

GENERAL PLAN ADVISORY COMMITTEE BY-LAWS

1. **Purpose :** The General Plan Advisory Committee (GPAC) has been created by the City Council of Temple City to provide important input and guidance for the Temple City 2050 Mid-Century Plan, Route 19 Village Specific Plan, Environmental Impact Report (EIR) and Zoning Code Update. The purpose of the Committee shall be to:
 - a. Make recommendations to the Planning Commission and City Council regarding the preferences of Temple City community members' on issues and policies that need to be considered for the Mid-Century Plan, Specific Plan, EIR and Zoning Code Update;
 - b. Systematically review completed work products, including background reports; vision statement and guiding principles; land use alternatives; preferred land use plan; and goals, policies and implementation measures that will form the content of the Mid-Century Plan; as well as work products associated with the Specific Plan, EIR and Zoning Code Update.
 - c. Provide effective, community-based input and feedback on work products in the form of recommendations; and
 - d. Build community support for the Plans by serving as ambassadors to the greater community and to their constituents, informing them of the process, providing opportunities for input and comment, encouraging their participation in public workshops; and playing an active role in public workshops (e.g., breakout group facilitators).
2. **Members:** The General Plan Advisory shall consist of at least 7 but not more than 13 members appointed by the City Council as specified in item 4 below.
3. **Chairperson and Vice Chairperson:** Committee members shall elect by majority vote a chairperson and a vice chairperson at the first scheduled Committee meeting. The chairperson shall preside thereafter at all meetings of the Committee. The chairperson, in consultation with the Community Development Director, may identify items of interest for future agendas that are relevant to the Committee's duties and responsibilities, as provided in Number 12 below. The vice chairperson shall perform the duties of the chairperson when the chairperson is absent. In the event that both the chairperson and the vice chairperson are absent, and the Committee otherwise has a quorum for purposes of conducting a meeting, the Committee shall elect from its membership a chairperson pro tempore to perform the duties of the chairperson while both the chairperson and the vice chairperson are absent.
4. **Terms:** Members appointed to the Committee shall serve until the Temple City Mid-Century General Plan and Route 19 Village Specific Plan have been adopted, and the EIR has been certified, and/or the City Council discharges or disbands the Committee, or until an individual member resigns or is removed for non-attendance. The Mid-Century Plan, Specific Plan and EIR will be completed no later than December 2015.



5. **Vacancies:** Vacancies created by resignation or removal for non-attendance may be filled by the City Council for the remainder of the term. However, vacancies shall no longer be filled once a final General Plan land use map has been completed. The City Council may elect to have the Community Development Department collect letters of interest in any vacancy for the Council's consideration. In the event of a vacancy in the chairperson's position, the vice chairperson shall succeed as chairperson for the balance of the chairperson's term and the Committee shall elect a successor to fill the vacancy in the vice chairperson's position. In the event of a vacancy in the vice chairperson's position, the Committee shall elect by majority vote a successor from its membership to fill the vice chairperson's position for the remainder of the vice chairperson's term.
6. **Limitations:** The Committee shall serve in an advisory capacity to the Planning Commission and City Council. It shall have no independent duties and no authority to take actions that bind the Planning Commission and City Council.
7. **Regular Meetings:** Regular meetings of the Committee shall be held at a time and place as established by the GPAC at its first organizing meeting. Each meeting shall be called and noticed as provided in Section 11 below.
8. **Special Meetings:** A special meeting may be called by the Committee with the approval of the Community Development Director. The meeting shall be called and noticed as provided in Section 11 below.
9. **Absences:** If a member fails to attend three meetings with an unexcused absence in any twelve-month period, the member will be removed from the Committee and a notice will be forwarded to the City Council for replacement, as described in Number 4 above. Excused absences may include illnesses or other absences excused by the Committee chairperson.
10. **Quorum:** A quorum shall consist of a simple majority of the constituent membership of the committee. All acts of the Committee shall require the presence of a quorum and the affirmative vote of a majority of the total membership. At any regularly called meeting not held because of a lack of quorum, the members present may constitute themselves a "committee of the whole" for the purpose of discussing matters on the agenda of interest to the Committee members present, but preclude taking action on any item.
11. **Noticing:** All meetings shall be called, noticed, and conducted in accordance with the applicable provisions of the Ralph M. Brown Act (commencing with Section 54950 of the Government Code). All members of the Committee shall comply at all times during their term on the Committee with the Ralph M. Brown Act's rules regarding open meetings and communications with other members and with City staff.
12. **Agendas:** The Committee chairperson shall prepare meeting agendas in consultation with the Community Development Director. The Community Development Department shall be responsible for posting agendas and distributing them to Committee members no later than 72-hours in advance of the scheduled meeting, except that Special Meetings shall only require a 24-hour advance posting of the agenda. Material intended for placement on the agenda shall be delivered to the Community Development Department on or before 12:00 Noon on the date established for the submittal deadline for the forthcoming meeting. The Community Development Department may



withhold placement on the agenda of any matter which is not timely received, lacks sufficient information, or is in need of staff review and report prior to Committee consideration.

13. **Staff Support:** The Community Development Department will advise the committee on all matters and provide secretarial and other functions as required.
14. **Meeting Minutes:** The minutes of previous meetings shall be approved, with additions, corrections and deletions made by the Committee. The minutes shall be recorded as action minutes noting the final action and final vote of the GPAC.
15. **Committee Recommendations.** The Committee shall strive to reach consensus on policies and proposals brought before the Committee. If a consensus cannot be reached, recommendations may be made by a simple majority vote.
16. **Adoption and Amendment of Bylaws:** These Bylaws may be amended by the Committee by the affirmative vote of a majority of its membership and with the approval of the City Council.