

Mayor's Workforce and Economic Advisory Committee Meeting and Voting Procedures

Purpose: *(As defined by Mayor Kevin Faulconer at the State of the City Address on January 14, 2015)*

To recommend concrete actions and solutions for improving access to affordable education, increasing opportunities for young people in the fields of science and technology and connecting San Diegans to successful careers that command a higher wage.

Proposed Meeting and Voting Procedures:

- 1) Meeting agendas, minutes and other related documents shared at MWEAC meetings will be posted publicly on the San Diego Regional Economic Development Corporation (EDC) website. The website url is: www.sandiegobusiness.org. Agendas will be posted in the calendar of events on the homepage and will be archived with all other documents in the news and events section under the multimedia library heading.
- 2) MWEAC currently has sixteen members. The committee membership should not grow any larger than eighteen members during the stated cycle of meetings (March 2015-July 2015).
- 3) Meetings will be run/facilitated by any combination of the chair (Mark Cafferty) and vice chairs (Constance Carroll and Mary Walshok). Should all three of these individuals be unable to attend a given meeting the meeting will be rescheduled.
- 4) Meetings requiring voting activity will require a quorum to be present (in person or by phone). A quorum is defined as 50% of the active membership. Voting on items is limited to only those individuals identified as committee members or as the specific alternates for committee members.
- 5) When voting activity takes place, a simple majority of members present will determine the outcome of the vote. Abstentions will be allowed for any votes that members feel they may have a conflict of interest with or that they may otherwise feel uncomfortable voting on. Abstentions will not count against a quorum for the outcome of any specific votes. (In other words, if three members must abstain from a vote, causing the number of voting members to fall below quorum, the vote can still be approved with a simple majority of members present.)
- 6) Voting members will have the ability to add items to the agenda during meetings, or amend items on the agenda during meetings, provided that a proper motion is made and seconded, and a full vote is taken that abides by the guidelines stated above.
- 7) Meetings will be open to the public and all presentations by local subject matter experts will be scheduled in advance. However, due to the limited time scheduled for each meeting, there will be no time on the agenda for additional public comment. Questions or concerns from the public can always be directed to the chair, who will have the responsibility of sharing the information with the full membership if/when needed.