

Development Processing Review Committee Bylaws

Bylaws of the Development Processing Review Committee

BYLAWS OF THE DEVELOPMENT PROCESSING REVIEW COMMITTEE

ARTICLE I. Name of Organization

- A. The name of this organization shall be Development Processing Review Committee, hereinafter referred to as "DPRC"
- B. The official location and mailing address of the DPRC shall be:

Attn: OC Development Services/Planning
OC Public Works
601 N. Ross Street
Santa Ana, CA 92701

ARTICLE II. Establishment of DPRC

The members of the DPRC are appointed by the Orange County ("County") Board of Supervisors ("Board") pursuant to Board Resolution No. **XXXX**

ARTICLE III. Purpose and Functions

- A. The purpose of the DPRC is to work with the County to:
 - a. Assist OC Development Services in the review of procedures and codes related to the planning and development process for private development projects.
- B. In accordance with Board Resolution No. **XXXX**, the functions of the DPRC are as follows:
 - a. Review and comment on proposed revisions to codes, guidelines, and processing of private development projects.

ARTICLE IV: Appointment and Membership

- A. Membership of the DPRC is to be composed as follows:
 - 1. There shall be two (2) members from each supervisorial district that comprise the DPRC.
 - a. All members are voting members.
- B. Qualifications for DPRC Membership
 - 1. The following criteria will be used for all membership appointments:
 - a. Residency and Voting Requirements: Except where the Board finds it is in the best interest of the County to waive voter and residency requirements, all members of the DPRC shall be:
 - i. registered voters in the County; and,

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- ii. reside in the district of the nominating member of the Board of Supervisors, unless Supervisor representing the district where the nominee resides provides written consent for the nomination;
 - b. DPRC members shall be a resident of the County of Orange.
 - c. DPRC members shall be nominated by each supervisorial district and approved by the Board of Supervisors.
- C. Length of DPRC Membership
 - 1. All regular DPRC member appointments shall be for a term concurrent with the term of office of the nominating member of the Board of Supervisors. A member of the DPRC whose term of office is expiring with that of the nominating Supervisor shall have the option of reapplying for membership for appointment.
 - 2. All at-large DPRC member appointments shall be for a period of two years, subject to Article IV(B)(1)(b)(ii).
 - 3.
 - a. Appointments made to fill a vacancy left by a member before the expiration of the term of that member shall be for the remaining term of that member.
 - b. Pursuant to Government Code section 1302, a member whose term has expired shall continue serving as a member until reappointed or replaced.
 - c. Members serve at the discretion of the Board of Supervisors and may have their membership terminated by a majority vote by the Board of Supervisors.

ARTICLE V. DPRC Officers

- A. DPRC officers shall consist of:
 - 1. Chairperson and Vice Chairperson
 - 2. Secretary of the DPRC shall be the current secretary of the Deputy Director of OC Development Services.
 - 3. Duties of each position.
 - a. The Chairperson shall preside at meetings, call special meetings, decide points of order, announce all business, entertain motions, put motions to vote, announce vote results, appoint and may remove committee Chairpersons, represent DPRC at public functions.

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- b. The Vice Chairperson shall perform the duties of the Chairperson in his or her absence. If the Chair becomes vacant, the Vice Chairperson shall succeed to the Chair for the balance of the term of office.
 - c. The Secretary shall prepare minutes for each meeting, provide draft minutes to the committee prior to the next scheduled meeting, and post an agenda for each meeting at three public locations to be determined by DPRC in accordance with the Ralph M. Brown Act.
- 4. Terms for officers of the DPRC shall be for one year.
 - 5. No person, except a member of the Board, may serve as Chair of a DPRC for more than three consecutive terms.
 - 6. No person, except a member of the Board, may serve simultaneously as Chair for two or more Boards, Commissions, or Committees (BCCs).
 - 7. Officers are elected by the membership of the DPRC at each annual organizational meeting and shall serve until the next organizational meeting.

ARTICLE VI. Duties of Members

- A. Members shall attend meetings of the DPRC.
- B. Members shall notify the Chairperson of the DPRC of any expected absence for a meeting by 5:00 p.m. of the day before a regularly scheduled DPRC meeting, indicating good and sufficient reasons for the absence.
- C. In the performance of its responsibilities, the DPRC shall not engage in nor employ any unlawfully discriminatory practices in the provision of services or benefits, assignment of accommodations, treatment, employment of personnel or in any other respect on the basis of sex, race, color, ethnicity, national origin, ancestry, religion, age, marital status, medical condition, sexual orientation, physical or mental disability or any other protected group in accordance with the requirements of all applicable County, state, or federal laws.
- D. Members of the DPRC shall comply with the County Equal Employment Opportunity and Anti-Harassment Policy and Procedures.
- E. Members of the DPRC shall comply with County Code of Ethics.
- F. Members of the DPRC shall operate strictly within designated purposes of the DPRC as set forth in Article III.

ARTICLE VII. Meetings and Actions

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- A. The DPRC shall, at its first meeting of each year, adopt a schedule of regular meetings and transmit that schedule in writing to members, the Board, and the public at large.
- B. All DPRC meetings shall be open, public and noticed in conformance with the provisions of the Ralph M. Brown Act, California Government Code section 54950 et seq., as amended and held at a location within Orange County, California that satisfies the access requirements of the Americans with Disabilities Act.
- C. Special meetings of the DPRC may be called either by the Chairperson or at the request of a majority of DPRC members. Notice of special meetings shall:
 - 1. delivered to members personally, by mail or electronically, and must be received no later than 24 hours in advance of the meeting.
 - 2. state the business to be considered and whether alternative technological means may be used such as telephone or video conferencing, as technological resource availability permits and as permissible by the Ralph M. Brown Act.
- D. Quorum Requirements
 - 1. Quorum requirements are as follows:
 - a. Members representing three out of the five districts shall constitute a quorum of the BPRC
- E. Voting Majority: Decisions and acts made by majority vote of the members at any duly constituted meeting shall be regarded as acts of the DPRC, except as otherwise provided by these (Bylaws, Rules of Procedure, Policies and Procedures, as applicable).
 - 1. Members choosing to abstain from voting on specific actions will not affect majority requirements. Abstentions are considered a “non-vote” – neither a vote in the affirmative nor in the negative. However, in order for an action to be passed, a majority of the quorum casting votes must vote in the affirmative.

For example: If, at a standing committee meeting, six (6) voting members of the committee are present to vote, and on a particular motion, three (3) vote in the affirmative, two (2) vote in the negative, and one (1) member abstains, the motion passes.
- F. Minutes: The Secretary of the DPRC shall prepare and publish the minutes for each meeting of the DPRC. The minutes shall record (1) the attendance of each member present, (2) all motions made and seconded.

ARTICLE VIII. Compensation and Reimbursement

- A. Members of DPRC do not receive compensation and do not receive reimbursement.

ARTICLE IX. Removal and Resignation of Members

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- A. Removal: The Board may, at any time and without cause, remove any DPRC member from office prior to the expiration of his/her term of office by majority vote of the Board.
- B. Resignation: Resignation of DPRC members shall be effected by a written letter of resignation submitted to the Chairperson of the DPRC and to the Board.

ARTICLE X. Authority

- A. Parliamentary Authority: The Chairperson shall preside and manage DPRC meetings using parliamentary procedure consistent with these bylaws, any special rules of order the DPRC may adopt, and any applicable County, state, and federal law.
- B. Jurisdictional Authority: The authority of DPRC shall be limited to the areas located within the unincorporated portions of the County of Orange.

ARTICLE XI. Conflict of Interest

- 1. Members of the DPRC and any of its committees or subcommittees shall abstain from voting on any issue in which they may be personally interested to avoid a conflict of interest in accordance with County, state, and federal laws and shall refrain from engaging in any behavior that conflicts with the best interest of the County.
- 2. Members of the DPRC shall not vote nor attempt to influence any other DPRC member on a matter under consideration by the DPRC:
 - a. Regarding the provision of services by such member (or by an entity that such member represents; or
 - b. That would provide direct financial benefit to such member or the immediate family of such member; or
 - c. Engage in any other activity constituting a conflict of interest under County, state, or federal law.
- 3. If a question arises as to whether a conflict exists that may prevent a member from voting, the Chairperson or designee may consult with designated County staff to assist them in making that determination.
- 4. In order to avoid a conflict of interest or the appearance of such conflict, all nominees to become members of the DPRC shall disclose on forms provided by the County information regarding their private economic interests that may be implicated by their service on the DPRC.
- 5. [Where applicable] DPRC members shall complete ethics training as required by County policy and Assembly Bill 1234 (Government Code sections 53234 through 53235.2).
- 6. Neither DPRC nor any of its members shall promote, directly or indirectly, a political party, political candidate, or political activity using the name, emblem, or any other identifier of DPRC.

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7. No assets or assistance provided by County to DPRC shall be used for sectarian worship, instruction, or proselytization, except as otherwise permitted by law.

ARTICLE XII. Adoption and Amendment of Bylaws

- A. Adoption: An affirmative vote of at least 50%+1 of those voting, a quorum being present, shall be required to recommend these Bylaws for Board approval. These Bylaws become effective upon approval by the Board.
- B. Amendments:
 1. Any member of the DPRC may propose amendments to these Bylaws.
 2. Proposed amendments shall be submitted in writing and made available to each member of the DPRC no less than five days prior to consideration before a vote can be taken.
 3. An affirmative vote of at least 50%+1 of those voting, a quorum being present, shall be required to recommend Bylaws amendments for Board approval. Any amendments to the Bylaws become effective upon approval by the Board.

ARTICLE XIII. Severability

Should any part term, portion or provision of these Bylaws be determined to be in conflict with any law or otherwise unenforceable or ineffectual, the remaining parts, terms, portions or provisions shall be deemed severable and their validity shall not be affected thereby, provided such remaining portions or provisions can be construed in substance to constitute the provisions that the members intended to enact in the first instance.

ARTICLE XIV. Staffing Support

Staff support from Orange County Public Works/OC Development Services shall be provided to support the DPRC in conjunction with the work of the DPRC.