

## 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 (3<sup>rd</sup>) 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 (1<sup>st</sup>) 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 (1<sup>st</sup>) 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.

## Section 5 – Procedures for Conduct of TAAG Annual Board Elections

1. The TAAG Election Committee should meet before TAAG's regular monthly scheduled January Board meeting and present, for the Board's review and approval, the following:
  - A review of the Committee's proposed voting process procedures.
  - Samples of the ballot forms (accepted and provisional forms) and any other items such as mailing list sign-up sheets and signage (see item No. 3 below) to be utilized during the TAAG Board election process.
  - Definitions of prohibited "electioneering" activities that shall be prohibited in the designated voting area(s) and the proposed responses to "electioneering activity" by a designated TAAG Election Committee member. See item No. 2. for examples of electioneering activities.
  - The proposed election facility's location and arrangement of the voting area and separate candidates' meeting areas as defined in item. No. 2 below.
  - Other various matters indicated in the items presented below.

2. Electioneering” shall be prohibited within the designated voting area(s). If a separate room is not provided for candidates to meet with voters (see 4. below), electioneering is prohibited within 200 feet of the entrances and exits of the designated voting area(s). Electioneering is a form of campaigning in an election whereby a candidate and the candidate’s supporters carry signs, wear items of clothing such as T-shirts or buttons, and display or distribute other items which explicitly convey the support of a candidate at the polling place on election day. In doing so, their goal is to influence last minute undecided voters to vote for their desired candidate or party. Candidates should not be present in the designated voting area(s) except to cast their vote. Candidates should be prohibited from conversing with potential voters within the designated voting area regarding TAAG matters, the TAAG election processes and procedures and other matters concerning the election or influencing voters to vote for the candidate.
3. The Election Committee should consider whether to request declared candidates to complete an optional questionnaire developed by the Election Committee and submitted to the Board for approval by no later than the Boards’ regularly scheduled January Board meeting.
4. A separate room or a designated area should be provided to allow candidates to display their campaign statements and to meet voters outside of the designated voting area boundaries where voting activities are conducted. The entrance and exits for the room should be separated from the designated voting area. If a separate room that provides isolation from the voting area is not available within the facility, a separate isolated facility or outdoor location should be designated for candidate campaigning activities. The designated outdoor location should be located not less than 200 feet from the entrances and exits of the designated voting area.
5. Instructional signs should be provided the designated voting area. The signs below are provided as examples to identify the voting steps in an instructional manner. The signs should be readily visible to voters.
  - Meet the Candidates Here
  - Voting Area Entrance
  - Start Voting Here – Check In to Obtain Your Ballot Form
  - Mark Ballots Here
  - Fold Ballot and Place in Ballot Box
  - Exit. Thank you for Voting
  - A sign prohibiting any use of cameras, recording devices and cell phones within the voter designated area.
6. The area where ballots are filled out or marked should be kept separate from all other areas. Voting booths should be provided with curtains or other means of privacy in a manner that prevents others from observing the marking of ballots by individual voters.
7. Use a different color of paper (or easily identifiable form) for provisional ballots to differentiate them from the regular ballot and pre-print the word” PROVISIONAL” on the ballot using a method that allows the ballot to close but with the term PROVISIONAL evident. Provisional ballots shall remain unopened and separated from other ballots during the counting process.
8. The ballot box used for the receipt of completed ballots should be monitored or observed, and voters should be instructed to fold their ballot before depositing them in the ballot box.

9. No cameras, recording devices or cell phones shall be operated in the voter designated area(s). A sign reminding voters of this prohibition shall be provided.
10. The physical arrangement of the voting area should be spacious enough to provide space between each of the steps identified in the ballot process. (as illustrated by the signs above). Organize the voting area beforehand and take steps to eliminate extraneous noise (including noise from voters chatting as they stand in line) from the voting area.
11. A “Questions?” station staffed by two volunteers should be established at the entrance to the voting area. Develop a list of frequently asked questions (FAQ) that may be handed voters to assist them in the voting process. The “Questions” station should not delay the voting process.
12. A TAAG Election Committee member should be assigned to the voting area floor as a “sergeant at arms” to ask people disrupting the process to leave the voting area should the need arise.
13. A sign-up sheet may be provided for voters to be added to a TAAG mailing list. The sign-up sheet should be located at the “question station”. Not in an area where the voting process is being conducted. Signage should be provided to identify the material displayed.
14. The voting line should not contain any information, literature, sign up lists, or any items not relevant to the voting.

Amended and Approved 1/16/2020

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