

On the Rules of the Comprehensive Plan Update CAC
Dan Garber and Arthur Keller, Co-Chairs

1. Only voting members present at the time of a vote shall be counted. Absent (voting or non-voting) members may give comments in writing in advance of a CAC or CAC subcommittee meeting to staff for distribution at the meeting. Non-voting members (*i.e., ex officio* members) may speak but not vote at the CAC or a subcommittee.
2. CAC (voting or non-voting) members who miss a CAC or subcommittee meeting may not ask to meet with staff separately. They may send written materials to staff to share with the committee or subcommittee. The co-chairs meet with staff periodically to plan the meetings.
3. The Co-Chairs have the responsibility to appoint members of the subcommittees. Voting and non-voting members may apply to join subcommittees. The Co-Chairs at their discretion may also decide to remove members from the subcommittee. Reasons for removal may include but not be limited to subcommittee members being uncivil to other members in subcommittee and/or members of the public and/or disrupting the progress of the meeting. It is part of the Co-Chairs' responsibility to maintain a safe and respectful meeting place for the CAC members and the public to express their opinions.
4. Because of quorum and Brown Act limitations, there may be no more than 9 CAC voting members on a subcommittee and those (voting or non-voting) members of the CAC who are not appointed to a subcommittee may not attend its meetings. CAC and subcommittee members are expected to participate in meetings and may be removed for non-attendance.
5. A subcommittee may elect its own Chair or Co-Chairs. Otherwise staff will manage subcommittee meetings.
6. Members of the public may speak at the beginning of CAC meetings for 3 minutes and subcommittee meetings for 5 minutes during Oral Communications. With permission of a Co-Chair or general consensus by the subcommittee, CAC members may ask a question of a public speaker during the meeting.
7. Members of the public will not sit at the table reserved for the CAC members or for the subcommittee members at subcommittee meetings.
8. CAC members should encourage participation from members of the public, either by speaking at Oral Communications or by sending messages to staff for distribution to the CAC and/or subcommittee.
9. Messages to staff can be sent to Elena Lee at elena.lee@cityofpaloalto.org
10. CAC member comments to be distributed at places for a CAC meeting should be sent no later than 10 a.m. on the day of the meeting. Since multiple comments are assembled into one document, please put your name in a header or footer of each page of your comment.