



Agenda Item Report

Legislative Board: City Council
Date: March 3, 2026
Contact: Alicia Ramirez, City Clerk
Agenda Item ID / Number: 2026-56- / H.4

ITEM TITLE: Adoption of a Resolution authorizing the adoption of Uniform Bylaws for all Boards and Commissions and directive to amend the required ordinances (City Clerk Alicia Ramirez)

1. EXECUTIVE SUMMARY

The purpose of this agenda item is to consider the adoption of standardized bylaws for all advisory boards and commissions. The proposed Uniform Bylaws are intended to promote consistency, transparency, and efficiency in the operation of boards and commissions while ensuring compliance with applicable laws and policies.

2. BACKGROUND/HISTORY

Boards and commissions play a vital role in advising the governing body and supporting public engagement. Over time, individual boards and commissions have operated under varying bylaws, which has resulted in inconsistencies related to meeting procedures, officer roles, quorum requirements, and terms of service. On December 16, 2025, the Council adopted Resolution-R-68 to establish the annual election of executive board members to the City Council, which is herein incorporated.

To address these issues, staff has developed a set of Uniform Bylaws that establish consistent governance standards while allowing flexibility where required by ordinance, resolution, or state law.

Initially presented on February 3, the Council suggested the following:

1. Article III, Section 1:
 - a. Clarify the Council elects the chair, and the members elect the vice-chair and secretary.
 - b. Limit the number of terms for offices to two (2) one-year appointments.
2. Article V, Section 3: Add excerpt from the Guidelines defining the types of absences.
3. Article VI, New Section: Add meeting decorum expectations and business professional attire.

3. ANALYSIS

The proposed Uniform Bylaws address key operational areas, including but not limited to:

- Purpose and authority
- Membership qualifications and terms
- Officers and duties
- Meeting schedules and procedures
- Quorum and voting requirements
- Attendance and vacancies
- Conduct and Ethics
- Subcommittees
- Amendment procedures

Adoption of the Uniform Bylaws will provide clarity to board and commission members, streamline onboarding and training, and reduce administrative complexity. Existing boards and commissions

would operate under the Uniform Bylaws unless superseded by specific enabling legislation or governing documents.

Any additional board or commission criteria requiring specific rules not addressed in the uniform bylaws will be included as exhibits to the resolution.

4. FINANCIAL IMPACT

There is no fiscal impact associated with the adoption of the Uniform Bylaws.

5. STRATEGIC PLAN/GOALS

EXCEPTIONAL CITY SERVICES

6. STRATEGIC PLAN OBJECTIVES

Not applicable.

7. PROS AND CONS

8. ALTERNATIVES

1. Adopt the Uniform Bylaws as presented.
2. Adopt the Uniform Bylaws with modifications as directed.
3. Take no action.

9. REQUESTED ACTION / SUGGESTED MOTION / RECOMMENDATION

Staff seeks Councils direction to adopt or reject the adoption of the Resolution establishing Uniform Bylaws for all Boards and Commissions and directive to amend the required ordinances.

Attachments:

[I3 DRAFT Est Uniform By-Laws RES.docx](#)