

# TOWN OF FAIRFAX

## GENERAL PLAN IMPLEMENTATION COMMITTEE (GPIC)

### BYLAWS

---

APPROVED 11/13508/20132

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 ~~whose membership represents a [parent] [means?] is a representative of the Town Council, Planning Commission, Volunteer Board or committee~~ Open Space Committee membership cannot attend a meeting, they may have another member of ~~their [parent] their respective body membership~~ 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 Public Committee members [not clear who this refers to] of the public~~ may not designate another person to act in their stead as a designee.
3. The Affordable Housing Committee (AHC) will ~~be an adjunct subcommittee [not sure subcommittee is the right word, since it has members not on the GPIC. Do you mean that AHC will work under the direction of GPIC?] of GPIC~~ meet jointly with GPIC, as necessary. ~~It will be added to GPIC under the umbrella of the general plan [not clear what this means], but it is not essentially a part of the Committee or its voting membership.~~
4. ~~The Fairfax Climate Action Committee (FCAC) will be an adjunct subcommittee of GPIC. It will be added to GPIC under the umbrella of the general plan, but it is not essentially a part of the Committee or its voting membership. [same comments as in 3 above]~~
- 5.4. 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 156 below) must be present to elect the Chairperson, Vice-Chairperson, and

# TOWN OF FAIRFAX

## GENERAL PLAN IMPLEMENTATION COMMITTEE (GPIC)

### BYLAWS

---

Secretary.

- ~~6.5.~~ 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.
- ~~7.6.~~ In the absence of the Chairperson and the Vice-Chairperson, a Chairperson pro tem shall be elected informally by the members present to conduct the meeting.
- ~~8.7.~~ 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.
- ~~9.8.~~ The Chairperson shall preside at all Committee meetings and have the powers generally assigned as such and in the office of conduction of meetings.
- ~~10.9.~~ It shall be the Chairperson's duty to see that the transaction of Committee business is in accord with these bylaws.
- ~~11.10.~~ GPIC, by majority vote of those present, may create special sub-committees and assign one or more members to such committees.
- ~~12.11.~~ 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.
- ~~13.12.~~ 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.
- ~~14.13.~~ 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.
- ~~15.14.~~ 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.
- ~~16.15.~~ 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 ~~determine meet at~~ a regular ~~meeting~~ time ~~(time, place, and frequency) as necessary.~~ ~~[Jim: this is kind of unusual; a regular meeting needs to be fixed; meetings as necessary do not need to be. My suggestion is to set a regular meeting date on a particular date each month or quarter, but then say "or as otherwise setdetermined by action of the GPIC".]~~

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.

# TOWN OF FAIRFAX

## GENERAL PLAN IMPLEMENTATION COMMITTEE (GPIC)

### BYLAWS

---

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. ~~To the extent it does not violate public notice requirements, the printed agenda of a meeting may be modified, supplemented, or revised at the beginning of the meeting by the affirmative vote of the majority of Committee members present.~~
- 5.4. Action is taken by a majority vote of the members present and voting.
- 6.5. After 9 p.m. the Committee shall hear no new agenda items, unless a majority of the Committee present decides otherwise.
- 7.6. A Committee member will be responsible for the written recording of all GPIC meetings.

#### Article IV: Agenda

The monthly agenda shall be prepared as follows.

1. The preparation and public notice of the agenda 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 at least three days in accordance with the Brown Act~~prior to a meeting date. [Jim: this would prohibit special meetings, which under the Brown Act only require 24 hours. Is that the intent? If not, I'd say that copies of the agenda will be available prior to the meeting in accordance with Brown Act requirements.]~~
4. The agenda shall be ~~confirmed~~ approved at the beginning of each meeting.

#### Article V: Quarterly Reports to the Town Council

The Town Council has required GPIC to make quarterly reports at its meetings for at least the first year. Reporting will include both written and verbal reports. The written report will be prepared according to the town's reporting format and will be delivered to the Director of Planning and Building Services by the packet deadline date. At the meeting, the Committee's Chairperson, Vice-Chairperson, or designee will deliver a verbal report to the Council.

#### Article VI: Amending Bylaws

GPIC may amend these bylaws at a regularly scheduled meeting.