

# **Commission Procedures**

## The Evolution

Presented to the California Fish and Game Commission by  
Commission Staff on February 11, 2015

# Evolutionary Forces

## Public expectations:

- Greater transparency
- More access
- Active engagement
- Effective outcomes

## Staff expectations:

- Efficient process
- Responsiveness
- Excellent service
- Procedures legal

# Proposed Adaptations

- Commission quorum
- Agendas
- Committee recommendations
- Public participation
  - Written
  - Verbal
  - Audio/visual presentations
  - Prohibited behavior

# Commission Quorum

Meetings may not be conducted without a quorum of members present:

- Commission meetings require three members
- Committee meetings require one member
- Only the co-chairs assigned to a committee may actively participate in committee meetings

# Agendas

Establish agenda-setting procedures:

- Public requests for agenda items must be received no later than the meeting immediately prior to the desired meeting
- Commission meeting agendas will be established by a vote of the Commission or by the executive director
- Committee agendas shall not contain items on Commission meeting agendas for action

# Committee Recommendations

Establish procedures for committee recommendations:

- Recommendations made by committees pursuant to Sections 105 & 106 of Fish and Game Code must be submitted no later than 30 days prior to the Commission meeting at which the Commission may consider taking action on the subject of the recommendation
- Committee recommendations shall be posted to the Commission website at least five days prior to said meeting

# Public Participation - Written

- Establish procedures for submitting written comments and materials for Commission and committee meetings
- Establish procedures for what written comments and materials are posted to the Commission website and when

# Public Participation - Verbal

Establish procedures for speaking at Commission and Committee meetings:

- Public comment taken before the Commission makes a decision on an agenda topic
- During public forum, public may address Commission policies or other matter within its jurisdiction, so long as the subject is not related to items already on the agenda
- Time allotted for individuals wishing to speak to an agenda item shall be set by the presiding commissioner

# Public Participation – Audio/Visual

Establish procedures and criteria for audio/visual presentations at meetings:

- Must be pre-approved by the executive director
- Disapproval only if irrelevant, inappropriate, contains unauthorized copyrighted material, or exceeds the allotted time

# **Public Participation Prohibited Behavior**

Identify behaviors that could result in eviction from a meeting:

- Hate speech
- Creating hostile work environment for employees
- Behavior preventing orderly function of meeting