

Privacy Advisory Board: Bylaws Subcommittee

Bylaws Draft and Questions

April 27, 2023

Bylaws Subcommittee

- Robert Lee Brown
- Lee Duran
- Taura Gentry-Kelso
- Pegah Parsi



Bylaws Draft at a Glance

- Article 1 – Purpose and Intent
- Article 2 – Duties and Functions
- Article 3 – Organization and Meeting
- Article 4 – Officers
- Article 5 – Board Work; Committees
- Article 6 – Parliamentary Authority
- Article 7 – Community and Media Relations; City Relations
- Article 8 – Order of Business
- Article 9 – Staff
- Article 10 - Adoption



Items of Note/Questions

Article 3 – Organization and Meeting

- 2 year terms expiring March 15th (§2)
- Maximum 8 consecutive years (§2)
- Regular meetings 1/mo; special at chair discretion (§3)
- All members expected to be in person; joining by video as allowed by Brown Act (§3)
- 5 members for meeting quorum (§4)
- Request items to be place on the agenda by notifying staff (Chloe Madison) or Chair in writing before first Thursday of month (§5)
- If 5 members request an item for the agenda, chair shall place it on agenda (§5)
- Agendas posted at least 24 hours before meetings (§6)

Items of Note/Questions

Article 3 – Organization and Meeting

- All meetings are mandatory for everyone; absences may be excused by Chair (§7)
- Board to notify City staff if: (§7)
 - Member resigns
 - Death or incapacitation
 - 2 consecutive unexcused absences from any regular meeting
 - 3 unexcused absences of any meetings in any 12-month period
- Member to notify City and cease participation if: 1) jailed, or 2) convicted/found liable for certain matters



Items of Note/Questions

Article 3 – Organization and Meeting

- 2/3 of current confirmed members needed for actions on: (§8)
 - Recommendations to the City regarding technology reviews
 - Governance
 - Membership and elections
- All other actions require majority of quorum present (§8)
- Public input required (§8)



Items of Note/Questions

Article 4 – Officers

- Chair, Vice Chair, Parliamentarian, Recorder, others as voted by Board (§§1, 2, 3)
- Voting and removal procedures (§§4, 5)
- 1 year terms (§6)

Article 5 – Board Work; Committees

- Process for reviewing and issuing recommendation reports (§1)
- Board may consult advisors as needed (§3)

Articles 6 and 7 – Parliamentary Authority; Community and Media Relations; City Relations

- Chair (or designee) as official representative, official spokesperson, city liaison

Items of Note/Questions

Questions to consider:

- Does the Board wish to have a code of conduct? If so, should the code be embedded in the bylaws or be a separate document?
- Should bylaws include limits or requirements to ensure sufficient time for Board Members to deliberate and review technologies and policies?