



## 2020 ORANGE COUNTY CHARTER REVIEW COMMISSION (CRC)

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### Workgroup Summary Report

### CRC By-Laws Workgroup

April 27, 2020  
Communications Media Technology  
4:15 p.m.

#### Workgroup Members:

Camille Evans, Chair  
Nikki Mims  
Samuel Vilchez Santiago  
Soraya Smith  
Eugene Stoccardo  
Clifford Shepard, CRC General Counsel  
Katie Smith, Assisting CRC as Staff  
Jessica Vaupel, Assisting CRC as Staff

#### Other Present:

Kate Latorre, Assistant County Attorney

The CRC By-Laws Workgroup met to discuss recommendations for CRC by-laws.

### Public Comment

The following person addressed the workgroup: Carol Foglesong.

### CRC Chair Comments

Chair Evans stated the purpose of the workgroup was to review operating guidelines adopted by the 2020 CRC and to discuss procedural recommendations for future CRCs. Chair Evans outlined three potential workgroup meetings.

Chair Evans asked Assistant County Attorney Kate Latorre what the County's position was regarding the 2020 CRC's authority to establish procedures for future CRCs. Assistant County Attorney Latorre advised that the County has no issues with by-laws, however the 2020 CRC is not authorized under the Resolution of the Board of County Commissioners (BCC) creating the CRC, or the Orange County Charter, to create by-laws limiting the conduct of the 2024 CRC. Any document adopted by the 2020 CRC is not binding for the next CRC.

## Members Open Discussion

Workgroup members offered recommendations for procedures they felt would be valuable to evaluate based upon their experience during the 2020 CRC cycle. The following were offered as possible topics. Several of the topics were discussed by more than one member.

- Committee Member and Chair Selections
- Adoption of Parliamentary Procedures
- Code of Ethics
- Meeting Attendance
- Recommendations to the BCC
- Work Product Format Guidelines
- General Counsel Procurement Committee
- Outline Chair / Vice Chair Duties Prior to Elections
- Agenda Publication and Rebuttal Submittal Deadlines
- Work Product Presentations to Full CRC
- Public Comment Opportunities

General Counsel Shepard provided remarks regarding the evaluation process and subcommittee work product guidelines adopted by the 2020 CRC. He advised that in the absence of by-laws, each CRC hereafter could do something similar. According to the work product guidelines, General Counsel Shepard advised there was no time for the workgroup to recommend a change to the Orange County Charter and offered what he thought were two options: the 2020 CRC could include procedural recommendations in its Final Report or draft a set of procedures as a recommendation to the BCC to impose on future CRCs.

Member discussion continued.

Chair Evans offered another suggestion in that the CRC could recommend to the BCC that a group of prior CRC members be convened, prior to the creation of the 2024 CRC, to create procedures to include in the BCC resolution. Member Stoccardo agreed.

## Future Action Plan

Chair Evans advised the next workgroup meeting is scheduled for Monday, May 4, 2020 at 4:15 p.m. via WebEx and recommended that all CRC members provide their input no later than close of business Thursday, April 30, 2020 at 5:00 p.m. Chair Evans asked CRC staff to manage the responses. Member Smith urged that CRC members be specific with their procedural citations when referencing a document.

General Counsel Shepard offered to take the recommendations provided by CRC members and draft a working document for the workgroup prior to the next workgroup meeting on Monday, May 4, 2020. The workgroup members agreed.

Supporting materials, including the meeting notice, agenda, and summary report, may be found by visiting <https://www.occompt.com/clerk-of-the-bcc/charter-2020/meetings/>.