
Fresno COG RHNA Subcommittee Charter

- I.** THE PURPOSE OF THE FRESNO COG RHNA SUBCOMMITTEE IS TO SERVE AS TECHNICAL ADVISORS FOR DEVELOPMENT OF THE FRESNO COG REGIONAL HOUSING NEEDS ALLOCATION (RHNA) PLAN FOR THE SIXTH RHNA CYCLE.
- II.** THE RHNA SUBCOMMITTEE IS AN INFORMAL COMMITTEE WHOSE MEETINGS ARE NOT SUBJECT TO THE BROWN ACT.
- III.** AS TECHNICAL ADVISORS, THE RHNA SUBCOMMITTEE DOES NOT HAVE DECISION-MAKING AUTHORITY AND SHALL MAKE RECCOMENDATIONS TO THE FRESNO COG TRANSPORTATION TECHNICAL COMMITTEE (TTC), POLICY ADVISORY COMMITTEE (PAC), AND POLICY BOARD.
- IV.** THE FRESNO COG POLICY BOARD SHALL HAVE FINAL DECISION-MAKING AUTHORITY AND WILL REVIEW RECCOMENDATIONS FROM THE RHNA SUBCOMMITTEE IN ITS REGULAR PUBLIC MEETINGS.
- V.** THE SUBCOMMITTEE IS COMPRISED OF THE FOLLOWING PARTICIPANTS:
 - A.** ONE REPRESENTATIVE FROM EACH OF FRESNO COG'S MEMBER AGENCIES (THE FIFTEEN INCORPORATED CITIES AND THE COUNTY OF FRESNO, TOTALING 16 REPRESENTATIVES).
 - B.** THREE AT-LARGE MEMBERS, ONE EACH REPRESENTING THE BUILDING INDUSTRY ASSOCIATION OF FRESNO AND MADERA COUNTIES, FRESNO COUNTY HOUSING AUTHORITY, AND COMMUNITY-BASED ORGANIZATIONS IN FRESNO COUNTY.
 - C.** ONE REPRESENTATIVE FROM THE CALIFORNIA DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT (HCD), AS A NON-VOTING GUEST.
- VI.** ADDITIONAL SUBCOMMITTEE MEMBER AGENCY STAFF MAY ATTEND SUBCOMMITTEE MEETINGS, BUT EACH MEMBER AGENCY MAY HAVE ONLY ONE VOTE ON DECISION-MAKING ITEMS.
- VII.** SUBCOMMITTEE MEETINGS WILL BE FACILITATED BY PLACEWORKS CONSULTANTS; THERE WILL NOT BE A SUBCOMMITTEE CHAIR OR CO-CHAIR.
- VIII.** MEMBERS OF THE PUBLIC ARE WELCOME TO ATTEND AND OBSERVE MEETINGS.
- IX.** THE MEETING FACILITATOR WILL PROVIDE OPPORTUNITIES FOR PUBLIC COMMENT, AS APPROPRIATE.

- X.** SUBCOMMITTEE MEETING AGENDAS WILL BE POSTED IN ADVANCE OF EACH MEETING, INDICATING THE PRELIMINARILY PLANNED DISCUSSION ITEMS. ADDITIONAL ITEMS MAY BE ADDED BY THE FACILITATOR OR SUBCOMMITTEE MEMBERS DURING THE MEETING.
- XI.** SUBCOMMITTEE MEETINGS AND DISCUSSIONS WILL GENERALLY FOLLOW ROBERT'S RULES OF ORDER TO ENSURE RESPECTFUL, ORGANIZED, AND INCLUSIVE DISCUSSION.
- XII.** VOTING ON DECISION POINTS AND RECCOMENDATIONS IS COMPLETED BY SIMPLE MAJORITY OF THOSE MEMBERS OR DESIGNATED ALTERNATES IN ATTENDANCE, WHICH MUST INCLUDE A MAJORITY OF AGENCIES REPRESENTED AT THE MEETING.
- XIII.** TO FACILITATE RESPECTFUL AND COLLABORATIVE DIALOGUE, THESE BASIC RULES OF CONDUCT WILL APPLY:
 - A)** STRIVE TO ATTEND ALL MEETINGS. MEMBER ENTITIES MAY SEND ALTERNATES IF NECESSARY, BUT CONSISTENT ATTENDANCE BY MEMBERS WILL PROVIDE CONTINUITY FOR SUBCOMMITTEE DISCUSSIONS.
 - B)** ARRIVE ON TIME AND PLAN TO STAY FOR THE ENTIRE MEETING.
 - C)** BE PREPARED TO ENGAGE BY READING AGENDAS, SUPPORTING DOCUMENTATION, OR HANDOUTS PRIOR TO THE MEETING.
 - D)** HELP STAFF BE PREPARED TO ADDRESS QUESTIONS OR CLARIFICATIONS BY PROVIDING THEM WITH SUCH ITEMS IN ADVANCE OF THE MEETING.
 - E)** AVOID SIDE CONVERSATIONS DURING THE MEETING.
 - F)** BE OPEN, TRANSPARENT, AND HONEST WITH ANY CONFLICTS OF INTEREST.
 - G)** UNDERSTAND THE NEEDS AND DESIRES OF THE ENTIRE GROUP YOU ARE REPRESENTING, IRRESPECTIVE OF PERSONAL INTERESTS OR AFFILIATIONS.
 - H)** PARTICIPATE FULLY IN EACH MEETING BY:
 - 1. LISTENING TO OTHERS WITH RESPECT AND AN OPEN MIND.
 - 2. RESPONDING WITH VIEWPOINTS AND THOUGHTS IN A RESPECTFUL MANNER.
 - 3. BEING CONCISE AND AVOIDING LENGTHY SOLILOQUIES.
 - 4. RESPECTING THE PROCESS NEEDED TO ENSURE MEETINGS ARE ORGANIZED, CLEAR, AND INCLUSIVE (I.E., POINT OF ORDER, ETC.).