

Bylaws for the California Broadband Council (DRAFT)

1. **MEETING DATES:** Meeting dates will be decided by the Council, in coordination with the Council chair's administrative support staff, and published on the Broadband Council's web site, in accordance with the relevant Bagley-Keene rule.
2. **MEETING AGENDA:** The meeting agenda will be prepared by the Council chair's administrative support staff in coordination with the Chair and Vice-chair, and other Council members.
3. **CONDUCT OF MEETINGS:** No specific rules of order are prescribed. Summary minutes of each meeting shall be taken and provided to the public via the Broadband Council's web site once they become available. All decisions of the committee shall be made on the basis of consent of the voting members present, except that any member may request a vote to be taken on any specific matter. When a vote is taken, a voting member must make a formal motion defining the committee's proposed action on the matter, the motion must be seconded by a voting member, the number of "ayes" and "nays" must be counted, and the vote of a simple majority of the members present shall govern. In case of a tie vote, the motion shall be deemed to have failed of passage. All formal motions, seconds, and votes must be recorded in writing in the minutes of the meeting.
4. **NOTE TAKER:** Each meeting shall have a designated, dedicated note taker.
5. **LETTERS FROM THE COUNCIL:** In the event that the Council writes a joint letter, the contents of the letter shall be approved at a Council meeting before it may be sent on behalf of the Council. Minor changes to the content may be made following presentation at a meeting after the Chair has seen and approved the final version.