

CITY OF SAN PABLO

SAFETY COMMISSION

BY-LAWS

*Adopted June 15, 1981 (Resolution 1981-086)
Adopted September 6, 1988 (1988-109)
Adopted March 30, 1998 (Resolution 1998-014)
Amended March 27, 2011 (Resolution 2011-027)
Amended November 3, 2014 (Resolution 2014-170)*

The following rules are hereby adopted for the conduct of all official business of the Safety Commission of the City of San Pablo:

1. **MEMBERSHIP**

The Safety Commission shall consist of seven (7) members, of which five (5) members, with voting rights, shall be appointed by the Mayor subject to the approval of City Council. There shall be two (2) ex-officio members without voting rights consisting of the Chief of Police and the City Engineer or their representatives. The two non-voting, ex-officio members will rotate being the commission's liaison annually. The City Engineer, or representative, shall be responsible for odd years and the Chief of Police, or representative, for even years. All meetings shall also be attended by a note taker, as assigned by the City Manager.

The ex-officio member shall be responsible for approving the agenda and taking notes for each quarterly meeting.

2. **RESIDENCY**

Four of the five voting members of the commission shall reside within the corporate limits of the City of San Pablo during their entire term of office.

3. **APPOINTMENT**

The members of said Commission shall be appointed by the Mayor, subject to the approval of the City Council, and shall serve for a term of four (4) years, unless removed from office by same.

4. **OFFICERS**

The position of Chairperson shall be on a rotational basis, and each year, the Vice Chairperson shall rotate into the position of Chairperson. The Safety Commission shall therefore in January of each year select from their own membership a Vice Chairperson. The Vice Chairperson shall act as Chairperson in the absence of the Chairperson. The chair member of the commission shall be responsible for preparing the quarterly agenda. If unavailable the vice chair shall assume the responsibility.

In the event that the Vice Chairperson to be rotated into the position of Chairperson is unable to serve, the Safety Commission shall select from their own membership a Chairperson and a Vice Chairperson.

5. **POWERS AND DUTIES**

- a) The functions of the Safety Commission shall be to study present and future traffic and general safety problems of the City of San Pablo, to make recommendations to the City Council and the City Manager concerning the same, and to act in an advisory capacity to the City Council and the City Manager with reference to the traffic and safety problems of the City.
- b) Safety Commission badges shall be used as a means of identification for the Commissioner. Badges and vests (as appropriate) are to be worn at all events that are sponsored by the City of San Pablo, and may be optionally worn at Safety Commission meetings. Safety Commissioners shall exercise judgment during all instances of badge display and vest wearing during site visits and shall take notes and photographs as appropriate and report findings to the Safety Commission or City of San Pablo Staff. Inspections on private property shall not be performed while wearing Safety Commission badges or vests. Safety concerns on private property should be reported to the City of San Pablo's Staff Liaison, Code Enforcement or Police Department.

6. **ABSENCE AND REMOVAL OF MEMBERS**

Members of the Safety Commission who absent themselves from three (3) consecutive regular meetings for any reason shall be recommended for removal from membership on the Commission to the City Council by the Chairperson however, said absentee Commissioner has the right to appeal to the City Council. After 3 consecutive absences, the Chairperson shall contact absent member about attendance and continued interest. The City Council, has the authority to appoint or remove any member of a Commission at any time, for any or no reason, by a majority vote of the Council.

7. **MEETINGS**

The Safety Commission shall meet quarterly on the last Wednesday of the month during the months of January, April, July and October at 6:30 p.m. and shall adjourn from time to time as in their judgment may deem proper, provided that whenever any such day of meeting shall fall on a legal holiday, the regular meeting shall not be held on that day but shall be held at 6:30 p.m. of the next business day or on another day designated by the Chairperson.

Any order of adjournment of regular meetings shall state the day and hour at which any such adjourned meeting is to be rescheduled, and if said order of adjournment fails to state the hour at which adjourned meeting is to be held, said adjourned meeting may nevertheless be held at 6:30 p.m. on that day.

8. **SPECIAL MEETINGS**

Special meetings of the Safety Commission may be called at any time by the Chairperson, or by three (3) voting members of the Commission.

9. **QUORUM**

Three (3) voting members of the Safety Commission shall constitute a quorum for the transaction of business.

10. **PLACE OF MEETINGS**

The Safety Commission shall be held at the Civic Center, One Alvarado Square, San Pablo or at a location designated by the liaison of the Safety Commission for the good of the City.

11. **CONDUCT OF MEETINGS**

- a. All meetings shall be conducted under the "Roberts Rules of Order".
- b. All Commission members shall address questions through the Chairperson.
- c. All persons in the audience shall address Commission members or other persons present through the Chairperson.

12. ORDER OF BUSINESS

The order of business which shall not be departed from, except as directed by the Chair, shall be as follows:

- a. Roll Call
- b. Approval and/or Correction of Minutes
- c. Unfinished/Old Business
- d. New Business.
- e. Communications from the City
- f. Reports of Commission Members - For the Good of the City.
- g. Police Department Report.
- h. Suggested Topics for Next Meeting's Agenda.
- i. Adjournment.

13. AGENDA

The agenda shall be prepared by the Chairperson and submitted to the ex-officio for review.

14. REVISIONS TO BY-LAWS

Proposed revisions to By-Laws shall be submitted to the Commission in writing at least 30 days prior to adoption.