



**DATE:** November 16, 2022

**TO:** Community Services Commission

**FROM:** Community Services Manager

**SUBJECT** Bylaws Review and Adoption

### **RECOMMENDATION**

That the Community Services Commission (CSC) reviews and adopts the proposed amendments to the CSC bylaws.

### **DISCUSSION**

Annually, staff does a review of the bylaws to ensure that proposed changes to the scope of the CSC's work be appropriately included in the bylaws and any administrative changes be included. During the last Fiscal Year, Commissioner Collin Thormoto, who was appointed to ad hoc bylaws review committee, provided the following suggested edits that staff concurs with (see Attachment II for redline edits):

- Create formatting consistency
- Utilize inclusive gender language
- Formalize public comment in the bylaws
- Reduce the bylaws amendment period to 28 days to increase likelihood for bylaw amendments to occur over the course of two CSC meetings
- Integrate Special/Cultural Events into the Arts and Music Application Review Committee to align with the changes to the Community Agency Funding Process

Additionally, staff proposed supplemental edits to update the language around being a qualified elector to mirror the recent Ballot Measure OO Charter Amendment to create more opportunities for residents to volunteer, and honor Hayward's commitment to diversity by eliminating the requirement of being a qualified elector / registered voter to serve on City Council-appointed advisory commissions.

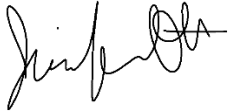
The proposed amendments were reviewed at the September 21, 2022, meeting of the CSC. A final copy with incorporated edits can be found in Attachment III and will be voted on at the November CSC meeting.

## **NEXT STEPS**

The CSC will vote on the revised Bylaws at the November CSC meeting after the requisite 30-day review period have passed. If approved, the Bylaws will be amended with the incorporated changes.

*Prepared and Recommended by:* Jessica Lobedan, Community Services Manager

Approved by:

A handwritten signature in black ink, appearing to read "Jennifer Ott", with a stylized flourish at the end.

Jennifer Ott, Assistant City Manager