

## **Meetings & Quorum**

A quorum (a majority of the members of the body) is required to conduct an official meeting.

### **Regular Meetings**

The Brown Act requires that the time and place of the scheduled meetings be set forth in rules and regulations of the Board or Commission and that an agenda be published 72 hours in advance.

### **Adjourned Meetings**

City Staff may cancel a regularly scheduled meeting for lack of a quorum. Staff shall post a notice in advance of the new adjourned meeting.

### **Joint Meetings**

Once per year, City Council and Staff may schedule a Joint Meeting with each Board and Commission. These meetings enable Commissioners, Staff and Councilmembers to discuss issues of mutual interest and gather ideas for Work Plan preparation. Its dual purpose is to serve as a venue for attendees to get to know each other better. Joint meetings are public meetings and are noticed accordingly. Below are regularly scheduled timeframes in which Joint Meetings are expected to be held annually<sup>4</sup>.

Board/Commission	Annual Timeframes
Parks and Recreation Commission	First Monday of <del>June</del> January <sup>5</sup>
Library Commission	First Monday of <del>June</del> January <sup>5</sup>
Cultural Arts Commission	First Monday of <del>June</del> January <sup>5</sup>
Planning Commission	Third Wednesday of <del>June</del> January
Parking and Public Improvements Commission	Third Wednesday of <del>June</del> January
Board of Building Appeals	N/A

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<sup>4</sup> Joint meetings held on the same dates will be held for an allotted time of one hour with each commission.

<sup>5</sup> If the Joint Meeting should fall on a holiday when City Hall is closed, the meeting will automatically be held on the following Monday.