

Templeton Area Advisory Group

Policy & Procedure Guidelines

Meetings of the Whole

- 1. The presiding officer shall conduct the meetings in an orderly manner, with the proceedings being governed by the spirit of Rosenberg's Rules of Order, as distributed at the 2007 CAC Training session.**
- 2. General TAAG Meeting Procedure:**
 - a. The presiding officer will open the public hearing by first asking the applicant/agent for report on the proposal being heard, presenting any points necessary for TAAG members, as well as the public, to fully understand the proposal.**
 - b. TAAG Committees will present their reports and recommendations on the proposal, and respond to any questions from TAAG members.**
 - c. The presiding officer will then ask other interested persons to come forward to present their testimony, either in support or opposition to the proposal.**
 - d. Finally, the presiding officer will invite the applicant/agent to respond to the public testimony. Thereafter, the presiding officer will close the public testimony portion of the proceedings and limit further discussion to TAAG members, prior to making their decision.**
- 3. Providing Testimony on Behalf of TAAG:**

It is important that all participants conduct themselves with courtesy, dignity and respect for all parties involved. Thus, persons who wish to present testimony must observe the following rules;

 - a. TAAG's approved position must be used as the basis of any presentation on its behalf.**
 - b. Per TAAG Bylaws, the Chairperson of TAAG, or the Vice-Chair in the Chair's absence, or a designee, is authorized to represent TAAG at public meetings.**
 - c. To avoid possible censure, if a member of TAAG is to provide TAAG's viewpoint at a formal public hearing or meeting prior to TAAG taking an official position, that member will need approval by the Chairperson of TAAG, or in his/her absence approval of the Vice-Chairperson. The member should clearly state that TAAG has yet to decide on the matter.**
 - d. A member of TAAG may provide TAAG's viewpoint outside of a formal public hearing. The member is still obligated to use TAAG's approved position as the basis of their comments on behalf of the Group. If TAAG has yet to take an official position on the matter, the member should clearly state this fact.**
 - e. To avoid censure, a member of TAAG personal testimony must be as a private citizen.**

Committees' Responsibilities:

- 1. Members of the committee will select a Chairperson for the committee. In the alternative, the Chairperson of TAAG will select a Chairperson for the committee. The committee chairperson or their designee is responsible for preparing a written report on the recommendations of the committee outlining any areas of major agreement and concerns.**
 - a. The committee chairperson or their designee shall notify TAAG's Chairperson 8 (eight) days in advance that the committee has a prepared presentation for TAAG to review at their next meeting. This will allow TAAG's Chairperson the needed 7 (seven) days to send out agendas prior to the next scheduled meeting.**
 - b. Committees are to provide TAAG members with materials related to topics needing action 72 hours before the scheduled meeting. This will enable members sufficient time to review these items prior to the meeting.**

2. The final draft of TAAG's position following the meeting, discussion, and approval by TAAG should be completed by the committee's chairperson or their designee and forwarded to TAAG's Chairperson for final distribution to the appropriate agency.

Election of TAAG Members

1. Voters shall vote for only three or four candidates depending on the number of delegate seats open. If more than the numbers of candidates seeking election are selected on the ballot, the ballot will not be counted. The three or four candidates for election with the highest number of votes will be seated as delegates. The two candidates for election with the next highest number of votes shall be seated as the 1st and 2nd alternates respective to their numbers of votes.
2. Candidates for election will be determined as follows: At the regularly scheduled monthly meeting in November, there will be a call for candidates. Incumbents whose terms are expiring have until the regularly scheduled meeting in December to declare their interest in being a candidate. Other candidates have until the regularly scheduled monthly meeting in January to declare their interest.
3. Three delegates shall run for a seat at the conclusion of their two (2) year terms and the other four shall run for a seat at the conclusion of their two year terms in the following year. The election process shall continue each year on this staggered basis. Alternates run for a seat each year.
4. As a service to the community, TAAG may sponsor a meeting where all candidates who are running for a seat are invited to speak and/or participate in a forum. TAAG may also arrange to have its election conducted by an outside agency.
5. Any open seats remaining after the election is certified and closed as a result of insufficient candidates for delegate and alternate positions may be filled according to TAAG Bylaws Article IV, Section 9.

Election of Officers

1. The March election meeting will be held on the 1st Thursday of that month.
2. A nominating committee shall be appointed by the Chairperson prior to the March Election meeting. The committee shall consist of two delegates who are not running for a seat. In the event that no seated officer is re-elected as a delegate, the Nominating Committee Chairperson will preside at regularly scheduled March TAAG meeting until the new officers are seated.
3. After the March Election meeting, the nominating committee will poll all new and continuing delegates regarding their interest in taking an officer's role.
4. After seating of the newly elected board members per Article IV, Section 6, the first Order of Business at the regularly scheduled March TAAG meeting will be the selection of Officers for this new term. The nominating committee will recommend a list of candidates for office. Additional nominations by TAAG delegates at the meeting shall be permitted. The seated delegates will then vote on the candidates. Officers shall be elected by a majority vote of the delegates present at the meeting.

Tie Votes

1. Tie votes generally are between the lower vote counts for candidates needed to fill the remaining added unresolved Delegate and Alternate positions.
2. Tie votes should be resolved the night of the election, if at all possible, and no later than the next regularly scheduled meeting.
3. Any tie vote will be decided by "Lot". A "Lot" shall consist of a pulling of names out of a hat. The 1st drawn names shall be for the remaining open delegate positions. Once the delegate positions are filled the final two alternates will be pulled in order of 1st Alternate and then 2nd Alternate respectively.
4. The election is deemed closed and can be certified now that all the TAAG positions are filled.

Amended 8/21/2008
Amended 12/18/2009
Amended 5/20/2010