

**TECHNICAL AND PROFESSIONAL ADVISORY COMMITTEE
FIRST 5 COMMISSION OF SAN DIEGO**

Operating Rules and Procedures

Approved October 4, 1999

Revised October 16, 2006, March 8, 2010, June 13, 2011

Section 1. *Purpose*

The following Operating Rules and Procedures are hereby adopted for the purpose of facilitating the work of the Technical and Professional Advisory Committee in its advisory capacity to the First 5 Commission of San Diego.

Section 2. *Advisory Committee Member Responsibilities*

A. Advisory Committee members shall perform the duties as specified in the By-Laws of the First 5 Commission of San Diego, Section 9, A., 1.a.

B. The Advisory Committee does not speak for the Commission or the Board of Supervisors. The Advisory Committee may not enter into or imply any authority to contract, or obligate the Commission, County to any financial, or policy decisions.

C. Advisory Committee Members shall perform the following:

- Attend Advisory Committee meetings during the member's term on the Advisory Committee.
- Advise the First 5 Commission of San Diego concerning its Strategic Plan.
- Provide data, research and professional expertise to further the purposes of the Commission.
- Participate in regional forums and other public participation activities designed to provide community input or professional expertise to the Commission.
- Provide information and data regarding community needs assessment, program evaluation, and best practices.
- Advise the Commission concerning services or programs to be implemented and supported through the Commission's Strategic Plan.
- Assist the Commission with other duties as may be assigned.

Section 3. Vacancies

The method of filling vacancies shall be in the same manner as set forth in Section 9.A.1.a. of the Commission's By-Laws. A vacancy in an appointment by a member of the Board of Supervisors shall be referred to the appropriate supervisorial district to fill the vacancy. A vacancy in an appointment of the Commission shall be referred to the Ad Hoc Nominating Subcommittee of the Commission.

Section 4. Term of Office

In accordance with Commission By-laws, Advisory Committee members may only serve two consecutive two-year terms.

Section 5. Quorum

A quorum shall be defined as a majority of members currently appointed to the Advisory Committee.

Section 6. Meetings

A. The Advisory Committee shall be subject to the provisions of Chapter 9 (commencing with Section 54950) of Part 1, Division 2, Title 5 of the Government Code, relating to meetings of local agencies (Ralph M. Brown Act).

B. The Advisory Committee shall meet at regular times and places to be determined by the Advisory Committee. Special meetings may be called at a time and place designated by the Chair. The Advisory Committee staff pursuant to the Government Code shall give notices of regular and special meetings.

Section 7. Officers

A. The Commission shall appoint one of its members as Chair of the Advisory Committee annually at the December/January meeting.

B. The Chair of the Advisory Committee shall appoint a Vice Chair from among the Advisory Committee members annually at the first meeting of the TPAC Chair's term of office.

Section 8. Responsibilities of the Officers

A. The Chair shall preside at all meetings of the Advisory Committee. The Advisory Committee Vice Chair shall preside in the absence of the Chair.

B. The Chair shall report to the Commission on the Advisory Committee meetings, bring issues and matters of business from the Advisory Committee to the attention of the Commission at each regularly scheduled Commission meeting.

C. The Vice Chair shall assist the Chair as necessary.

Section 9. *Committees*

A. The Advisory Committee may establish ad hoc committees as well as committees of its members for special purposes, research, and to advise the Advisory Committee in areas of technical or professional expertise as necessary to promote the work of the Advisory Committee and the Commission. The Commission shall approve membership and purpose of an ad hoc committee.

B. Each ad hoc committee shall select a Chair and keep minutes of the meetings. The members of ad hoc committees shall serve without compensation except for reimbursement for reasonable expenses incurred as a result of their responsibilities as directed by the Chair of the Commission.

C. Per Commission Policy (F5C-017), a member of the Advisory Committee shall be appointed by the Commission to serve as a voting member of the Commission's Finance Committee.

Section 10. *Rules of Order*

The authority of Robert's Rules of Order shall govern meetings of the Advisory Committee. The Robert's Rules of Order shall govern in all cases to which they are applicable and in which they are not inconsistent with Operating Rules and Procedures of the Advisory Committee.

Section 11. *Prohibition of Political Activities*

The Advisory Committee shall not engage in partisan election activities or support a candidate for elected office.

Section 12. *Conflict of Interest*

A. No member of the Advisory Committee shall make, participate in making or in any way attempt to use their position as a member of the Advisory Committee to influence a decision in which he/she knows or has reason to know that he/she has a financial interest.

B. No Advisory Committee member shall in any way attempt to influence the decision to contract with an entity with which they have a financial interest within the terms of Government Code Section 1090 et seq. A member must disclose their interest and abstain from voting on any Advisory Committee recommendation regarding a contract or other financial transaction in which they have a financial interest.

Section 13. *Approval of Operating Rules and Amendments*

The Operating Rules and Procedures of the Advisory Committee shall be adopted at the first meeting following the introduction of the draft Operating Rules and Procedures and forwarded to the Commission for approval. Adoption of the operating rules and any subsequent amendments shall be approved by a majority of the Advisory Committee members. Any amendments adopted by the Advisory Committee shall be forwarded to the Commission for approval.

Section 14. *Effective Date*

These Operating Rules and Procedures shall become effective upon approval by the Commission.

Approved by the San Diego Children and Families First Commission (now named First 5 Commission of San Diego) on October 4, 1999.

Revised, October 16, 2006.

Revised, March 8, 2010

Revised June 13, 2011