

UNION CITY RENT AND TENANT TASKFORCE CHARTER

PURPOSE OF THE TASKFORCE

The name of this organization shall be the Union City Rent and Tenant Taskforce, hereafter referred to as the "Taskforce". The purpose of the Taskforce shall be to:

- Review available data on Union City rent and tenant issues.
- Review and adhere to the legal framework regarding possible rent stabilization approaches and other possible tenant protection measures.
- Solicit a wide range of input and perspectives when considering rent and tenant issues.
- Educate all participants regarding rent and tenant issues from both the landlord and tenant perspective.
- Provide recommendations to the City Council on options that the Council could consider to address rent and tenant issues in a legal, fair and equitable manner.

MEMBERSHIP

Members of the Taskforce are selected to represent a cross-section of views and interests. The Taskforce shall be comprised of the following groups:

- Tenants representatives
- Landlords representatives
- Impartial community members

The Taskforce shall also include an equal number of members representing tenants and landlords. There is a preference for members that live and/or own property in Union City. Taskforce members shall be approved by the City Council.

FACILITATION; CITY STAFF SUPPORT

The Taskforce shall be facilitated and moderated by Union City staff. Staff shall:

- Prepare agendas;
- Facilitate meetings so that agendas are followed and meetings adjourn on-time;
- Allow all members to be heard during discussions;
- Moderate discussions between members with differing points of view; and
- Be a sounding board on how to best involve the full Taskforce.

Staff shall not vote on Taskforce proposals or recommendations, and shall accurately report on Taskforce activities to the City Council and the general public.

QUORUM

A quorum for the Taskforce will be a majority of the total members. Taskforce members will be considered present if they attend the meeting in-person or via teleconference in compliance with the Brown Act.

DECISION-MAKING

The Taskforce will strive for consensus in its decision-making process. If consensus cannot be reached as to a particular item or issue, the Taskforce's decision will be determined by a majority vote of the Taskforce members in attendance at the meeting, and the meeting minutes will reflect the number of votes in favor, opposed and in abstention. Meeting minutes will additionally contain a summary of dissenting opinion(s) if a consensus cannot be reached.

RECOMMENDATIONS

The Taskforce's recommendations will be recorded in the meeting minutes. The Taskforce may also be asked to assist in public presentations of its recommendations.

MEETING DATES

The Taskforce shall meet monthly at a regular and predetermined time to accommodate the Taskforce members. It is anticipated that the Taskforce shall meet a total of four to six times. If a majority of the Taskforce determines that additional time is needed, staff will report to the City Council on progress of the Taskforce and inform the Council of any additional time required.

Meetings will be open to the public and posted as such. Taskforce meetings shall be held at City Hall, 34009 Alvarado-Niles Road, Union City.

ATTENDANCE

Participation of all Taskforce members in meetings is important and members shall make every effort to attend each meeting. If members cannot attend, they shall inform Union City staff at least 72 hours before the meeting is conducted.

PUBLIC INVOLVEMENT

All Taskforce meetings will be open to the public. Members of the public wishing to address the Taskforce at a meeting may do so based on the following protocol:

- The Moderator of the Taskforce will request a completed speaker request form from members of the public before the meeting is called to order or before the item to be considered. Speaker request forms shall ask for the following information:

- Agenda item number to be discussed or Public Comment
 - If the person is in favor/opposed to the agenda item (if applicable)
 - Person's name
 - Person's address
 - Name of organization (if applicable)
- Each member of the public will be granted up to a total of 3 minutes to address their topics of concern. This allotted time cannot be aggregated or passed on to another individual.
- In instances where more than five members of the public wish to address the Taskforce, the three minute time limit may be abbreviated at the discretion of the Moderator in order facilitate the business of the Taskforce.

A member of the public may request clarification from the Taskforce by raising his or her hand during the normal course of the meeting; however, permission to speak will be granted at the discretion of the Taskforce.

Taskforce meetings shall be properly noticed pursuant to the Brown Act including posting regular meeting agendas in a location freely accessible to the public and on the City's website at least 72 hours prior to the meeting.

MEETING ETIQUETTE

Taskforce members should:

- Treat each other and members of the public with respect
- Listen to each other
- Work cooperatively
- Allow all members to voice their opinions
- Be prepared for meetings
- Maintain focus on the Taskforce's purpose and stay on topic

-END-

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