

**DATE:** April 24, 2023

**TO:** Rental Housing Committee

**FROM:** Karen M. Tiedemann, Special Counsel to the Rental Housing Committee  
Nazanin Salehi, Special Counsel to the Rental Housing Committee  
Anky van Deursen, Program Manager

**SUBJECT:** **Amendments to CSFRA Regulations, Chapter 3—Code of Conduct**

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**RECOMMENDATION**

To review and adopt amendments to CSFRA Regulations Chapter 3: Code of Conduct to bring into conformance with Mountain View City Council amendments to the City Council Code of Conduct and clarify process for establishing agenda for Rental Housing Committee meetings.

**BACKGROUND**

The Community Stabilization and Fair Rent Act (CSFRA) authorizes the Rental Housing Committee (RHC) to establish rules and regulations (Regulations) for the administration and enforcement of the CSFRA (Section 1709(d)(2)) and any other duties necessary to administer and enforce the CSFRA (Section 1709(d)(16)). Section 1709(e) authorizes the RHC to issue and follow such rules and regulations as well as further the purposes of the CSFRA.

**DISCUSSION**

Chapter 3 of the CSFRA Regulations outlines the Rules of Conduct for the Rental Housing Committee, including rules related to the agendaing of items for RHC meetings and the procedural rules that should be followed during RHC meetings.

The RHC's Code of Conduct conforms with the Mountain View City Council's Code of Conduct. The City Council most recently updated portions of its Code of Conduct on March 14, 2023. Of relevance here, the City Council's updated Code of Conduct provides that: "[i]n instance not addressed by the rules provided in City Council Policy A-13, City Council Meetings, Rosenberg's Rules of Order may be used for reference and/or guidance." (City Council Code of Conduct, Section 6.7.2.). The City Council previously relied on Robert's Rules of Order. The proposed amendment to Chapter 3 of the CSFRA Regulations updates Section B.1 of Chapter 3 to provide that the RHC will follow Rosenberg's Rules of Order.

In addition, the amendments to Chapter 3 propose to clarify procedures for agendizing of items for consideration by the Committee at its meetings. The amendments would provide that the Rent Stabilization Program Administrator, in consultation with the Chair of the RHC, shall be generally responsible for determining which items are placed on the agenda and the timing of such items. If there is a request from an RHC member to agendize an item, the Program Administrator, in consultation with the Chair, shall determine whether the item may be agendized for the RHC's next meeting or if the item requires greater lead time for staff to prepare. If the Program Administrator and Chair determines the item cannot be agendized for the next meeting, the request to agendize the item shall be agendized for the next meeting in order to ask the RHC if the item shall be placed on a future agenda.

### **FISCAL IMPACT**

Adoption of amendments to Chapter 3 of the CSFRA Regulations is not anticipated to impact the budget of the RHC.

**PUBLIC NOTICING**—Agenda posting.

KMT-NS-AvD/AK/8/CDD/RHC

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- Attachments:
1. Draft Resolution to Adopt Amendments to Chapter 3 of the CSFRA Regulations
  2. Exhibit A: Amendments to CSFRA Regulations, Chapter 3: Rules of Conduct
  3. Rosenberg's Rules of Order, California League of Cities
  4. City Council Code of Conduct, Updated March 14, 2023