

**RULES FOR THE OPERATION OF AND CONDUCT OF BUSINESS
BEFORE THE SHASTA COUNTY REDISTRICTING ADVISORY COMMISSION**

RULE 1. MEETINGS. Regular and special meetings of the Shasta County Redistricting Advisory Commission (the “Commission”) shall be held within the County except as otherwise authorized under the Brown Act. Special meetings may be called pursuant to the provisions of Government Code §54956. Any meeting may be adjourned or continued as provided in Government Code Sections §§54955 and 54955.1. Regular meetings and special meetings shall be properly noticed by the County Clerk/Registrar of Voters acting as Secretary to the Commission in accordance with the provisions of Government Code §§ 54950 et seq.

Any future meeting of the Commission may be canceled in advance by the Commission. The Chair for a future meeting may also cancel that meeting under the following circumstances:

- A. When a majority of the members of the Commission have confirmed, either in open session at a previous meeting or independently in writing, their unavailability to attend a future meeting.
- B. When staff advises the Chair that there are no agenda items for consideration other than approval of minutes.

RULE 2. CHAIR. The Chair shall be on a rotating basis. The Chair for the initial meeting of the Commission shall be chaired by the representative from District 1. The Chair of the second meeting shall be the representative from District 2 of the Commission. The Chair shall continue to rotate through the representatives from each District in numerical sequence. Should the representative from the District whose turn it is to act as the Chair of the Commission be unavailable, the Chair of the previous meeting shall act as Chair of the meeting.

RULE 3. DUTIES OF OFFICERS. The Chair shall preside over, preserve order and decorum and announce each action of the Commission at all Commission meetings. Unless

otherwise provided by these rules, the Chair shall decide all questions of order and procedure, subject to appeal to the Commission as a whole. The Chair may second any motion and discuss and vote upon any matter as a member of the Commission without relinquishing the Chair. Should the Chair or Vice-Chair be unable to perform the duties of the Chair, the remaining Commissioner who most recently served as Chair shall assume and perform the duties of the Chair.

RULE 4. AGENDA. The agenda for each Commission meeting shall be prepared by the Secretary and shall include matters placed upon it by the Secretary in the ordinary course of business or by direction of the Commission. The Commission may change the order in which agenda items are considered by it during any meeting. The Secretary shall cause a copy of the Commission's agenda to be posted at the time and place of each Commission meeting and shall make copies of the agenda available to interested persons at each Commission meeting.

RULE 5. TESTIMONY. Any person desiring to address the Commission shall, when recognized by the Chair, step to the rostrum and make his or her presentation in an audible voice. To facilitate conduct of the Commission's business, the Chair may limit to a reasonable amount, the time a person may use in addressing the Commission. The Commission may grant additional time to any speaker. If a group of persons desires to individually address the Commission on the same matter, the Chair may request that the group designate a spokesperson to address the Commission.

RULE 6. VOTING.

- A. **Roll Call Vote.** The Commission shall act by voice vote on matters before it. Any member present who does not vote audibly shall be recorded as voting "yes". If requested by any member of the Commission, a roll call vote shall be taken.
- B. **Abstentions.** An abstention from voting shall be made audibly and shall not be counted as a vote for or against the motion affected.

- C. Majority Vote Required. All decisions of the Commission shall be made by the affirmative vote of three (3) members of the Commission. Failure to receive three (3) affirmative votes shall be deemed to be a denial of the matter.
- D. Tie Vote. Regardless of how a motion is stated, a tie vote on a motion affecting the merits of any matter shall be deemed to be a denial of approval of the matter, or a recommendation for such denial, as appropriate, for the purpose of appeal to or consideration by the Board of Supervisors.
- E. Absence from Hearing. A commissioner who was absent from all or part of a hearing may vote on the matter heard if the commissioner first reviews all evidence received during the absence, listens to the recording or reads a transcript of the proceedings during the absence, and signs a statement that these materials have been reviewed by the commissioner prior to the vote. The statement shall be filed with the Secretary prior to the affected commissioner's participation in the continued hearing or decision.

RULE 7. MINUTES. All official actions and decisions of the Commission shall be entered in the minutes of the Commission.

RULE 8. MAKING OR PARTICIPATING IN A DECISION. A commissioner shall not make or participate in a decision of the Commission or appear before the Commission when such making, participation or appearance is otherwise prohibited by law.

RULE 9. SUSPENSION OF RULES. Except as limited by law, the Commission may temporarily suspend the operation of all or part of these rules to facilitate the conduct of the Commission's business.

RULE 10. AMENDMENT OF RULES. The Commission may from time to time amend these rules or any portion thereof by resolution.