

City of San José

Small Business Advisory Task Force (SBATF)

By-Laws

Last Updated on [4/4/18](#)~~11/14/19~~

I. MISSION

- A. The mission of the City of San José's Small Business Advisory Task Force (SBATF) is to provide a voice to the small business community within the City of San José in order to affect public policy relevant to small businesses through direction to the San José City Council.

II. FUNCTIONS, POWERS & DUTIES

- A. The Task Force shall study, review, evaluate and make recommendations to the City Council regarding issues, policies, and programs affecting the small business community within the City of San José

III. MEMBERSHIP

- A. Qualifications for a Voting Member
 1. Must submit a completed Membership Application Form
 2. Must represent one of the following:
 - a) Chamber of Commerce
 - b) Non-profit that provides small business services
 - c) Small Business owner registered and located in the City of San José
 3. Must attend at least two meetings prior to being considered by the Task Force voting membership to be added as a voting member
- B. Voting Membership
 1. Shall consist of a total of nine voting members
 2. Shall consist of the following organizations and individuals:
 - a) Councilmember from San Jose City Council District 1
 - b) [Hispanic Chamber of Commerce Silicon Valley](#)
 - c) [FilAm Chamber of Commerce Silicon Valley](#)
 - d) [Rainbow Chamber of Commerce](#)
 - e) [Silicon Valley Chinese Technology & Business Association](#)
 - f) [Silicon Valley Black Chamber of Commerce](#)
 - g) [Silicon Valley Organization](#)
 - h) [Silicon Valley Vietnamese American Chamber of Commerce](#)
 - i) Member at Large

3. Designated representatives for voting members are allowed and any of the voting membership above may send a designated representative to any individual task force meeting
 - a) Designated representatives are allowed the same voting privileges as the voting member they represent
- C. Membership may be altered through the By-Law Amendments process

IV. MEETINGS

A. Regular Meetings

1. Shall be held monthly
2. The Voting Membership may decide by majority vote to replace a meeting with an event at their discretion or cancel a meeting.
3. All meetings are public meetings and shall be open attendance for anyone who may want to attend

B. Quorum

1. Shall consist of at least a majority (at least more than 50%) of the current voting membership

C. Attendance

1. Excused Absences

- a) An absence may be Excused if the Voting Member notifies the Chair of the Task Force of the absence because of an:
 - (1) Illness of the voting member
 - (2) Illness or death of a voting member's family member
 - (3) Emergency as verified by the Chair
 - (4) Special circumstances as recognized by the Chair

2. Unexcused Absences

- a) Unexcused absences are those that do not qualify as an excused absence
- b) More than three unexcused absences in a year period of voting members shall result in an automatic resignation from this Task Force

D. Conduct of Business

1. The Task Force shall follow Robert's Rules of Order most recently revised

E. Placing Items on the Agenda

1. The Chair may place an item on the agenda with the approval of the voting members during the agenda meeting; and
2. Members of the Task Force may request the Chair to place items on the agenda; and
3. Members of the Task Force may vote to place items on the agenda of subsequent meetings.

F. Code of Conduct - The following code of conduct applies to all Task Force Members.

1. Strive to attend all meetings, sending apologies to the chair or staff liaison for necessary absences.
2. Prepare for the meeting by reading the agenda, papers and any emails before the meeting.

3. Talk to the chair or staff liaison before the meeting if you need to clarify anything.
4. Arrive on time. Stay to the end.
5. Participate fully in the meeting;
 - Listen to what others have to say and keep an open mind.
 - Contribute positively to the discussions.
 - Try to be concise and avoid soliloquies.
6. Help others concentrate on the meeting. Discourage side conversations.
7. Have the best interests of the organization/beneficiaries in mind at all times
8. Draw attention to any potential conflicts of interest that may arise in the meeting.
9. Fulfill any responsibilities assigned to you at the meeting and be prepared to report back on your progress at the next meeting.
10. Act in good faith and lay aside all private and personal interests in order to participate in collective decision-making
11. Exercise reasonable care, diligence, and skill at all times in carrying out your duties.

V. OFFICERS

- A. The officers of the Task Force shall consist of the Chair and the Vice-Chair
- B. Chair
 1. Role
 - a) To set the agenda, run meetings, coordinate logistics, research policy, and plan events.
- C. Vice-Chair
 1. Role
 - a) To support the Chair in setting the agenda, running the meeting, and coordinating logistics, policy research, and event planning.
 - b) In the Absence of the Chair, shall assume the role of the Chair
- D. Chair Pro Tempore
 1. Temporary Appointment
 - a) In the Absence of the Chair and Vice-Chair, can be appointed by the majority of the rest of the present voting membership at each individual meeting to run the meeting
 - b) Shall assume the role of the Chair for the duration of the temporary appointment

VI. ELECTION OF OFFICERS

- A. Nominations
 1. Shall take place at the regularly scheduled October meeting annually
 2. Must be made by a Task Force Member (including self-nominations) or their designated representative(s) and requires a second

3. Task Force Members or their designated representative(s) must be present to choose whether or not to accept the nomination by the end of the same meeting

B. Elections

1. Shall take place at the regularly scheduled November meeting
2. The agenda of the election shall be at the discretion of the current Chair and Vice-Chair and must provide an equal opportunity to all candidates for each position
3. The Task Force Members or their designated representatives, must be present to participate in the election process
4. Terms
 - a) Each term shall last for the duration of one year from the December in which they are sworn in to the following December in which they are sworn out or re-sworn in
 - b) There are no term-limits for the Chair and Vice-Chair officer positions
5. Participation
 - a) Only voting members may vote for a New Chair and Vice-Chair

C. Special Elections

1. The Chair or a majority of voting members may bring to a vote whether to host a special election to fill the remainder of a term of a vacancy of an officer position.
 - a) If the vote passes, then the voting membership will nominate candidates to fill the vacancy at the same meeting and regular election rules will apply with the exception that the term duration will be to finish the remainder of the term rather than start a new one year term
 - b) The election to fill the vacancy shall occur at the following meeting.

VII. COMMITTEES

- A. The Task Force has the power to amend these By-Laws to create committees that will have definitions for the role, scope and meeting requirements for each committee.

VIII. TASK FORCE CO-SPONSORSHIP OF EVENTS

- A. Co-Sponsorship of events, letters, and other related correspondence shall come to a Task Force vote whether the vote take place during a meeting or online.
- B. Items up for consideration of co-sponsorship must provide the following details when being considered:
 1. The Name of the Requesting Organization(s)
 2. The Point(s) of Contact: Name, Title, Organization, Email, Phone Number
 3. A formal written request with an indicated deadline

IX. BY-LAW AMENDMENTS

- A. Any Task Force Voting Member may propose amendments to the Bylaws to the Chair of the Task Force
- B. Voting Members shall review the proposed amendments prior to the meeting in which they will vote on those proposed amendments

- C. By-Law amendments shall take effect immediately after vote of approval by the voting membership.