*DRAFT* Round Valley Area Municipal Advisory Council

1. Purpose. The Round Valley Area Municipal Advisory Council (hereinafter referred to as the RVAMAC or Council) was formed for the purpose of creating a group of caring persons who would listen to and clarify the needs and concerns of the Round Valley area community members to the entities that serve our area and to provide them with advice and assistance through working groups. These guiding principles are intended to provide clarification and direction to help us continue to function in this manner moving forward.
2. Egalitarianism. The Council shall ensure all people have equal rights and should be given equal opportunities and respect.
   1. Public Comment. All Council members and the public have equal rights to speak at the Council meetings and shall be allowed to speak on agenda items without interruption or interference.
   2. Respectful listening. All Council members commit to being open and hearing from all other Council and Community members who speak at public meetings. All Council members commit to listen respectfully with an open mind.
3. Agendas. The Council members shall ensure that the following principles are followed regarding agendas:
   1. Action. All agenda items shall include “and possible action” on the agenda, so that the Council has the freedom to take any action the Council deems necessary.
   2. Scope. All agenda items requested by Council members and public that are within the scope of responsibility of the RVAMAC shall be placed on an upcoming agenda.
   3. Pause. The presiding officer shall pause long enough to allow people to speak on agenda items.
   4. Tabling. No agenda items may be tabled without Council discussion unless the entire Council decides by consensus to table an item.
   5. Inclusion. Agenda items shall include items brought by the public, fellow Council members, and all referrals to the MAC from the County so that the public has an opportunity to weigh in on planning and ordinance development projects within the jurisdiction of the RVAMAC.
   6. Adequate Time. Agendas shall be developed to allow for enough time to cover all the agenda topics while allowing adequate time for public input and discussion on each agenda item.
   7. Attendance. There is no requirement that the person who asked for an agenda item to be placed on the agenda be present for the Council to discuss the subject matter as it is presumed that all agenda items will be relevant to the general community.
4. Voting and Decision Making. All voting and decision making by the RVAMAC shall be conducted as follows:
   1. Proposals. All Council members shall be allowed to propose action to be considered by the whole Council as stated in our consensus voting procedure bylaw. A seconded person is not required for the Council to consider or discuss the proposal.
   2. Objections. All Council members shall be allowed to raise objections as an important part of working toward consensus as stated in our voting procedures bylaws.
   3. Consensus. The RVAMAC shall continue to strive for consensus, following our voting procedures bylaw, with the spirit of inclusiveness and honoring all voices and perspectives in the community.
   4. Committees. All Council committees formed shall include discussion about who will the committee members be and possible *Brown Act* or conflict of interest issues that may arise out of formation of a committee.
   5. Written Correspondence. Any MOUs or letters written on RVAMAC letterhead coming from the Council must first be reviewed and approved by the Council before being sent to any other outside individual or organization.
5. Special Meetings. All special meetings shall be conducted as follows:
   1. Reasons. Special meetings may be held for topics that are urgent where discussion and action are needed prior to the next regular meeting or for projects that need a larger amount of time than the regular meetings would allow.
   2. Scheduling. All special meetings shall be scheduled to maximize participation of Council members.
   3. Permission. No special meeting shall be called on another Council members behalf without their written permission.
6. Roles of Officers.
   1. Role of the Presiding Officer. The role of the Presiding Officer is as follows:
      1. Agenda. Prepare the agenda with input and direction from the community and Council, in alignment with these stated guiding principles, and post agenda per Brown Act requirements.
      2. Facilitation. Facilitate public discussions at the meetings in a manner where all voices may be heard and all people are treated with respect and gratitude for their participation in the public process; and, all performances are accomplished in alignment with these stated guiding principles.
      3. Point Person. Perform as the point person for general inquiry, receiving all emails sent to the Administration email address through the website, organizing meetings and preparing agendas.
      4. Decisions. The Presiding Officer may not make decisions on behalf of the RVAMAC as all decisions are to be made by the Council as a whole.
   2. Role of the Secretary. The role of the Presiding Officer is as follows:
      1. Minutes. Create a draft Minutes of the meeting by attending the meeting or by listening to the recording of each meeting which includes all necessary elements including but not limited to proposals made at the meeting, all working of motions made, the names of the persons making motions, the names of the persons voting on all motions passed and whether they voted pro or con, whether the motion passed or rejected by the Council, and whether there was consensus on the motion. For decisions made without getting to consensus, both minority and majority opinions will be expressed in the minutes.
   3. Role of the Treasurer. The role of the Treasurer is as follows:
      1. Maintenance. Maintain and update all finance information belonging to the Council in accordance with law.
      2. Information Requests. Present the current balance and any other pertinent information to the monthly Council meeting and to any other person of need or entity of need requesting information.
      3. Expenditures. Obtain beforehand the Council’s permission to expend or disburse Council’s moneys.
      4. Disbursements. Pay the Council-approved amounts in a timely manner and record the date and amount paid, to whom paid, method of payment, method and date of delivery, and any corrections made or other pertinent information that might be needed.
      5. Audits. Ensure that any audits are conducted in accordance with current law.
      6. Records Destructions. Conduct any records destructions in accordance with current law.