

General Plan Advisory Committee (GPAC)

Rules of Procedure

I. BACKGROUND

SECTION 100: The City of Union City General Plan is a comprehensive planning document with goals and policies that guide the long-term growth and development of the City. The last comprehensive update to the Union City General Plan occurred in 2002. The City is updating its General Plan to address current and future challenges and opportunities, and to better reflect the values and priorities of the Union City community.

SECTION 101: The City Council formed the ad-hoc General Plan Advisory Committee (“GPAC”) to ensure the General Plan update process considers and reflects the vision and goals of the Union City community. The GPAC will provide input on a draft vision for the City that will guide the remainder of the update process. The GPAC will also provide input on draft goals and policies that address a variety of community issues and opportunities, as well as provide feedback on alternative land use scenarios for several opportunity areas within the City.

II. PURPOSE AND DUTIES

SECTION 200: The purpose of the GPAC is to assist City staff and the General Plan consultant team in their efforts to update the Union City General Plan by:

- A. Helping City staff and the consultant team gain a broader understanding of public perspectives on a variety of topics addressed in the General Plan update.
- B. Providing on-going, organized, and effective input related to issues and policies addressed in the General Plan update.
- C. Assisting the City’s community outreach efforts by encouraging other members of the community to participate in the General Plan update process.
- D. Communicating with other members of the Union City community to keep them informed of the General Plan update process.

III. MEMBERSHIP

SECTION 300: The GPAC membership consists of the following:

- A. City Council – Two members;
- B. Planning Commission – Two members;
- C. Park and Recreation Commission – One member;
- D. Human Relations Commission – One member;
- E. Senior Commission – One member;
- F. Youth Commission – One member;
- G. Economic Development Advisory Team – One member;
- H. New Haven Unified School District Representative – One (1) member and (1) alternate;
- I. Community at-large – Three members; and
- J. Business Community – One Chamber of Commerce Representative and One member from the business community at-large.

SECTION 301: If a member is not attending meetings regularly (more than three unexcused absences) or is no longer a member of the respective commission, committee or board that they are representing, the Economic and Community Development (ECD) Director, or their designee, shall go back to the respective commission, committee, or board for a different appointment. In the case of the community at-large appointments, if a member is not attending meetings regularly (more than two unexcused absences), the ECD Director shall go back to the list of residents that applied in the beginning of the process or undertake an additional recruitment process.

IV. LIFESPAN OF GPAC

SECTION 400: The GPAC shall be dissolved upon the completion of the General Plan update. The General Plan update is scheduled for completion in June of 2016.

V. ROLES AND RESPONSIBILITIES

SECTION 500: GPAC members are expected to adhere to the following roles and responsibilities:

- A. Help City staff and the consultant team gain a broader understanding of public perspectives and the values and priorities of the Union City community.
- B. Provide on-going, organized, and effective input to City staff and the General Plan consultant team during the preparation of the General Plan update.
- C. Review GPAC meeting materials in advance of the meeting and be prepared to verbally discuss.
- D. Review and comment on major work products prepared for the General Plan update.

- E. Regularly attend scheduled GPAC meetings. Where feasible, provide at least 3 days advance notice if not able to attend.
- F. Provide a constructive forum for interaction and communication during GPAC meetings.
- G. Communicate with other members of the community in order to keep them informed of the General Plan update process and opportunities for public input.
- H. To the extent feasible, participate in community outreach efforts for the General Plan update, including workshops, on-line engagement programs, public hearings, etc.

VI. GROUND RULES FOR MEETINGS

SECTION 600: GPAC meetings shall be subject to the following ground rules:

- A. Brown Act. All meetings and GPAC members will abide by the open meeting requirements of the Brown Act. The Brown Act is contained in section 54950 et seq. of the Government Code.
- B. Voting: The GPAC is not intended to be a voting body. The GPAC will operate by general consensus and provide recommendations, comments and input to City staff.
- C. Meeting Facilitator. City staff and/or a member of the City's General Plan consultant team will be responsible for ensuring that the GPAC works as a constructive and cohesive unit. City staff and/or a member of the City's General Plan consultant team will facilitate and manage the meetings, maintain order, respond to inquiries or points raised, and monitor time so the agenda can be completed. No chairperson or vice-chairperson will be appointed. Regular meetings shall continue until all agenda items are concluded, unless adjourned earlier by City staff.
- D. City staff and/or a member of the City's General Plan consultant team shall prepare, post, and give proper notice of the agenda for each meeting. No matter may be considered or acted upon by the GPAC unless it is included on the posted agenda or supplemental notice. Summary minutes of previous meeting shall be provided to the GPAC for review and comment.
- E. City staff and/or a member of the City's General Plan consultant team shall mail or email the meeting packet a minimum of five days prior to the GPAC meeting date. The meeting packet will include: the meeting agenda; summary meeting minutes of the previous meeting(s); and staff reports, which may include lengthy attachments that require review by the GPAC.
- F. Public Comment. Time will be set aside at each meeting for the public to comment and address the GPAC on any matter under its purview.
- G. GPAC members will be expected to abide by the following guidelines during meetings:
 - 1. Turn cell phones and other communication items off during meetings.

2. Be courteous and listen while others are speaking, without interrupting. Treat others in the group the way that you would like to be treated. Make an effort to understand each other's position.
 3. Address the facilitator and members of the GPAC in a manner that allows meeting participants to hear comments.
 4. If you have spoken once during a round of discussion, allow others to contribute before providing additional input.
 5. Keep an open mind and be interested in finding areas of understanding and/or agreement.
 6. Maintain a positive outlook and provide constructive feedback.
- H. Communications Outside of Meetings: GPAC members will not communicate with each other (e.g., via e-mail, telephone or in person) outside of noticed, public meetings regarding matters within the GPAC's purview. GPAC members should communicate any questions or concerns to City staff or hold them and bring them up at the next public meeting.

VII. COMPENSATION

SECTION 700: The members of the GPAC shall serve without compensation or reimbursement for expenses related to attending GPAC meetings and other public outreach events.

VIII. STAFF LIAISON AND STAFF SUPPORT

SECTION 800: The Project Manager for the General Plan update shall serve as a staff liaison to the GPAC. City staff will provide support to the GPAC by developing and distributing meeting packets. All documents will be distributed through City staff to ensure that all members have the same information. In the event that a GPAC member wants to share information with other GPAC members, the information shall be given to the staff liaison for timely distribution to the entire GPAC.

IX. COMMUNICATIONS WITH THE MEDIA

SECTION 900: GPAC members agree not to characterize their viewpoints as representative of the entire GPAC when contacted by the media. Members agree not to use the media to unilaterally influence the process. Should members speak to the media, members are encouraged to provide accurate, factual information to inform the public about the update process, but are asked to refrain from speaking on behalf of the GPAC. It is recommended that you contact staff prior to communicating with the media.

X. MODIFICATION OF RULES OF PROCEDURE

SECTION 1000: From time-to-time the Rules of Procedure may need to be amended. If Staff amends the Rules, Staff will brief the GPAC on these changes.