

DRAFT

RESOLUTION No. 1

**A RESOLUTION OF THE STEVENS CREEK CORRIDOR STEERING COMMITTEE
ADOPTING AND ESTABLISHING RULES FOR THE CONDUCT OF ITS MEETINGS,
PROCEEDINGS AND BUSINESS**

WHEREAS, the Stevens Creek Corridor Steering Committee has found it necessary and desirable to adopt Rules of Order for the conduct of its business,

NOW THEREFORE, BE IT RESOLVED by the Stevens Creek Corridor Steering Committee, a collaborative committee of the City of San José that the Stevens Creek Corridor Steering Committee does hereby adopt Rules of Order for the conduct of its business, as follows:

**RULES OF ORDER
OF THE
STEVENS CREEK CORRIDOR STEERING COMMITTEE**

Preamble. These Bylaws are the procedural rules and regulations for the Stevens Creek Corridor Steering Committee. The Stevens Creek Corridor Steering Committee was created to provide guidance and oversee the planning work involved in the Stevens Creek Corridor Study, a collaborative effort between the Cities of San José, Santa Clara, and Cupertino, the County of Santa Clara, and the Valley Transportation Authority (VTA). The Committee will improve transportation options along the corridor and increase the collaboration between the cities and agencies represented to bring our residents a more traversable and interconnected future.

ARTICLE I
GENERAL PROVISIONS

Section 100. Name of Steering Committee

The official body referred to in these Bylaws shall be known and referred to as the “Stevens Creek Corridor Steering Committee.”

Section 101. Office of Stevens Creek Corridor Steering Committee

The official office and mailing address of the Stevens Creek Corridor Steering Committee shall be:

City of San Jose – Stevens Creek Corridor Steering Committee
Attn: Omar Din
200 East Santa Clara Street
San José, CA 95113

Section 102. Meeting Place of Stevens Creek Corridor Steering Committee

Except as otherwise may be provided by the Stevens Creek Corridor Steering Committee from time to time, the regular meeting place shall be at San José City Hall, 200 East Santa Clara Street, San José, CA.

Section 103. Number of Members

The Stevens Creek Corridor Steering Committee shall consist of 5 primary members, one appointed from each of the participating jurisdictions (the Cities of San José, Santa Clara, and Cupertino, the County of Santa Clara, and the Valley Transportation Authority). Each jurisdiction may also appoint an alternate to the Committee to assume the roles and responsibilities of the primary member in the event that the primary is unable to attend shall have one member appointed to the Stevens Creek Corridor Steering Committee. Members will be appointed by the governing bodies of these five jurisdictions or appointed by executive staff, depending on each agencies' general practice. Each of these members shall have one vote on the committee.

Section 104. Term of Members

Each member shall serve a term of two (2) years commencing at noon on the first meeting of the calendar year, and continuing to the first meeting of the third year. With the exception of the Chair, a member may be removed from the Stevens Creek Corridor Steering Committee by a majority vote of the Stevens Creek Corridor Steering Committee, at any time and for any reason.

Section 105. Designees

The Stevens Creek Corridor Steering Committee members may not elect to appoint a designee to serve as a member of the Stevens Creek Corridor Steering Committee in the event the member is unable to attend a scheduled meeting.

Section 106. Vacancies on the Stevens Creek Corridor Steering Committee

A Stevens Creek Corridor Steering Committee member may be deemed to have vacated their membership with the Stevens Creek Corridor Steering Committee if they fail to attend two (2) consecutive meetings of the Stevens Creek Corridor Steering Committee. If a Stevens Creek Corridor Steering Committee member voluntarily elects to no longer participate as a member of the Stevens Creek Corridor Steering Committee, they must notify committee supporting staff of their intention to cease participation with the Steering Committee.

ARTICLE II
OFFICERS
CHAIR AND VICE CHAIR

Section 200. Enumeration of Officers

The officer of the Stevens Creek Corridor Steering Committee shall be a Chairperson.

Section 201. Appointment of Officers

Officer(s) shall be nominated and appointed by majority vote of the Stevens Creek Corridor Steering Committee.

Section 202. Term of Office of Chairperson

- a. The Chairperson shall be appointed for annual terms.

- b. If any Officer(s) should cease to be member(s) of the Stevens Creek Corridor Steering Committee prior to the expiration of their term of office, a vacancy shall be deemed to have occurred in the specific office. The Stevens Creek Corridor Steering Committee will appoint a replacement by majority vote, with the term running until the prior Officer(s) term expiration.

Section 203. Powers and Duties of Chairperson

The Chairperson shall have the following powers and duties:

- a. Preside at all meetings of the Stevens Creek Corridor Steering Committee.

Section 204. Absence of Chairperson

In the event of the absence or disability of the Chairperson at any meeting or hearing of the Stevens Creek Corridor Steering Committee, the Stevens Creek Corridor Steering Committee shall elect one of its members as Vice Chair to preside over such meeting.

Section 205. Chairperson Pro Tempore, Powers and Duties

The Chairperson Pro Tempore shall have and perform all powers and duties of the Chairperson in the event of, and only during the absence or disability of the Chairperson.

Section 206. Duties of Supporting Staff

- a. Supporting staff shall attend all meetings of the Stevens Creek Corridor Steering Committee, and keep a record of minutes of all that transpires at such meetings.

ARTICLE III **DUTIES**

Section 300. Duties and Responsibilities

The Stevens Creek Corridor Steering Committee shall have the following powers and duties:

- a. Tender its advice to the Stevens Creek Corridor Working Group with respect to policy matters under consideration related to the Stevens Creek Corridor Vision Study.
- b. Review the status of Stevens Creek Corridor Vision Study deliverables.

ARTICLE IV **MEETINGS**

Section 400. Ralph M. Brown Act.

All meetings of the Stevens Creek Corridor Steering Committee shall comply with the Ralph M. Brown Act ("the Brown Act", Govt. Code Section 54950 *et seq.*).

Section 401. Regular Meeting

Regular meetings of the Stevens Creek Corridor Steering Committee shall be held quarterly, or as needed, and agendized by supporting staff. Notice shall be given of each Stevens Creek Corridor Steering Committee meeting in accordance with the Brown Act. Meeting agenda and supporting materials shall be posted to the public one week in advance of each Steering Committee meeting.

Section 402. Special Meetings

- a. Special meetings of the Stevens Creek Corridor Steering Committee may be called at any time by the Chairperson, or by a majority of members, whenever in their opinion the business of the Stevens Creek Corridor Steering Committee requires it. The notice of a special meeting shall specify the time, place, and the business to be conducted or transacted at the meeting. No other business shall be

considered at the special meeting. The notice shall be filed with the supporting staff in his/her office. Supporting staff shall cause a copy of the notice to be served upon each member of the Stevens Creek Corridor Steering Committee at least twenty-four (24) hours before the time of the meeting specified in the notice, or for such greater period of time as may be required by law or set forth by the represented jurisdictions' policy, rules or regulations, either by personal delivery or by mail. Each member shall, for mailing purposes, file his/her name and address with supporting staff.

- b. Written notice may be dispensed with for any member who at or prior to the time the meeting convenes files with the supporting staff a written waiver of notice. The waiver may be given by fax or electronic mail. Written notice may also be dispensed with for any member who is actually present at the meeting at the time it convenes.
- c. The written notice shall be posted at least twenty-four (24) hours prior to the special meeting, or for such a greater period of time as may be required by law or set forth by the represented jurisdictions' policy, rules or regulations, in a location that is freely accessible to members of the public.

Section 403. Continued Meetings

Subject to the requirements of law, meetings of the Stevens Creek Corridor Steering Committee, whether regular or special, may be adjourned by the Stevens Creek Corridor Steering Committee to reconvene at a time to be specified by the Commission at the time it adjourns. In such an event, no other official notice need be given of the time at which such adjourned meeting will reconvene, unless required by law. Any such reconvened meeting shall, in such a situation, be considered a continuation of the prior meeting.

Section 404. Quorum

A quorum to do business shall consist of a majority (three out of five) of members of the Stevens Creek Corridor Steering Committee, but a lesser number may constitute a quorum for the purpose of adjourning a meeting or adjourning a meeting to a stated time and place. In the absence of all the members of the Stevens Creek Corridor Steering Committee from any meeting, the supporting staff for Stevens Creek Corridor Steering Committee may adjourn the meeting or adjourn the meeting to a stated time and place.

Section 405. Procedure

Except as otherwise provided by the Stevens Creek Corridor Steering Committee or the rules and regulations adopted by the represented jurisdictions, the procedure to be followed by the Stevens Creek Corridor Steering Committee at its meetings shall be that set forth in Rosenberg's Rules of Order. The Stevens Creek Corridor Steering Committee may act by motion, but an affirmative vote of at least a majority of the

quorum present shall be necessary for all decisions of the Stevens Creek Corridor Steering Committee except in matters of adjournment.

Section 406. Voting

No action shall be taken by the Stevens Creek Corridor Steering Committee except by affirmative vote of a simple majority of those voting, as long as there is a quorum present. All voting by Stevens Creek Corridor Steering Committee members shall be by voice or hand vote and the record of each member's vote shall be entered by the supporting staff in the record of the Stevens Creek Corridor Steering Committee proceedings. Upon request of any member of the Stevens Creek Corridor Steering Committee, a roll call vote shall be taken on any matter upon which a vote is called, and shall be recorded by the supporting staff in the record of the Stevens Creek Corridor Steering Committee's proceedings.

Section 407. Order of Business

The order of Business shall be set by supporting staff. The Stevens Creek Corridor Steering Committee may at any time alter the order of business at any meeting; and said order of business shall be altered to the extent necessary to comply with the provisions of Article IV hereof relating to hearing procedures.

Section 408. Matter of Agenda

Notification of matters to be presented to the Stevens Creek Corridor Steering Committee shall ordinarily be given or delivered to the supporting staff at least seven (7) days in advance of the Stevens Creek Corridor Steering Committee meeting.

ARTICLE V **CONSISTENCY WITH OTHER LAW**

Section 500. Consistency with Other Law

To the extent that the above rules and regulations differ from or are inconsistent with the provisions of the San José Municipal Code or State or Federal law, the appropriate provision of law will prevail.

ARTICLE VI
AMENDING Stevens Creek Corridor Steering Committee BYLAWS

Section 600. Provision for Amending Bylaws

- a. These Bylaws may be amended by an affirmative vote of two-thirds of the members of the Stevens Creek Corridor Steering Committee, at a regularly scheduled Stevens Creek Corridor Steering Committee meeting.
- b. At least two (2) weeks prior notice of the intent to amend these Bylaws shall be provided to the Stevens Creek Corridor Steering Committee.
- c. Notice of the intended changes to these Bylaws shall be provided to all active members of the Stevens Creek Corridor Steering Committee, and to the public as required by law and/or the policies of the jurisdictions represented herein, but such notices shall be provided no later than the notice of intent to amend these Bylaws.

Bylaws of the Stevens Creek Corridor Steering Committee adopted and made effective on this _____ day of _____, 2023, by the following vote:

AYES:

NOES:

ABSENT:

Chairperson