CITY OF MANTECA GENERAL PLAN ADVISORY COMMITTEE

BYLAWS

Purpose

The General Plan Advisory Committee (GPAC) is an ad hoc committee established by the Manteca City Council for purposes of the General Plan update. The GPAC will serve as one of the primary channels for the community to make recommendations to the City Council on the updated Manteca General Plan.

The purpose of the GPAC is to provide recommendations to City staff and to the consultant team regarding strategic milestones in the process (Vision, Land Use Plan, Issues and Opportunities, etc.). Another crucial function of the GPAC is to assist in the formation of City goals. What do people say they want in their city? How can this be translated into a set of compatible, consistent, long and short-range City goals?

Through its recommendations the GPAC can help make these goals a part of the decision-making process, recognizing that the determination of what items are included in the General Plan ultimately rests with City Council.

Participation by members appointed to the GPAC is temporary; the roles and responsibilities of its members will terminate with City Council adoption of the General Plan, which is anticipated to occur in approximately two years.

Size and Composition

1. The GPAC shall be comprised of fifteen regular members and five alternates.

2. Each Council Member shall appoint three regular members and one alternate.

Term

1. Participation by members appointed to the GPAC is temporary; the roles and responsibilities of its members will terminate with City Council adoption of the General Plan, which is anticipated to occur in approximately two years.

Attendance

1. The members of the GPAC are expected to attend the meetings of the GPAC on a regular basis.

2. If a GPAC member has three absences, that member shall be removed from the GPAC and alternate for the removed member shall take their place as a regular GPAC member.
3. If a regular GPAC member is absent from a meeting, the alternate for that member shall take the place of the regular GPAC member at such meeting.

Officers

1. The GPAC shall have a Chair and Vice-Chair.

2. The Chair and Vice-Chair shall be nominated and elected at the second meeting of the GPAC and shall begin their duties immediately upon election. The Chair and Vice-Chair shall serve for the duration of the GPAC process.

3. If the Chair is removed from the GPAC for absenteeism, the Vice-Chair shall assume the Chair’s duties immediately and shall act as Chair for the duration of the GPAC process.

4. The Chairperson will be responsible for calling the meeting to order, administering the public comment period (order of speakers, enforcement of speaker time limits, relevance of comments to the topics before the GPAC, etc.), assisting the consultant team with keeping GPAC members focused on relevant topics before the GPAC at a given meeting, and adjourning the meeting.

Meetings

1. The GPAC will meet as often as needed, with meetings typically occurring once per month.

2. GPAC meetings will be scheduled by the Planning Manager and the Planning Manager will prepare and post the agenda in accordance with the requirements of the Brown Act.

3. GPAC meetings will be held at the Manteca Transit Center unless otherwise stated on the meeting agenda.

4. All meetings of the General Plan Advisory Committee must be open to the public pursuant to the Ralph M. Brown Act enacted in 1953. The intent of the Act is to ensure that “actions be taken openly and that deliberations be conducted openly.” Once selected, the time, place and date for regularly scheduled GPAC meetings shall be publicly posted or announced.

Conduct of Meetings

1. The regular order of business of the GPAC will be:
   
   a. Call to Order
   
   b. Roll Call
   
   c. Consideration of agenda items, with public comment following GPAC discussion
   
   d. Public comment on unagendized items
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e. Adjournment

2. The rules contained in Robert’s Rules of Order shall govern meetings where the rules are not in conflict with any other laws or regulations of the City.

Roles of GPAC Members

1. Alternates may participate in all meetings, but will not have a voting role unless they are acting as a replacement for a GPAC member.

2. All GPAC members act as “ambassadors” of the General Plan to the community and are encouraged to share their knowledge about the process to ensure the community’s exposure to the process is as far-reaching as possible. Prior to any commitments, GPAC members that receive requests from the community for information or presentations about the General Plan should advise the Planning Manager who will coordinate all outreach activities.

3. The General Plan update is subject to a constrained time schedule. GPAC members shall have reviewed the meeting packet and relevant materials prior to each meeting and be prepared to make recommendations and decisions in a timely manner that allows the process to move forward according to the adopted schedule.

4. The GPAC is not involved in the administration or operation of City departments, and shall not direct the administrative staff or its consultants to initiate programs, conduct studies or establish official policy. GPAC members however, are encouraged to review and comment on relevant department programs as they pertain to the formulation and implementation of the General Plan.

5. It is hoped that agreement can be reached by the full GPAC for as many issues as possible. Where a committee member does not agree with the direction being taken by the committee, he or she is expected to offer a constructive alternative approach or approaches. Concerns and issues need to be brought up early in the process so that they can be addressed to the extent possible. Lack of comment will be considered an agreement with the majority opinion.

6. The GPAC will not be asked to formally vote on issues or items. Rather, the GPAC will be asked to consider information, provide input, listen to other GPAC members, and strive to find consensus and compromise in order to facilitate the preparation of a General Plan that addresses a wide and diverse range of community priorities and issues. If fundamental disagreements exist between GPAC members on key issues, the City Council will be asked to provide input and direction, or the Planning Commission and City Council will resolve such issues in the course of their review.

7. Conflict of Interest: The Political Reform Act is intended to prevent conflict of interest by requiring designated public officials to disclose financial interests which could potentially cause conflicts. You may be required to disqualify yourself from making, participating in, or attempting
to influence any governmental decision which will affect your financial interests, including those required to be reported on a statement of economic interest where appropriate.

The Fair Political Practices Commission’s Guide to the Political Reform Act, California’s Conflict of Interest Law for Public Officials, explains what a conflict is and when disqualification is required by law. If in doubt, the staff liaison person will assist in acquiring legal clarification.

8. Community input is a very important component of the General Plan update process. GPAC members shall carefully consider input from a wide range of stakeholders. GPAC members should bring other stakeholder comments to the process, as appropriate.

9. In accepting appointment to the GPAC, each member accepts responsibility for devoting sufficient time to the project to effectively represent the views of the community. Attendance is required at every GPAC meeting, approximately 12 meetings are scheduled over the duration of the process. If you cannot attend a meeting, let the Planning Manager know and your alternate will be requested to take your place.

10. If members have questions or are concerned with particular issues, the Planning Manager should be contacted to review the matter.