

COMMISSION OF THE DEAF  
of the City of Riverside, California

Rules and Regulations of Procedure and Order of Business

**[Insert Date Rules and Regulations are Adopted]**

Pursuant to Section 804 of the Riverside City Charter ("Charter"), the Commission of the Deaf ("Commission") of the City of Riverside hereby prescribes its Rules and Regulations of Procedure and Order of Business for the conduct of meetings copies of which shall be kept on file in the office of the City Clerk where they shall be available for public inspection.

RULE 1  
POWERS, DUTIES AND FUNCTIONS

There is a Commission of the Deaf (the "Commission") which shall have the power and duty to:

1. Serve in an advisory capacity to help create an integrated community that promotes full participation in society, education and employment, effective communication, and cultural awareness.
2. Review community policies, programs, and actions which affect persons within the deaf community and make appropriate recommendations to City Council.
3. Render advice and assistance as requested to other City boards and commissions, and to City departments on matters affecting members of the deaf community.
4. Perform other functions, community outreach, and duties as may be directed by the City Council.

RULE 2  
MEETINGS

Regular meetings of the Commission shall be held on the second Wednesday of each month, at 5:30 p.m. in the City Council Chambers in City Hall in the City of Riverside; provided that if such day shall be a legal holiday, such meeting shall be held on the next available date. The Commission shall hold at least one regular meeting each month, with the exception of December during which the Commission will not meet, in order to

accommodate the regular December meeting of the Community Police Review Commission.

All meetings of the Commission of the Deaf shall be open to the public. Notice shall be given to the public prior to convening any meeting in accordance with RMC Title 4.

The Chair of the Commission or a majority of the members of the Commission, may call a special meeting consistent with the provisions of RMC Chapter 4.05.060 – Notice and agenda requirements: Special meetings.

### RULE 3 RULES

These Rules shall govern the conduct of meetings. The City's preferred Rules of Order, as and if established by resolution, may be used as a guide in the proceedings of the Commission.

### RULE 4 ADJOURNMENT AND CANCELLATION OF MEETINGS

The Commission may adjourn any regular, adjourned regular, special, or adjourned special meeting to a date and time certain and place specified in the order of adjournment. If all members are absent from any regular or adjourned regular meeting, the Secretary of the Commission may declare the meeting adjourned to a stated time and place and shall cause a written notice of the adjournment.

A Commission meeting may be canceled, continued, or adjourned by the Chair, or the Secretary, due to a lack of a quorum or lack of sufficient agenda items. If the meeting has not been cancelled prior to the agenda meeting time, the Chair should wait no more than 15 minutes starting from the agenda meeting time before the Commission meeting is cancelled due to lack of quorum.

### RULE 5 QUORUM

Fifty percent (50%) plus one of the Commission membership as established by the City Council shall constitute a quorum for the transaction of business. Any Youth Ex Officio Members shall be excluded for purposes of determining quorum.

RULE 6  
OFFICERS AND SECRETARY OF THE COMMISSION

1. Positions and Terms

The Officers of the Commission shall be a Chair and a Vice-Chair, each elected from the appointed Members of the Commission, excluding the Youth Ex Officio Members, at the first meeting in March of every year. Officers shall hold office until their successors are elected and qualify.

A. The Chair shall preside at all meetings of the Commission. The Chair is responsible for applying these Rules, including speaker time limits, fair and consistent opportunities for the public to speak pursuant to these Rules, and recognizing Members in the proper order to speak.

B. Vice-Chair

In the absence of the Chair, the Vice-Chair shall preside over the meeting.

C. In the absence of both the Chair and the Vice-Chair, a simple majority of the Commissioners in attendance shall appoint a temporary presiding officer for the meeting.

2. Election of Officers shall be conducted in the following manner:

A. The outgoing chair shall call for nominations. Any member may make a nomination for officers, and such nomination does not need to be seconded by another member.

B. Nominations will be closed only by motion of a member and seconded by another member.

C. The Commission shall then vote for the officer either electronically with a verbal report out, or by a verbal roll call vote.

D. In the event of a tie, the two members that received the most votes shall have a run-off election, conducted in the same manner.

E. In the event of another tie, the officer shall be selected by a coin toss.

3. In the event of the resignation or removal of the Chair during the year, the Vice-Chair shall become the Chair and a new election shall be held for Vice-Chair. In the event of the resignation or removal of any other officer, a new election shall be held to fill the vacant office.

#### 4. Secretary of the Commission

The Secretary of the Commission shall be appointed by the City Manager or his/her designee pursuant to Section 804 of the City Charter. The Secretary shall keep a recording of its minutes for all proceedings, and transactions in permanent volume or volumes, and shall publish notices of meetings as ordered.

#### 5. Removal of Officers

The Commission may remove any officer (except Secretary) for cause subject to the following procedure:

- A. New elections to replace one or more officers may be placed on a subsequent duly scheduled Commission agenda by a majority of Members present and voting.
- B. Following discussion of the agendized item to remove one or more officers, a vote shall be taken and said office(s) shall be designated as vacant upon affirmative vote of a majority of the Members present and voting.

### RULE 7

#### APPOINTMENT TO COMMITTEES OF OUTSIDE ORGANIZATIONS

When openings arise for Members to serve on committees for outside organizations as representatives of the Commission of the Deaf, the Secretary will agendize the item on the next scheduled Commission meeting. Prior to the meeting, the Commission will be provided an outline of the duties and responsibilities of the position and be requested to indicate their interest in serving on the committee. At the scheduled Commission meeting, the Commission will nominate a member to refer to the City Council for approval.

### RULE 8

#### MEETING PROCEDURES

The following procedures shall govern meetings before the Commission:

##### 1. MINUTES

Minutes of all meetings shall be made and duly preserved, a copy of which shall be available in accordance with current City policy.

##### 2. MEETING FORMAT

Meetings shall be conducted in accordance with the following format:

- A. The Chair shall identify the item from the agenda.

- B. The City staff report shall be presented.
- C. Following the staff presentation, the Chair shall ask for public comments on each item. Public comment shall be limited to three (3) minutes per speaker on each item or additional time may be given at the discretion of the chair for interpretive services. No additional public comment shall be taken on an item after the public comment has ended.
- D. Following public comments, the Commission may then ask questions of the staff, debate the issues, make comments, and discuss the item. The Commission shall take action providing its recommendation on an item which can include approval, modification, or denial. All actions of the Commission are recommendations to the City Council.

#### RULE 9 VOTING

Voting on an item shall be with a yea, nay, or abstention. All abstentions shall be recorded as present and not voting and a abstention vote shall not be counted in calculating a majority on the vote. Youth Ex Officio Members shall be excluded from voting.

#### RULE 10 SUSPENSION OF THE RULES

Any provision of these Rules not governed by the City Charter, Riverside Municipal Code or laws of the State of California may be temporarily suspended by a two-thirds vote of the Members present and voting, excluding Youth Ex Officio Members, unless doing so would violate the Brown Act. The vote on any suspension shall be taken and entered upon the record of the Commission.

#### RULE 11 CONFLICT OF INTEREST

Any member abstaining from voting on any item due to a conflict of interest shall announce said conflict and the reason for the conflict preceding or immediately following the reading of the description of the item by the Chair and will be required to leave the dais until the completion of consideration of the item, including the vote, unless the item is on the consent calendar. Commission members are required to abstain from any vote where they have a conflict of interest or there is the appearance of bias on each agenda item.

## ARTICLE 12 ATTENDANCE GUIDELINES

If a member absents himself/herself from three (3) consecutive regular meetings, unless by permission of the Commission expressed in its official minutes, the office shall become vacant and shall be so declared by the City Council.

A Member shall notify the Chair no later than 24 hours prior to any regular meeting of his/her intent not to attend said meeting. In the event a Member fails to do so, then the absence shall be deemed unexcused. It is the responsibility of the Chair to notify the Secretary in writing if it becomes necessary to change a member's unexcused absence to an excused one.

## RULE 13 REVISION AND ANNUAL REVIEW OF RULES

These Rules shall be annually reviewed by the Commission of the Deaf, and may be amended by a vote of the membersip.

## RULE 14 MEMBERS ADDRESSING CITY COUNCIL

Commission Member(s) shall notify the Chair when they intend to address the City Council on any issue over which the Commission has or will exercise jurisdiction. Members expressing views not approved by the majority of the Commission should clearly state that their opinions reflect their personal perspective as a "private resident".

## RULE 15 REPORT TO THE CITY

The Commission of the Deaf shall present an annual report of its activities for the past year to the Mayor and City Council, at the direction of the Mayor and City Council.

Respectfully Submitted,

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Name, Chair  
Commission of the Deaf

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Date of Adoption