

Templeton Area Advisory Group (TAAG) Policy and Procedure Guidelines

Section 1 - Regular and Special Board Meetings

- 1. The presiding officer shall conduct the meetings in an orderly manner. The proceedings should be governed by the spirit of the 2003 version of Rosenberg's Rules of Order. (Exhibit 1)**
- 2. Regular Board meetings are scheduled for the third (3rd) Thursday at 7PM of each month to be held at the Templeton Community Services District meeting room located at Fifth and Crocker Streets, Templeton CA.**
- 3. Board meeting agendas shall be published and distributed in accordance with TAAG Bylaws at least seventy-two (72) hours prior to the time of each regularly scheduled Board meeting.**
- 4. Regular monthly scheduled meeting agenda items will include as a minimum the following:**
 - a. Call to Order**
 - b. Pledge of Allegiance**
 - c. Roll Call**
 - d. Agency reports and Updates**
 - e. Approval of prior meeting minutes**
 - f. Treasurer's report**
 - g. Public Comments**
 - h. Advisory Project Applications to be presented at this meeting**
 - i. Future Advisory Project Applications to be considered at later dates**
 - j. Administrative Reports and Issues**
 - k. Committee referrals and status reports**
 - l. Reports and Announcements**
- 5. Rules for Presenting Public Commentary at Board Meetings.**
 - a. Speakers shall conduct themselves with courtesy and respect.**
 - b. Speakers will stand at the podium and be recognized by the Chairperson.**
 - c. Speakers shall identify themselves by full name for the record.**
 - d. Speaker shall address comments to the TAAG Chairperson.**
 - e. Discussion or debate between a speaker at the podium and a member of the audience is generally not permitted.**
 - f. Comments should be brief and to the point.**
 - g. Comments are generally limited to three (3) minutes. The Chairperson may allow for extended comment periods.**
 - h. There shall be no audience reaction during public comments.**
 - i. Written comments are allowed and are encouraged. Written comments should be submitted for distribution to TAAG members at least twenty-four (24) hours prior to the meeting date.**
 - j. Once a public comment period on an item is closed there will be no further comments allowed unless requested by the Chairperson or a TAAG Board member.**
- 6. No action will be taken on items not set forth on meeting agendas.**
- 7. Public Hearing Procedures – Project Applications**
 - a. The applicant or project representative will present their application.**

- b. The Project Review Committee will present their report.
- c. TAAG Board members will ask the applicant and the Project Review Committee questions that should be addressed.
- d. Public comments will be allowed in accordance with the public comment guidelines indicated in Section 5 above.
- e. Applicant will be allowed to respond to public comments. Applicant's comments should be addressed to the Chairperson.
- f. The public hearing on the item under consideration will be closed by the Chairperson and no further public comments will be taken.
- g. The TAAG Board members will discuss the application and consider what action TAAG will make regarding the project.

Section 2 - TAAG Records

- 1. The TAAG Secretary shall record the proceedings of each TAAG regular and special meeting. Written draft minutes will be submitted to each TAAG Board member at least five (5) days prior to the next regularly scheduled Board meeting.
- 2. Meeting minutes will include all documents as attachments that were reviewed or referred to as a result of the meeting. For example copies of Board meeting agendas, recommendations sent to SLO County or other public or private entities or individuals, Committee reports, Treasurer reports and other relevant documents that were submitted for review in connection with the Board's approval of the minutes.
- 3. The TAAG Treasurer shall submit a draft monthly report with supporting documents such as invoices, receipts and other information to each member of the TAAG Board at least five (5) days prior to the regularly scheduled monthly Board meetings.
- 4. Board meeting minutes with attachments will be published on the TAAG website.

Section 3 - TAAG Committee Procedures

- 1. Committees and their membership will be established and Committee meetings will be conducted in accordance with TAAG Bylaws. TAAG members are expected to serve on Committees.
- 2. A Committee Chairperson is responsible for preparing and submitting written reports to the Board discussing committee recommendations and explaining areas of agreement, disagreement or other concerns.
- 3. The Committee Chairperson shall notify TAAG's Chairperson at least seven (7) days in advance of a scheduled Board meeting that the Committee intends to present a report at the scheduled meeting.
- 4. Committees shall provide TAAG members with a report and supporting documentation to each TAAG Board member at least five (5) days prior to the scheduled meeting.
- 5. Public notice of scheduled Committee meetings will be published, if possible, on the TAAG Website and through TAAG email distribution lists at least three (3) days prior to each Committee meeting.
- 6. The final report of TAAG's position, approved by the Board, should be completed by the committee's Chairperson or designee and provided to TAAG's Chairperson for distribution to SLO County agencies and the public and published on the TAAG website.

Section 4 - Annual Election of TAAG Board Members.

- 1. The annual election of TAAG Board members will be conducted in accordance with TAAG Bylaws on the first (1st) Thursday of March each year.**
- 2. The election will be conducted at the Templeton Community Services District meeting room located at Fifth and Crocker Streets, Templeton CA.**
- 3. The TAAG Election Committee shall be established annually no later than the regularly scheduled November Board meeting.**
- 4. The Committee Chairperson will be responsible for obtaining a copy of the County Clerk's list of registered voters who reside within the Templeton Unified School District boundaries.**
- 5. Committee members will remain on site to oversee the conduct of the election and certify its results.**
- 6. Election procedures will require the verification of voters' residency and voter registration requirements in accordance with TAAG Bylaws.**
- 7. The Committee Chairperson will distribute to and ensure that each candidate has properly executed the TAAG Conditions of Service (COS) form (Exhibit 2). All candidates must return their signed COS forms by no later than the first (1st) day of February to allow the Committee to verify each candidate's eligibility. Failure to meet this deadline will disqualify potential candidates from the election.**
- 8. The Committee will present the slate of eligible candidates to the TAAG Board at its regularly scheduled February meeting. The Board will accept the candidates and approve the official ballots at the February meeting by an affirmative vote of four (4) or more Delegates. Approved candidate names will be published on TAAG's website and through other means for public notification.**
- 9. Candidates will be encouraged to prepare a brief summary or resume of their background and experience to be published on TAAG's website and email distribution lists for disclosure to the public.**
- 10. Candidates will be provided with copies of the TAAG Bylaws and Policy and Procedure Guidelines.**
- 11. Open or vacated Delegate and/or Alternate seats will be filled in accordance with Bylaw Article IV Section 7. In these circumstances candidates will be required to submit to TAAG a Condition of Service (COS) form no later than ten (10) days prior to the scheduled meeting date set for Board member appointments.**

Amended and Approved 1/18/18

This Policy and Procedure document may be amended by the affirmative vote of four (4) or more Delegates approving such changes.