

# Proposed Amendments to Citizens Advisory Committee Bylaws

Community Advisory Committee  
October 21, 2026  
Agenda Item 7



# 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

- JPB Board adopted the following changes for the Board and all Committees in August:
  1. **Rules of Order:** Change from Robert's to Rosenberg's Rules of Order
  2. **Action Minutes:** action minutes instead of summary minutes
- CAC adoption of these amendments would align with Board-adopted changes to the JPB Rules of Procedure adopted August 2026

# Proposed Amendments

- Staff have provided the Rosenberg's Rules of Order for CAC members to review as well as a table of key similarities and differences from Robert's Rules
- To address concerns regarding action minutes, staff have developed a hybrid form of minutes to capture member discussions and public comment

# Recommended Action

- Staff recommends approval of proposed Bylaw amendments:
  1. **Rules of Order:** Change from Robert's to Rosenberg's Rules of Order
  2. **Hybrid Action Minutes:** hybrid action minutes instead of summary minutes

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