**RESOLUTION NO. 14 - 01**

**A RESOLUTION OF THE
MEASURE L CITIZENS OVERSIGHT COMMITTEE OF THE
CITY OF RIDGECREST
CLARIFYING DECORUM, MEETINGS,
AND AGENDA FOR COMMITTEE MEETINGS RESCINDING RESOLUTION NO 13-01**

**BE IT RESOLVED BY THE MEASURE L CITIZENS OVERSIGHT COMMITTEE OF THE CITY OF RIDGECREST as follows:**

**WHEREAS**, this resolution is rescinding Resolution 13-01; and

**WHEREAS**, this Resolution is adopted pursuant to Ridgecrest Municipal Code 3-2.116 for the purpose of clarifying decorum, meetings, and agenda for meetings of the Measure L Citizens Oversight Committee ("Committee") for the City of Ridgecrest.

**1. GENERAL.**

Meetings of the Committeeshall be open and public. Persons shall be permitted to attend any portion of a meeting except a closed session.

**2. REPORTS OF THE COMMITTEE.**

(a) Pursuant to Municipal Code Section 3-2.117, the Committee shall prepare and issue its annual report no later than the second City Council Meeting in March of each year, following the review of the Comprehensive Annual Financial Report. The report shall set forth the findings of the Committee regarding the use of the proceeds of Measure L Funds for the preceding year and the budgeted use of Measure L Funds for the current year.

(b) In addition to the annual report, the Committee will issue a mid-year report regarding the use of Measure L funds.This report will be issued following the adopted budget of the City of Ridgecrest Fiscal Year Budget.The Committee, at its option, may elect to not issue an interim report if it determines the report is unnecessary.

**3. MEETINGS OF THE BOARD.**

(a) Regular meetings of the Committeeshall be held on the second andfourthMonday of each month at the hour of 5:30 p.m. at City Hall for the City of Ridgecrest. If, by reason of fire, flood, earthquake, or other emergency, it shall be unsafe to meet in the place designated, the meetings may be held for the duration of the emergency at a place designated by the Chair Person.

(b) Special meeting of the Committee may be called by the Chair Person or three Members by delivering written notice to each Member and to each local newspaper of general circulation, radio or television station requesting notice in writing within the prior twelve months. The notice shall be delivered at least 24 hours before the time of each meeting. The notice may be waived by a Member who files a written waiver of notice with the Secretary or who is actually present at the meeting when it convenes.

**4. ADJOURNMENT.**

(a) A regular, adjourned regular, special or adjourned special meeting may be adjourned to a time and place specified in the order of adjournment.

(b) If a quorum is not present for a regular or adjourned regular meetings, the Secretary may declare the meeting adjourned to a stated time and place and cause a written

notice of such adjournment to be given in the same manner as provided for a special meeting. When a regular or adjourned regular meeting is adjourned, the resulting adjourned meeting is a regular meeting for all purposes.

(c) A copy of the order or notice of adjournment shall be conspicuously posted on or near the door of the place where the regular, adjourned regular, special or adjourned special meeting was held within 24 hours after the time of adjournment. When an order of adjournment fails to state when the adjourned meeting is to be held, it shall be held at the hour specified for regular meetings.

**5. CONTINUANCE OF HEARINGS.**

A hearing held, or noticed to be held at a meeting may be continued or re-continued to a subsequent meeting in the same manner and to the same extent as the adjournment of meetings. If the hearing is continued to a time less than 24 hours after the time specified in the order, a notice of continuance of hearing shall be posted immediately following the meeting at which the order of continuance was made.

**6. AGENDA.**

(a) The agenda for each regular meeting and all supporting documents shall be posted at least 72 hours prior to the meeting. The agenda for an adjourned meeting shall be the same as the agenda for the meeting which was adjourned not more than 5 calendar days earlier. If matters are added to the agenda for an adjourned meeting or if the adjourned meeting is held more than 5 days after the adjournment, a new agenda shall be posted at least 72 hours prior to the adjourned meeting.

(b) The agenda for a special meeting shall be posted at least 24 hours prior to the meeting.

(c) The Committeeshall act only on matters appearing on the agenda, on emergency matters or on matters where the need to take action has arisen subsequent to the posting of the agenda. At least a majority shall find an emergency exists requiring immediate action. At least four members, or if less than four are present, a unanimous number must find the need to take action arose subsequent to the agenda being posted.

(d) The Committeeshall receive public comments on matters not appearing on the agenda for regular meetings but shall not act on such matter unless the Committeeadds the matter to the agenda as above.

**7. INTERRUPTION.**

The Committee may order the meeting room cleared and continue in closed session if a meeting is willfully interrupted, the orderly conduct of the meeting infeasible, and order cannot be restored by the removal of individuals interrupting the meeting. Only matters appearing on the agenda may be considered in such a closed session. Duly accredited representatives of the press or other news media, except those participating in the disturbance, shall be allowed to attend the session. The Committee may establish a procedure for readmitting individuals not responsible for willfully disturbing the meeting.

**8. RULES OF ORDER.**

Meetings may be conducted in accordance with Robert's Rules of Order, insofar as such rules are compatible with the Principal Act and the other laws of the State of California. The public shall be allowed to comment before the Committeeacts on any matter appearing on the agenda.

**9. MANNER OF TAKING ACTION.**

(a) The Committeeshall take action by motion, resolution or ordinance.

(b) An affirmative vote of three Committee members is necessary to approve a motion, resolution or ordinance.

(c) Motions may be adopted by voice vote. Resolutions may be adopted by voice vote but on demand of any member of the Committee, the roll shall be called.

(d) Motions and resolutions shall be effective when adopted unless a different effective date is stated.

**10. MINUTES OF COMMITTEE MEETINGS.**

(a) Meetings, except closed sessions, shall be reported in written minutes.

(b) The minutes of the emergency meeting showing persons notified or attempted to be notified, the roll call vote, and action taken shall be posted for at least 10 days as soon after the meeting as possible.

(c) The written minutes of meetings need not be a verbatim transcription but shall reflect:

(1) official actions taken by the Committee;
(2) disposition of items appearing on the agenda;
(3) statements requested by Members to be included in such minutes when relating to reasons for voting;
(4) matters requested by a Member to be included as an agenda item and which item was not placed on the agenda; and
(5) the number and title of ordinances and resolutions.
(6) summary of public comment

(d) The written minutes are not official minutes until approved by the Committee. Upon approval, the minutes will be signed by the Chair Person, and attested by the Secretary and the Seal of the District affixed.

**PASSED, APPROVED AND ADOPTED** on 17th day of March 2014.

AYES: 5
NAYS: 0
ABSTAIN: 0
ABSENT: 1

April 7, 2014

Michael Petersen, Chair

ATTEST:

Karen Hanker

Secretary