



## 2020 ORANGE COUNTY CHARTER REVIEW COMMISSION (CRC)

---

### Workgroup Summary Report

#### CRC By-Laws Workgroup

May 4, 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  
Jennifer Lara-Klimetz, Assisting CRC as Staff

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

#### Public Comment

No members of the public addressed the workgroup during public comment.

#### CRC Chair Comments

Chair Evans stated the purpose of the workgroup meeting was to review by-laws, drafted by General Counsel, based upon input received from the 2020 CRC members; and further, to determine whether the workgroup wanted to move forward with bringing draft by-laws to the full CRC.

Discussion ensued.

## Members Open Discussion

The workgroup reviewed each article and section of the draft by-laws prepared by General Counsel. Workgroup members offered suggested edits. General Counsel Shepard explained the rationale of why he may not have incorporated certain recommendations received by CRC members prior to the workgroup meeting. Discussion ensued.

- Article I Statement of Purpose and Applicable Law, Section 1.1 Purpose – Members recommended this section reference the Board of County Commissioners resolution appointing the CRC members.
- Article II Orientation – Members recommended this section reference proposed CRC by-laws.
- Article III Notice and Conduct of Meetings, Section 3.1 Public Meetings / Notice – Members recommended meeting notices be distributed via email to CRC followers as well as posted via social media.
- Article III Notice and Conduct of Meetings, Section 3.3 Location – Members discussed the location of committee meetings. Deputy Clerk Katie Smith reiterated to the workgroup the complexity of securing meeting locations at offsite facilities. Members recommended that this section reflect agreement by CRC staff related to meeting location selections.
- Article III Notice and Conduct of Meetings, Section 3.5 Citizen Participation – Members recommended that citizens be afforded the opportunity to speak prior to a substantial vote.
- Article III Notice and Conduct of Meetings, Section 3.8 Attendance – This section will be renumbered to Section 3.7. Members recommended that the word “consecutive” be stricken as it pertains to the number of meetings a member may be absent.
- Article III Notice and Conduct of Meetings, Section 3.9 Official Rules of Order – This section will be renumbered to Section 3.8. Members recommended the words “Except as otherwise provided in these by-laws” be stricken and to remove the anniversary date.
- Article IV Voting, Section 4.1 Voting Generally – General Counsel Shepard will correct the distinction that any conflict of interest forms will be filed in writing with the Comptroller Clerk of Board office.
- Article V Duties of Officers, Section 5.1 Duties of the Chair (c) and (d) – Members recommended that the Chair of the CRC be permitted to serve as a committee member. Members recommended that the Chair of the CRC provide direction to CRC staff related to procurement matters.
- Article VI Committees, Section 6.2 Appointment / Removal – Members recommended that the word “Removal” be stricken from the section title. Members recommended that committee appointments be made by the full CRC; and further, that committees be comprised of no more than 5 members. Deputy Clerk Smith voiced concerns related to the existing language that committee members may be removed from their committee position upon proper motion by a majority vote of the CRC.
- Article VIII Amendment – Members recommended that the words “two thirds” be replaced by “majority” to be consistent with Roberts Rules of Order.

Discussion ensued amongst the workgroup members and General Counsel Shepard.

### Future Action Plan

General Counsel Shepard will submit revised by-laws, based upon the workgroup's discussion, prior to the next workgroup meeting.

Chair Evans advised the next workgroup meeting is scheduled for Monday, May 11, 2020 at 4:15 p.m. via WebEx.

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/>.