

Proposed Amendment to Community Advisory Committee Bylaws and Adoption of Charter

Community Advisory Committee
August 19, 2026
Agenda Item 8



Background

- Board established the Citizens Advisory Committee (CAC) as an advisory group in 1992 (JPB Resolution No. 1992-28)
- Board adopted CAC Bylaws in 2002 to formalize the Rules of Procedure governing the conduct of the CAC (JPB Resolution No. 2002-13)
- CAC uses Robert's Rules of Order and prepares summary minutes of each CAC meeting

Proposed Amendments

1. **Authority to amend bylaws:** Clarify that the Board of the JPB may make revisions to the CAC Bylaw
2. **Change to meeting time:** CAC to coordinate with and seek approval from JPB staff before changing the CAC meeting time
3. **CAC membership:** Confirm that the Board may also remove members of the CAC
4. **Change name:** Retitle the CAC as the Community Advisory Committee

New Proposed Amendments

- The following Amendments were proposed to the Board of Directors at the August 2026 Board meeting, but not at the July 2026 CAC meeting:
 1. **Rules of Order:** Change from Robert's to Rosenberg's Rules of Order
 2. **Action Minutes:** action minutes instead of summary minutes
- Both Amendments consistent with Board-adopted changes to the JPB Rules of Procedure at the August 2026 meeting.

CAC Charter

- Staff also recommend the adoption of a CAC charter
- No changes to the charter at the August Board meeting
- The purpose of the charter is to clarify:
 - The role of the CAC
 - Expectations for member conduct CAC meetings
 - Staff support for CAC meetings

Recommended Action

- Vote on and approve proposed bylaw amendments and charter

FOR MORE INFORMATION

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