



2020 ORANGE COUNTY CHARTER REVIEW COMMISSION (CRC)

Workgroup Summary Report

CRC By-Laws Workgroup

May 11, 2020
Communications Media Technology
4:15 p.m.

Workgroup Members:

Camille Evans, Chair
Nikki Mims
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

Absent Member:

Samuel Vilchez Santiago

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 indicated General Counsel Shepard would outline the edits made to the draft by-laws based on the comments received during the last workgroup meeting. General Counsel Shepard noted he did not receive any written comments from the workgroup members.

Members Open Discussion

General Counsel Shepard and the workgroup members reviewed the edits in each article and section of the draft by-laws. Workgroup members offered additional edits as presented by Carol Foglesong. Discussion ensued.

- Article I Statement of Purpose and Applicable Law, Section 1.1 Purpose – Members recommended the following change to the second sentence in the paragraph: “The OCCRC ~~shall be~~ is empowered to conduct a comprehensive study...”
- Members discussed the difference between by-laws and operating rules. The document will remain titled by-laws.
- Article II Orientation – Members recommended the following change: “The role and duties ~~of~~ of the OCCRC General Counsel.” In the last paragraph a comma was added after the word ‘staff.’
- Article II Orientation – Deputy Clerk Smith suggested including language regarding the review of the operating budget. The workgroup members agreed and added the following line: “Review budget of the OCCRC.”
- Article III Notice and Conduct of Meetings, Section 3.1 Public Meetings / Notice – Members recommended meeting notices be published two business days before a meeting. Members recommended the following line be stricken: “...~~on the public bulletin board maintained for such purposes at the Orange County Administration Center...~~” Additionally, the members recommended the following change: “Such notice shall also be posted on all ~~current~~ available social media and digital channels ~~maintained by Orange County~~ and provided by email to all members of the public requesting email notification.”
- Article III Notice and Conduct of Meetings, Section 3.3 Location – Members discussed the location of committee meetings. The members recommended regular meetings shall be at the Orange County Administration Center or another designated location.
- Article III Notice and Conduct of Meetings, Section 3.3 Scheduling – Members recommended the following change: “The agenda of each regular or special meeting shall include ~~the fixing of~~ the date of the next regular meeting.”
- The members agreed to a global change for the following phrase: ‘~~the clerk of the~~ staff.’
- Article III Notice and Conduct of Meetings, Section 3.4 Agendas – Unfinished business will be renumbered to VIII. The word ‘Guest’ in part “V. Introduction of Invited Guest...” will be changed to ‘Guests.’ The members discussed part IX Remarks of Interested Citizens. Deputy Clerk Smith suggested the following language regarding agenda distribution: “Except in the event of extraordinary circumstances beyond the control of OCCRC staff, the agenda for regular meetings shall be available to the public no less than five (5) full working days before the day of the meeting.”

- Article III Notice and Conduct of Meetings, Section 3.9 Deliberations B. Final adoption and transmittal – The members recommended the final report be transmitted to the Clerk of the Board.

Discussion ensued amongst the workgroup members and General Counsel Shepard.

Vote on Workgroup CRC By-Laws

Motion/Second: Chair Evans / Member Mims

AYE (voice vote): Chair Evans; Members Mims, Smith and Stoccardo

Absent: Member Vilchez Santiago

Action: The workgroup moved to approve the By-Laws of the Orange County Charter Review Commission as edited during the workgroup's discussion.

Future Action Plan

General Counsel Shepard will submit revised by-laws, based upon the workgroup's discussion, to CRC staff. The by-laws will be included in the draft CRC Final Report.