Committee member will be responsible for the written recording of all GPIC meetings.

Article IV: Agenda

The agenda shall be prepared as follows.

1. The preparation and posting of the public notice of the agenda, and the preparation of the agenda will be the duty Chair and Vice- chair of the GPIC: with the exception that responsibility of preparing and posting the public notice and preparing the agenda for the two regularly scheduled meetings – one in June and one in December of each year will be the duty of the Director of Planning and Building Services or his/her designee, and he or she will coordinate that preparation with the Chairperson.
2. The agenda may be divided into sections and continued to subsequent meetings when it is apparent that one meeting will not be sufficient to complete the scheduled business.
3. Copies of the agenda will be available to the public and all Committee members prior to a meeting date in accordance with the Brown Act.
4. The agenda shall be approved at the beginning of each meeting.

Article V: Reports to the Town Council

Whereas, the Town Council had required GPIC to make quarterly reports at its meetings for at least the first year, and on an as needed basis after the first year, the GPIC will now report to the Town Council on either an annual or by-annual basis going forward – as needed. At the meeting(s), the Committee's Chairperson, Vice-Chairperson, or designee will deliver a report to the Council.

Article VI: Amending Bylaws

GPIC may amend these bylaws at a regularly scheduled meeting.