

BYLAWS OF THE CITY OF OCEANSIDE
DOWNTOWN ADVISORY COMMITTEE

ARTICLE I. THE COMMITTEE

Section 1.1 Downtown Advisory Committee

The name of the Committee shall be the City of Oceanside Downtown Advisory Committee (hereinafter referred to as Committee).

Section 1.2 Purpose

The purpose of the Committee shall be to advise the Community Development Commission (CDC) regarding proposed development regulations and entitlements in the Downtown District (formerly known as Redevelopment Project Area). This shall be accomplished by making recommendations to the CDC on development applications, as well as policy, practice, and technical matters, with the objective of facilitating the development process and encouraging timely and appropriate development in the Downtown District. The Committee shall also provide businesses and developers with guidance during the processing of development projects. Matters requiring CDC action in the Downtown District, including zone amendments, development plans, mixed-use plans, or other related entitlements set forth in the Municipal Code, Zoning or Subdivision Ordinances, or administration of the Local Coastal Plan, shall first be considered by the Downtown Advisory Committee at a meeting thereof.

ARTICLE II. MEMBERSHIP

Section 2.1 Composition

a. The Committee shall hereby be composed of nine (9) members. All members must be Oceanside residents. Two (2) members shall be from the Community At Large. One (1) member shall be a representative of the Oceanside Chamber of Commerce. One (1) member shall be a representative of MainStreet Oceanside. One (1) member shall be a residential owner-occupant within the Downtown Project Area. One (1) member shall be a Business Owner within the City of Oceanside. One (1) member shall be an Oceanside Planning Commissioner. One (1) member shall be a member of the Tourism Industry. One (1) member shall be a member of the Economic Development Commission.

b. Applications for membership, shall be encouraged from the City-wide general public, qualified in the above noted categories.

c. The Commission shall seek to appoint members in the above noted categories. However, if the above qualifications cannot be met, the Chairperson of the Commission may nominate general residents to membership instead.

Section 2.2 Terms of Membership

The term of appointment of a Committee member shall be three (3) years. Each member shall hold office until expiration of the respective term and until a new member has been duly appointed. Members whose terms are due to expire may apply for reappointment.

Section 2.3 Termination of Membership

All members serve at the pleasure of the Community Development Commission and may be removed during a term. Membership in the committee shall automatically terminate upon any of the following occurrences:

- a. The expiration date of the term of membership;
- b. The member has three unexcused absences per fiscal year from regular committee meetings without cause and/or without notifying the Chairperson or City Staff.
- c. The member has a less than 60% attendance record each fiscal year (includes excused and unexcused absences);
- d. The member fails to attend one committee training each term;
- e. The member fails to complete and submit the required financial interest disclosure forms to the City Clerk's Office.

Section 2.4 Resignation

Any Committee member may resign at any time by giving written notice to the Mayor of the City of Oceanside, the Chairperson of the Committee and the City Clerk. Any such resignation shall be effective upon receipt or upon any date specified therein. The acceptance of such resignation shall not be necessary to make it effective.

Section 2.5 Vacancy

When a vacancy occurs, the Mayor shall appoint an applicant to fill the vacancy, subject to the provisions and appointment procedures outlined in Chapter 2, article 2.1 of the City code. Vacancies will be filled as expeditiously as is feasible.

ARTICLE III. OFFICERS

Section 3.1 Officers

The officers of the Committee shall consist of a Chairperson and a Vice-Chairperson, who each must be a regular voting Committee member.

Section 3.2 Chairperson

The Chairperson shall preside at all meetings of the Committee. The Chairperson shall appoint subcommittees as approved by the Committee and represent the Committee at public functions as designated by

the Committee or Community Development Commission. The Chairperson and the City Manager appointed staff member will jointly share the responsibility of setting items for the agenda. In case of disagreement, the disputed item will be placed on the agenda and the Committee will decide by majority vote if the item will be heard.

Section 3.3 Vice-Chairperson

The Vice-Chairperson shall perform the duties of the Chairperson in the absence of the Chairperson. In the event of the resignation, death or removal of the Chairperson, the Vice-Chairperson shall assume the Chairperson's duties until such time as the Committee shall elect a new Chairperson, pursuant to Section 3.6 concerning vacancies.

Section 3.4 Additional Duties

At times, officers of the Committee shall perform duties and functions at the request of the Committee or staff, incidental to the offices held by such officers.

Section 3.5 Election

The Chairperson and Vice-Chairperson shall be elected by the Committee at one of its initial meetings and annually thereafter at a designated regular meeting from among the Committee members, who shall each hold office for a term of one (1) year or until their successors are elected and qualified. An officer may serve successive terms of office.

Section 3.6 Vacancies

Should the office of Chairperson or Vice-Chairperson become vacant, the Committee shall elect a successor from among its members at the next regular or special meeting, and the office shall be held for the unexpired term of office.

ARTICLE IV. MEETINGS

Section 4.1 Regular Meetings

Regular meetings shall be held quarterly on a specified day and time as approved by the Committee. In the event that the regular meeting date is a legal holiday of the City, then any such regular meeting shall be held on the next business day or as agreed upon by the Committee members at a prior meeting.

Section 4.2 Special Meetings

Special meetings may be held upon call of the Chairperson or the Vice-Chairperson acting on the behalf of the Chairperson or of the majority of the membership of the Committee, for the purpose of transacting any business designated, after written notification of all members of the Committee delivered at least 24 hours before the time specified in the notice of the meeting.

Section 4.3 Adjourned Meetings

Any meeting of the committee may be adjourned to another meeting providing the adjournment indicates the date, time, and place of the adjourned meeting. Committee members absent from the meeting at which adjourned decision is made shall be notified by the Chairperson of the continued meeting.

Section 4.4 Meetings to be Open and Public

All meetings of the Committee and its standing committees shall be open to the public to the extent required by the California State Brown Act. All persons shall be permitted to attend any such meetings, except as otherwise provided by law.

Section 4.5 Quorum

A majority of the Committee membership shall constitute a quorum for the purpose of conducting the Committee business, exercising its powers and all other purposes, but less than a majority of the Committee membership may adjourn the meeting from time to time until a quorum is obtained.

Section 4.6 Attendance at Meetings

All members of the Committee, shall be required to attend all Committee meetings unless such member has been excused from participation.

Section 4.7 Voting

A simple majority of those Committee members present shall be required for approval or denial of any action brought before the Committee.

Section 4.8 Excused Absences

A member's absence from a meeting shall be excused if, prior to the meeting from which a member will be absent, the member notifies the Chairperson or City staff of his/her intent to be absent. At each meeting, after the meeting has been called to order the Chairperson shall report to the committee the name of any member who has so notified the Chairperson or staff of his or her intent to be absent.

Section 4.9 Order of Business

The order of business shall be established by the Committee. Agendas shall be published and posted in compliance with applicable state and local laws and rules. Provisions will be made for citizens with disabilities by contacting City staff.

Section 4.10 Rules of Order

All business and matters before the Committee shall be transacted in conformance with Article I of Chapter 2 of the Oceanside City Code to the extent applicable to the business of this committee.

Section 4.11 Off-Agenda Items

No off-agenda items shall be acted upon or discussed by the committee. Committee members, staff and/or public may announce off-agenda matters of concern. Each off-agenda matter may be automatically referred to staff for resolution or placed on a future Committee agenda.

ARTICLE V. RECORDS, REPORTS, AND ANNUAL WORKPLAN

Section 5.1 Meeting Records

The Committee shall keep minutes of all meetings, which shall be open for inspection by any member of the public. Minutes should contain detailed voting records by Member, and by specific action. Draft minutes shall be posted within a reasonable time after the meeting. Upon approval of meeting minutes by the Committee, copies of such minutes shall be distributed to the Executive Director and the Community Development Commission.

Section 5.2 Reports Submitted to Community Development Commission

The Committee shall submit copies of all written reports, studies, and correspondence sent to public agencies to the Community Development Commission prior to distribution of the original document.

Section 5.3 Presentation of Bi-Annual Workplan

The Committee shall submit to the Community Development Commission, no later than June 30 of every other year, a comprehensive work plan indicating specific goals and objectives proposed for the next two fiscal years to support the purpose and scope of responsibilities as described in Section 1.2. The Committee will conduct a workshop to discuss the proposed workplan.

ARTICLE VI. REPRESENTATION BEFORE PUBLIC BODIES

Section 6.1 Representation

Any official representations on behalf of the committee before the Community Development Commission, or any public body, shall be made by the Chairperson, the Vice-Chairperson in the Chairperson's absence, or a member of the Committee specifically designated by the Committee.

ARTICLE VII. STANDING OR AD-HOC COMMITTEES AND APPOINTMENTS

Section 7.1 Establishment

The Committee shall have the authority to and may establish standing or ad-hoc committees as necessary to accomplish the purposes set forth in Section 1.2 herein. Standing or ad-hoc committees may meet to discuss specific issues within the scope of responsibility for the Committee and to make recommendations for action by the Committee. Membership composition and terms shall be determined by the Committee for any standing or ad-hoc committee created; however, no such committee shall consist of a majority of Committee members.

Section 7.2 Appointment of Committee Members

Members on a standing or ad-hoc committee shall be appointed by the Chairperson with the approval of a majority of the Committee members.

Section 7.3 Committee Reports

Standing or ad-hoc committee(s) shall from time to time make reports, written or verbal, to the Committee.

ARTICLE VIII. MISCELLANEOUS

Section 8.1 Commission Member Liaisons to Committee

The Chairperson of the Community Development Commission may appoint to the Committee, subject to approval of the Community Development Commission, one (1) member of the Community Development Commission to serve as a non-voting ex-officio member of the Committee. Said ex-officio member shall serve as a liaison between the Community Development Commission and the Committee, shall from time-to-time inform the Community Development Commission of the activities and issues addressed by the Committee, and shall assist the Committee in promoting recommendations made to the Community Development Commission. Council liaisons will make every effort to attend all committee meetings.

Section 8.2 City Assistance to Officers and Committee

The City Manager shall appoint staff to assist the Committee officers and members, as necessary in such activities as setting and conducting meetings, preparing meeting agendas and minutes and responding to requests for assistance from Committee members.

Section 8.3 Procedural Situations Not Addressed

In procedural situations not addressed in the body of the Committee bylaws, the determination of the situation shall be subject to the jurisdiction of the City Attorney's Office.

Section 8.4 Committee Expiration

The Committee will expire upon a majority vote by the Community Development Commission.