

Thursday October 3, 2024 6:30 pm

AGENDA

1 Frank Ogawa Plaza, City Hall, 3rd Floor City Council Chambers
Oakland, CA 94612

Reminder: This meeting will take place in person. Members of the public can observe and participate remotely via zoom as well..

PUBLIC PARTICIPATION INSTRUCTIONS

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- Comment virtually. When public speakers are called for an item please raise your hand in zoom and unmute yourself. If you have dialed in, please press “9” to raise your hand and “*6” to unmute.

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♿ This meeting is wheelchair accessible. In compliance with the Americans with Disabilities Act, if you need special assistance to participate in the meetings of the Cannabis Regulatory Commission, please contact the Office of the City Clerk (510) 238-3612. Notification two full business days prior to the meeting will enable the City of Oakland to make reasonable arrangements to ensure accessibility. In compliance with Oakland’s policy for people with chemical sensitivities, please refrain from wearing strongly scented products to events.

Questions or concerns regarding this agenda, or to review any agenda-related materials, please contact the Cannabis Regulatory Commission at (510) 238-6370.

Members:

Samantha Sage	District 1	Hellen Harvey	District 7
M. Chaz Walker	District 2	Chaney Turner	At Large
Zachary Gayner	District 3	Yulie Padmore	Mayor
Tariq Ikharo	District 4	TiYanna L. Smith	City Auditor
Linda Grant	District 5	Greg Minor	City Administrator
Vacant	District 6		

Available on-line at: <https://www.oaklandca.gov/boards-commissions/cannabis-regulatory-commission>

MEETING AGENDA

- A. Roll Call and Determination of Quorum
- B. Approval of the Draft Minutes from the CRC Meeting on June 6, 2024
- C. Reports for Discussion and Possible Action
 1. Annual Report on Cannabis Business Taxes from the Revenue Management Bureau
 2. Updating CRC Bylaws to Clarify the CRC's Purpose, Allow for Remote Public Comment, Establishing Meeting Cadence, Add Conflict of Interest Policy and Establish Procedures for Agenda Items
 3. Potential Change to Proposition 64 Health and Safety Grant Cohort Three Security Funds
 4. Community Meetings for Cannabis Applications within 300 Feet of Residential Zones
 5. Implementation Update on State Grants
- D. Review of the Pending List and Additions to Next Month's Agenda
 - *Building and Fire Baseline Permitting Timelines (since January 2022)*
 - *Planning Department Discussion re Zones Eligible for Cannabis Businesses (since October 2022)*
 - *CRC Attendance Policy (since November 2023)*
 - *Contracting Hazardous Materials Inspections (since November 2023)*
 - *Enforcement of CUP beautification requirements (since January 2024)*
- E. Open Forum / Public Comment
- F. Announcements
 1. Update on Cannabis Permitting Process
 2. Apply to serve on CRC here:
<https://oakland.granicus.com/boards/w/8552f8c4c0e15460/boards/6697>
- G. Adjournment

Thursday June 6, 2024 6:30 pm

MINUTES

1 Frank Ogawa Plaza, City Hall, 3rd Floor City Council Chambers
Oakland, CA 94612

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Members:

Vacant	District 1	Hellen Harvey	District 7
M. Chaz Walker	District 2	Chaney Turner	At Large
Taib Alaoui	District 3	Yulie Padmore	Mayor
Tariq Ikharo	District 4	TiYanna Long	City Auditor
Erika Cisneros	District 5	Greg Minor	City Administrator
Vacant	District 6		

Available on-line at: <https://www.oaklandca.gov/boards-commissions/cannabis-regulatory-commission>

MEETING AGENDA

A. Roll Call and Determination of Quorum

Present: Walker, Ikharo, Harvey, Turner, Long, Minor

Absent: Alaoui, Cisneros, Padmore

Chair Turner welcomed new CRC member Chaz Walker.

B. Approval of the Draft Minutes from the CRC Meeting on March 7, 2024

Chair Turner moved to approve the minutes. Vice-Chair Long seconded the motion and it was approved with Member Ikharo and Walker abstaining.

C. Reports for Discussion and Possible Action

1. Cannabis Administrative Prosecutor Program (CAPP)

Deputy Attorney General Justin Buller provided an overview of the CAPP program, noting that it is not a program for criminal prosecution but rather a way to provide local jurisdictions with additional resources to address unpermitted cannabis activities like any other unpermitted land use.

Vice-Chair Long and Chair Turner asked follow up questions and the CRC raised no objections to the CAPP program moving forward to City Council.

2. Cannabis Paid Internship Program

Xavier Navarro with Case For Cannabis (C4C) presented a powerpoint sharing background and highlights to date regarding C4C's workforce development initiative with the City of Oakland. The program is in the middle of its first cohort and will launch a second cohort later this summer.

Vice Chair Long encouraged C4C to return to the CRC next summer to share outcomes from the project. Vice Chair Long also asked staff to include the C4C powerpoint in the June 2024 CRC meeting minutes.

3. Emerald Cup on August 17th and 18th at Henry J. Kaiser Center

Tim Blake provided history about the Emerald Cup and expressed his excitement for bringing the event to Oakland and the historic Henry J. Kaiser Center in August. Member Walker stated that this event is a great opportunity for Oakland to promote cannabis tourism and asked if the Emerald Cup planned on hiring locals.

Member Ikharo shared concerns regarding public safety and his hope for a safe event. Chair Turner and Vice Chair Long then expressed their support for the event.

4. Draft Regulations re the Approval Process for Transferring Permits

Member Minor provided background on the history of this item, including the CRC's role. Vice-Chair Long, Chair Turner, and Member Walker expressed support for the proposed language, particularly given the length of time this proposal has been developed. Chair Turner moved to approve the regulations as drafted. Vice Chair Long seconded the motion and it passed by consensus.

5. Implementation Update on State Grants

Member Minor provided an update on the various state grants including the launch of the Go-Biz 5 grant application. Member Minor also noted the challenges of disbursing enough of the BSCC Cohort 3 grant funds to operators to cover the cost of onsite security guards and staff's interest in consolidating security related funding under that grant towards supporting the costs of onsite security as opposed to covering both onsite security and physical and technological measures. Chair Turner then made a motion to agendaize this topic at the next CRC meeting. Member Walker seconded the motion and it passed by consensus.

D. Review of the Pending List and Additions to Next Month's Agenda

- *Building and Fire Baseline Permitting Timelines (since January 2022)*
- *Planning Department Discussion re Zones Eligible for Cannabis Businesses (since October 2022)*
- *Updated Information from Finance Department (since October 2023)*
- *CRC Attendance Policy (since November 2023)*
- *Contracting Hazardous Materials Inspections (since November 2023)*
- *Enforcement of CUP beautification requirements (since January 2024)*

Member Minor offered to speak with colleagues in the Planning and Finance Departments regarding whether they are available to present at the next CRC meeting and Member Minor also stated he would contact the City Attorney's Office regarding allowing public speakers to comment remotely during CRC meetings.

CRC members then noted that they were available for a special CRC meeting on Thursday July 18th in lieu of the regular July meeting time that would fall on the July 4th holiday.

E. Open Forum / Public Comment

Dale Gehringer wanted the CRC to be aware of potential legislative efforts to ban smoking in apartment buildings, including smoking of cannabis.

F. Announcements

1. Cannabis Regulatory Commission 2022-2023 Annual Reports Scheduled for the June 11th City Council Community Economic Development Committee Meeting
2. Request for Proposals:
 - a. [Cannabis Equity Public Awareness Campaign](#)
 - b. [Grant Evaluator](#)
3. Update on Cannabis Permitting Process
4. Apply to serve on CRC here:
<https://oakland.granicus.com/boards/w/8552f8c4c0e15460/boards/6697>

G. Adjournment



Cannabis Regulatory Commission

TO: Cannabis Regulatory Commission

FROM: Greg Minor
Deputy Director, Economic
and Workforce
Development Department

SUBJECT: October 2024 Agenda Items

DATE: September 18, 2024

ITEM C (1) Annual Report on Cannabis Business Taxes from the Revenue Management Bureau

Since 2020 the Finance Department's Revenue Management Bureau (RMB) has provided the CRC with an annual report on taxes collected from Oakland cannabis businesses along with related financial information that offer insights into the state of the City's cannabis industry. The RMB's 2024 report on cannabis business taxes is currently in draft form and staff will include the final version in the updated October 2024 CRC agenda packet sent out the week of September 30th.

ITEM C (2) Updating CRC Bylaws to Clarify the CRC's Purpose, Allow for Remote Public Comment, Establishing Meeting Cadence, Conflict of Interest Policy, and Establish Procedures for Agenda Items

At the June 2024 CRC meeting, CRC members encouraged staff to explore facilitating remote public comment via zoom, which led staff to consult with the City Attorney's Office and review the CRC's bylaws. In the process, staff observed that the last time the CRC considered amendments to its bylaws in February 2021, the CRC did not realize the amendments to its bylaws as staff did not post the proposed amendments fifteen (15) days in advance of the meeting as required by the bylaws.

Accordingly, staff has included proposed amendments in underline to the CRC’s bylaws that include both the intended 2021 amendments (to establish a conflict of interest policy and procedures for agenda items) as well as new proposed amendments to (i) clarify the CRC’s purpose, (ii) establish a meeting cadence, and (iii) allow for remote public comment. With respect to the CRC’s purpose, staff added language regarding the CRC’s role advising the City Council on the implementation of adult use legalization to align with [the City Attorney’s 2019 Frequently Asked Questions memo regarding the CRC](#). In terms of meeting cadence, staff has offered a quarterly meeting cadence for the CRC’s consideration; this recommendation reflects the fact that much of the initial activity around state cannabis legalization has slowed in recent years, monthly meetings require more City resources and time of CRC members, and that fewer meetings may result in more action taking place when the CRC does meet. Lastly, staff has added language to explicitly authorize remote public comment at CRC meetings.

ITEM C (3) Potential Change to Proposition 64 Health and Safety Grant Cohort Three Security Funds

In 2023 the City received a five-year \$3 million [Proposition 64 Health and Safety Cohort 3 Grant](#), which consists of (i) security measures for Oakland’s licensed cannabis operators and (ii) a public education campaign to support Oakland equity operators as outlined below. After one year of implementation, staff is interested in improving the efficiency of the program, specifically by consolidating all security funding under the category of grants to support onsite security. This will allow the City to provide more funding to operators faster and reduce the amount of staff time processing grant agreements over the next four years.

USES	YEAR 1 FY 23-24	DISBURSED	BALANCE	YEAR 2 FY 24-25	YEAR 3 FY 25-26	YEAR 4 FY 26-27	YEAR 5 FY 27-28	TOTALS
Half of Program Analyst III	-	-	-	100,000.00	105,000.00	110,000.00	115,000.00	430,000.00
Equity Public Awareness Consultant	45,000.00	-	45,000.00	45,000.00	45,000.00	45,000.00	45,000.00	225,000.00
3rd Party Evaluator	-	-	-	20,000.00	20,000.00	20,000.00	20,000.00	80,000.00
Grants to Secure Facilities	-	-	-	-	200,000.00	200,000.00	200,000.00	600,000.00
Grants for Support Onsite Security	332,000.00	165,999.96	166,000.04	332,000.00	332,000.00	332,000.00	332,000.00	1,660,000.00
RFP Advertising	5,000.00	3,291.08	1,708.92	-	-	-	-	5,000.00
TOTALS:	382,000.00	169,291.04	212,708.96	497,000.00	702,000.00	707,000.00	712,000.00	3,000,000.00

ITEM C (4) Community Meetings for Cannabis Applications within 300 Feet of Residential Zones

In 2018 the City Council added community meetings as a requirement for any cannabis use that is within 300 feet of a residential zone. Previously, the City only required cannabis businesses that were open to the public (dispensaries) to undergo a public meeting prior to receiving a cannabis permit. In 2018 the City expanded the public meeting requirement to any cannabis use near residential zones to provide an opportunity for cannabis operators to present their proposed use to nearby residents and to hear any concerns or suggestions neighbors have, with the ultimate goal of clarifying any misconceptions and addressing neighborhood specific issues before a cannabis operation is approved.

As currently written, this requirement appears to require any new cannabis permit application within 300 feet of a residential zone to undergo a community meeting, regardless of whether a prior applicant underwent a community meeting for the same location or an applicant underwent a community meeting for another unit on the same property. Staff is highlighting this issue for the CRC to consider whether to clarify that this is a one-time requirement per property or unit or rather a requirement for any new application.

ITEM C (5) Implementation Update on State Grants

Oakland's pioneering race and equity analysis of the cannabis industry and creation of an Equity Program inspired jurisdictions across the country to pursue and support similar programs. Then starting in 2019 the State of California set aside annual grant funding to support local jurisdictions' cannabis equity programs. **Table A** outlines the amount of funding the City has received from the State of California for its Equity Program, Oakland's ranking among local jurisdictions each year, and the total amount of funding set aside by the State of California that year.

Table A: Oakland’s Receipt of Local Equity Grant Funding

State Funding Agency	Fiscal Year (FY)	Amount of Funding Received	Oakland's Ranking Among Local Jurisdictions	Total Amount of Funding Available Statewide
BCC ¹	FY 2019-2020	\$1,657,201.65	2nd	\$10 million
Go-Biz	FY 2019-2020	\$6,576,705.76	1st	\$30 million
Go-Biz	FY 2020-2021	\$2,434,712.51	1st	\$15 million
Go-Biz	FY 2021-2022	\$5,435,140.82	2nd	\$35 million
Go-Biz	FY 2022-2023	\$1,996,487.50	1st	\$15 million
Go-Biz	FY 2023-2024	\$3,000,000	1st	\$15 million

In addition to Go-Biz grants, in 2022 the City of Oakland received a three-year \$9,905,020 Local Jurisdiction Assistance Grant (LJAG) from the Department of Cannabis Control (DCC) to support the transition of cannabis operators from a provisional to an annual state license. Unfortunately, the DCC has denied the City’s request to repurpose unspent funding on City staff towards grants to operators to bring their buildings into compliance, which makes it unlikely the City will disburse all funding.

Finally, in 2021 and 2023 the City received grants from the Board of State and Community Corrections (BSCC) to address the impacts of cannabis legalization. **Figures 1-4** provide status updates on these various state grants.

¹ Initially the Bureau of Cannabis Control, the predecessor to the Department of Cannabis Control, disbursed Local Equity Grant funding.

Figure 1- Local Jurisdiction Assistance Grant (2022-2025)

USES	COST IN ONE YEAR	COST OVER THREE YEARS	DISBURSED	BALANCE
Grants to Provisionally Licensed Equity Applicants	\$547,218.50	\$1,722,655.50	\$1,525,000.00	\$197,655.50
Special Activity Permit Technician	\$166,810.00	\$500,430.00	\$9,572.45	\$490,857.55
Planning CEQA Review	\$9,237.00	\$27,710.00	0.00	\$27,710.00
Program Analyst for Processing Grants	\$198,640.00	\$595,920.00	\$296,274.82	\$299,645.18
Process Coordinator II in Building Bureau	\$175,696.00	\$527,088.00	0.00	\$527,088.00
Overtime for Civil Engineers to Review Plans	\$591,075.00	\$1,773,224.00	\$31,387.90	\$1,741,836.10
Overtime for Code Enforcement	\$78,115.80	\$234,347.00	\$35,661.56	\$198,685.44
Hazardous Materials Inspector II	\$193,545.00	\$580,638.00	0.00	\$580,638.00
Overtime for Fire Plan Engineers to Review Plans	\$73,760.00	\$221,280.00	0.00	\$221,280.00
Overtime for Fire Code Enforcement	\$61,824.00	\$185,472.00	\$10,638.87	\$174,833.13
Overtime for Municipal Code Enforcement Officers for Security Inspections	\$50,000.00	\$150,000.00	\$68,897.36	\$81,102.64
Annual CPTED Training for Municipal Code Enforcement Officers	\$1,200.00	\$3,600.00	921.00	\$2,679.00
Establishing/Maintaining Accela Module for Cannabis Permit Tracking	\$310,000.00	\$430,000.00	\$49,071.50	\$380,928.50
Grants to Meet Security Requirements	\$574,218.50	\$1,722,655.50	1,457,737.39	\$264,918.11
Consultant (4Front Partners) to Administer Loan/Grant Programs	\$160,000.00	\$480,000.00	475,774.89	\$4,225.11
Consultant (Knox & Ross) to Provide Legal Assistance to Equity Applicants	\$125,000.00	\$375,000.00	\$240,000.00	\$135,000.00
Consultant (Oaksterdam) to Provide Technical Assistance to Equity Applicants	\$125,000.00	\$375,000.00	\$259,234.00	\$115,766.00
TOTALS	\$3,441,339.80	\$9,905,020.00	\$4,460,171.74	\$5,444,848.26

Figure 2- Original and Current Uses of Proposition 64 Cohort Two Grant (2021-2024)

	BUDGETED	DISBURSED	BALANCE
CONSULTANTS			
<i>Preventative and Intervention Activities for Youth (\$280,000)</i>			
<i>Develop and Support Youth Awareness Campaign (\$163,306)</i>			
Public Health Institute (PHI)	\$443,306.00	\$361,000	\$82,306.00
Public Outreach Campaign to Adults			
Make Green Go (MGG)	\$75,000.00	\$75,000.00	\$0
Evaluator			
LMB CREATIVE (LMB)	\$80,000.00	\$72,000.00	\$8,000.00
SALARIES			
Officer John Romero	\$112,329.00	\$61,390.72	\$50,938.28
Petural Shelton (PJ)	\$231,000.00	\$230,340.99	\$659.01
MISC.			
Indirect Costs and Overhead	\$27,000.00		\$27,000.00
Meeting Supplies and Notifications	\$29,059.00	\$2,474.20	\$26,584.80
TOTAL	\$997,694.00	\$802,205.91	\$195,488.09

Figure 3: 2023-2024 Go-Biz (GO-Biz 4) Grant Funds

	CATEGORY ALLOCATED	DISBURSED	BALANCE
Grants/Loans			
Grants	\$1,796,838.75	\$1,751,546.90	\$45,291.85
Loans	\$0.00		
Consultant-4Front	\$123,979.75	\$78,968.75	\$45,011.00
Salary	\$75,669.00	\$38,574.46	\$37,094.54

Figure 4: 2024-2025 Go-Biz (GO-Biz 5) Grant Funds

	CATEGORY ALLOCATED	DISBURSED	BALANCE
Grants	\$3,000,000	\$500,000	\$2,500,000

ITEM F (1) Update on Cannabis Permitting Process

Below please find cannabis permitting statistics from 2017 to present day for the CRC’s review, including additional categories as well as application and permit trend graphs.

Figure F-1: Application Totals

APPLICATIONS	TOTALS	PENDING
Total Complete & Incomplete Applications	1452	141
Total Complete Applications	1452	
Complete General Applications	615	
Equity Applications based on residency	736	
Equity Applications based on conviction	102	
Incubators	288	
Interested in Incubating	19	
Complete Application with property	911	
Complete Application without property (Equity)	437	
Complete Applicants without property (General)	104	

Figure F-2: Permit Applications by Category

COMPLETED APPLICATIONS BY BUSINESS TYPE	GENERAL	INCUBATOR*	INTERESTED IN INCUBATING*	EQUITY
Delivery	133	48	3	217
Cultivator (Indoor)	213	88	10	131
Cultivator (Outdoor)	5	3	0	35
Distributor	128	68	4	209
Mfg. Volatile	49	34	0	42
Mfg. Non-Volatile	80	43	2	157
Transporter	7	3	0	35
Lab Testing	1	1	0	10
GRAND TOTALS	616	288	19	836

*These numbers are part of the General Total

Figure F-3: Operators Issued Provisional and Annual Licenses

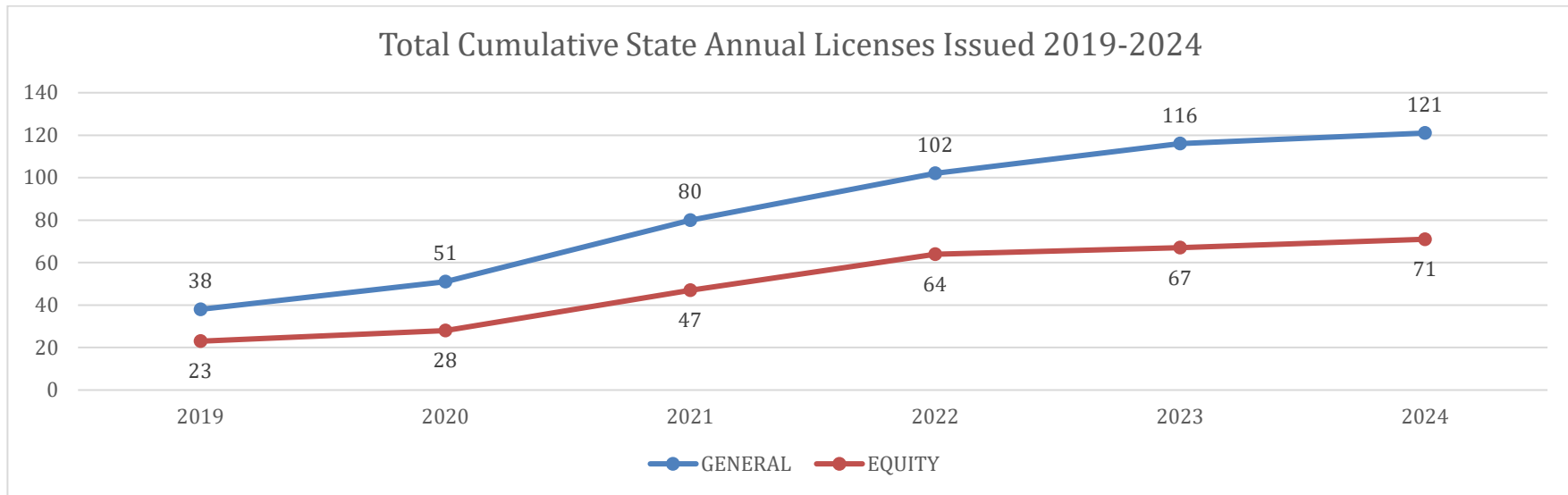
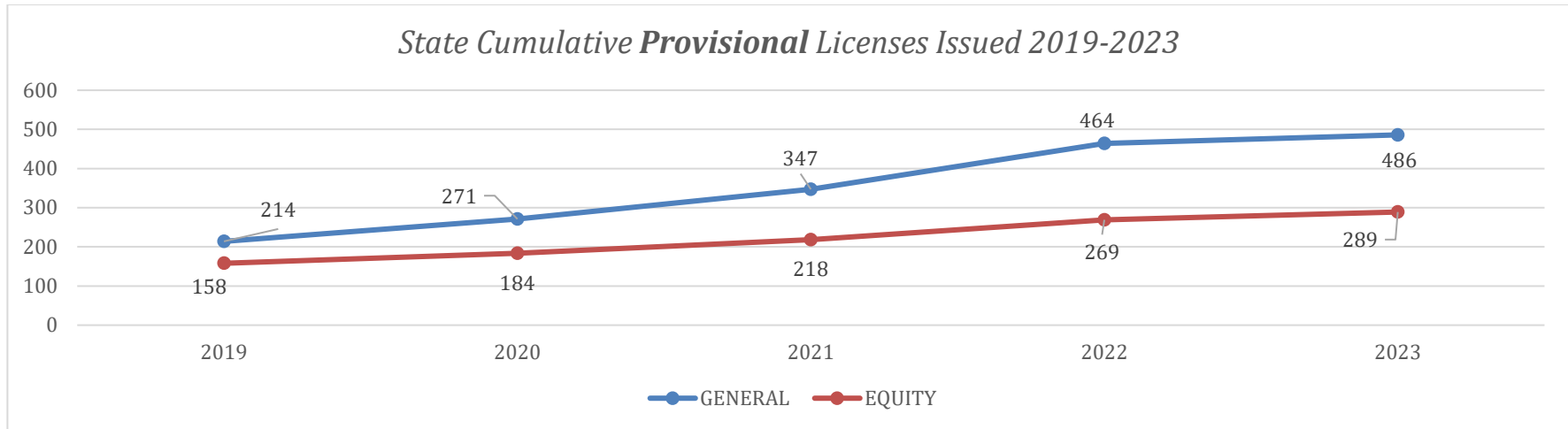


Figure F-4: New Permits Issued to Cannabis Operators Since Spring of 2017 by Category²

	GENERAL	INCUBATOR	EQUITY	TOTAL
<i>NEW ANNUAL PERMITS BY BUSINESS TYPE</i>				
On-site Consumption	3		3	6
Dispensary	8	1	9	18
Delivery	68	18	88	174
Cultivator (Indoor)	7	6	19	32
Cultivator (Outdoor)	0	0	2	2
Distributor	27	27	59	113
Mfg. Volatile	3	5	1	9
Mfg. Non-Volatile	9	11	42	62
Transporter	2	0	5	7
Lab Testing	0	0	0	0
GRAND TOTALS	127	68	228	423

² Figure F-4 includes dispensaries that were permitted before 2017 and have renewed their permits since 2017

Figure F-5: Withdrawn Applications

WITHDRAWN APPLICATIONS	GENERAL	INCUBATOR	EQUITY	TOTALS
Delivery	42	43	106	191
Cultivator (Indoor)	25	25	70	120
Cultivator (Outdoor)	15	13	14	42
Distributor	17	63	84	164
Mfg. Volatile	5	20	26	51
Mfg. Non-Volatile	15	33	68	116
Transporter	7	1	18	26
Lab Testing		3	3	6
TOTALS	126	201	389	716

Figure F-6: Revoked Local Authorization

REVOKED LOCAL AUTHORIZATION	GENERAL	INCUBATOR	EQUITY	TOTALS
Delivery	1	6	6	13
Cultivator (Indoor)	5	20	6	31
Cultivator (Outdoor)				0
Distributor	1	5	4	10
Mfg. Volatile		3		3
Mfg. Non-Volatile		3	1	4
Transporter		1		1
Lab Testing				0
TOTALS	7	38	17	62

Figure F-7: Graph of Cannabis Permit Applications Received Since 2017

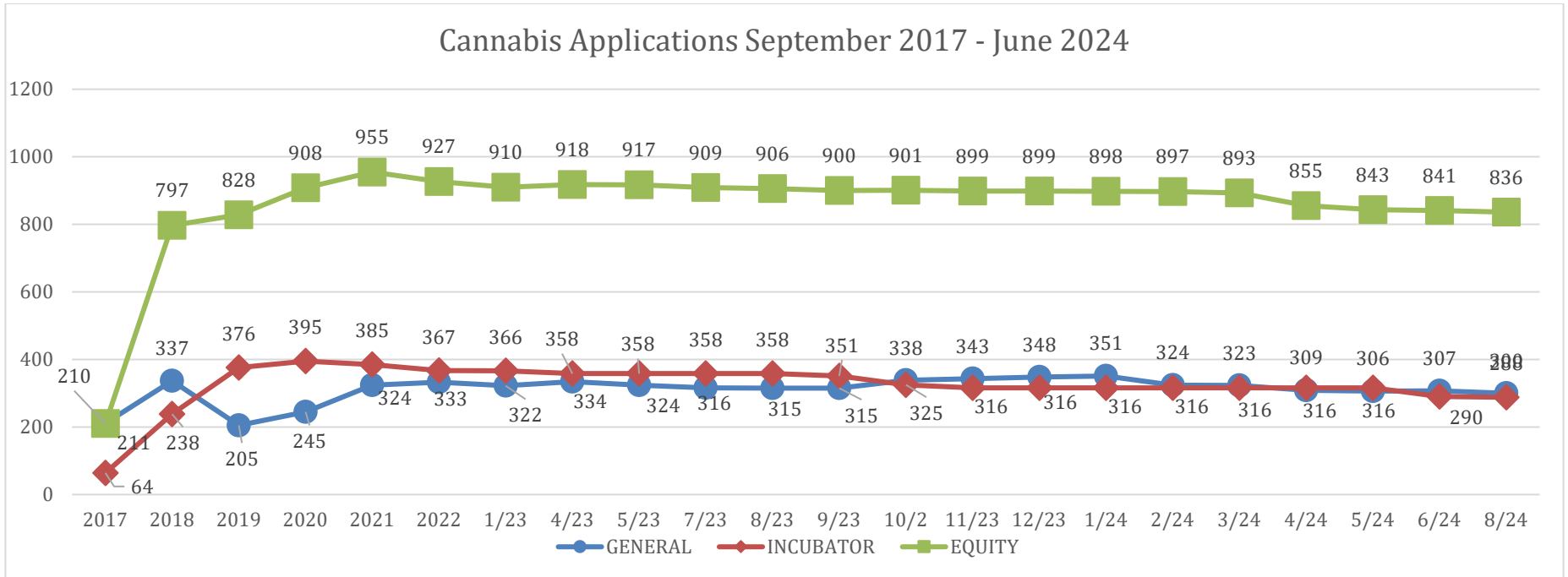
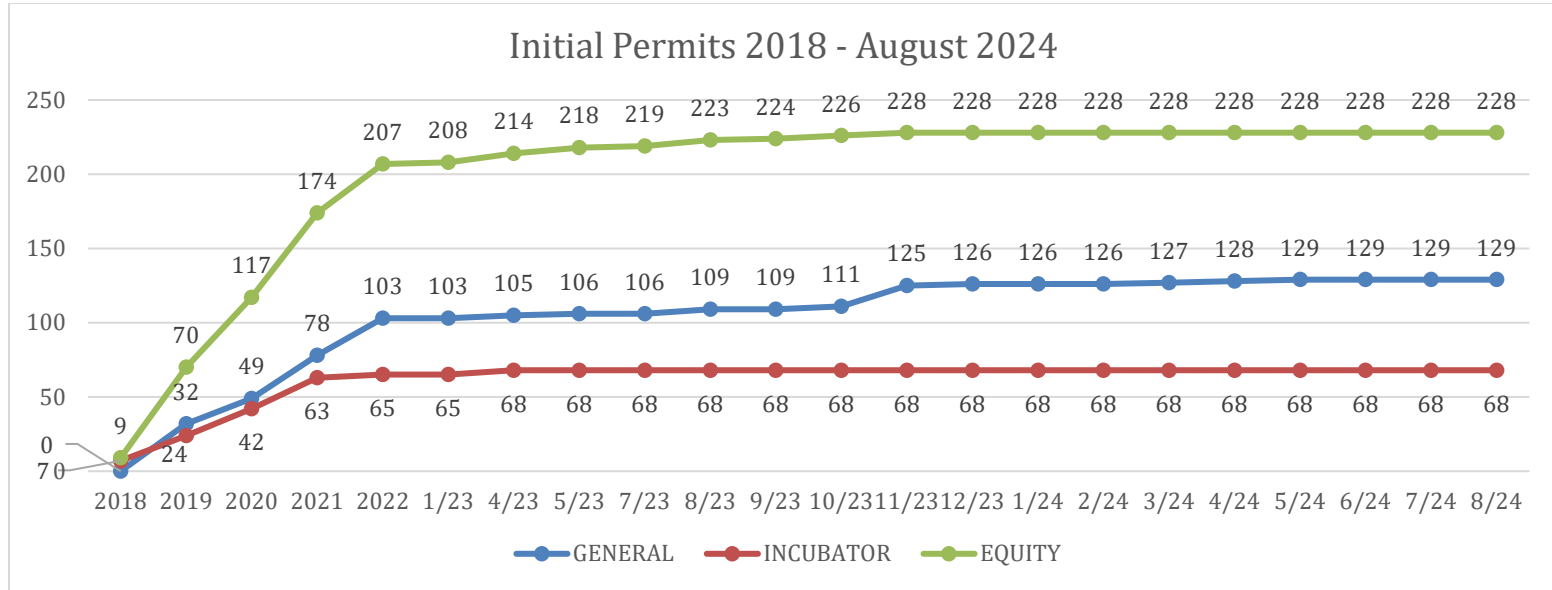


Figure F-8: Graph of Cannabis Permits Issued since 2018



**BYLAWS OF THE COMMUNITY OVERSIGHT COMMITTEE
CREATED BY NOVEMBER 2, 2004 BALLOT INITIATIVE MEASURE Z,
ENTITLED “OAKLAND CANNABIS REGULATION AND REVENUE ORDINANCE”**

ARTICLE I

NAME

The name of this organization is the Cannabis Regulatory Commission.

ARTICLE II

PURPOSE

It is the purpose of the Cannabis Regulatory Commission (hereinafter referred to as “CRC”), created by Measure Z, to oversee implementation of the Lowest Law Enforcement Priority Policy and ensure timely implementation of Measure Z by:

- a. advising the City Council of concerns, issues regarding the lowest law enforcement policy for private adult cannabis offenses;
- b. making recommendations to the City Council regarding the lowest law enforcement policy implementation as well as implementation of City licenses, taxes, and regulations for adult use of cannabis; and
- c. reporting annually to the City Council on the implementation of Measure Z.

ARTICLE III

FUNCTIONS

As provided by City Council [Ordinance No. 12694 C.M.S.](#), which established the procedures of the Commission and provides the terms and responsibilities of the Commission members, the Commission will advise the City Council of concerns and issues regarding the lowest law enforcement policy for private adult cannabis offenses, make recommendations to the City Council regarding the policy implementation, and report annually to the City Council on the implementation of Measure Z.

The CRC will work with other boards, commissions and City staff, as appropriate to encourage coordination of City efforts. With respect to Measure Z related functions or responsibilities of another board, commission or department of the City, the CRC will provide assistance and advice to such board, commission or department upon request.

ARTICLE IV MEMBERSHIP

Measure Z created an eleven-member, advisory Community Oversight Committee that includes one community member appointed by each City Councilmember, one community member appointed by the Mayor, one representative appointed by the City Auditor, and one representative appointed by the City Administrator. Committee members must reside in the City of Oakland at the time of appointment and throughout the term and should have the appropriate skills and expertise to carry out the duties of the Commission.

Each member shall be appointed to a term of two (2) years, with each term commencing on the first day of August of odd numbered years, except that an appointment to fill a vacancy shall be for the unexpired term only. Members may be reappointed to subsequent terms. If a member has not been reappointed or replaced upon the expiration of his or her appointed term, that member may remain in hold-over status for up to one (1) year, but may be replaced by the appointing authority at any time during the hold-over period.

A vacancy on the CRC will exist whenever a member dies, resigns, ceases to reside in Oakland, or is removed.

Commission members serve at the pleasure of their appointing authority.

No member of the Commission may cast a vote on or participate in a discussion by the Commission on any matter which would provide a reasonably foreseeable and material financial benefit to such member or a member of his or her immediate family, or on any other matter which would result in the member violating any governmental conflict of interest law or regulation.

Any Commission member with a conflict of interest on a matter must recuse themselves from any vote of the Commission on the matter, must publicly announce such recusal and the nature of his or her conflict of interest on the record, physically leave the room or turn off video camera, and must refrain from discussing the matter formally or informally with other Commission members, either in a meeting or outside a meeting.

Commission members must adhere to all applicable laws, rules, and regulations, including fulfillment of responsibilities as enumerated in the most up-to-date version of the City of Oakland Public Ethics Commission Handbook for Board and Commission Members.

ARTICLE V OFFICERS

The members shall elect a chairperson and a vice chairperson who shall serve for a two (2) year term. Upon conclusion of their two (2) year term of office, office holders shall be barred from standing for the same office for the succeeding four (4) years, unless two-thirds (2/3) of the total CRC's membership (8 affirmative votes) vote to override the term limit.

ARTICLE VI MEETINGS

The CRC shall meet in City Hall or if authorized by law, via telephone or videoconference, at an established date and time suitable for its purpose. Six members of the Committee shall constitute a quorum for the purpose of conducting meetings. Other meetings scheduled for a time or place different from that established for regular meetings shall be designated special meetings. All meetings shall be held in accordance with the Ralph M. Brown Act (Government Code section 54950 et seq.) and the City of Oakland Sunshine Ordinance (Oakland Municipal Code Chapter 2.20).

Starting in the fall of 2024, the CRC shall meet on a quarterly basis.

ARTICLE VII RULES AND PROCEDURES

The CRC, in consultation with the City Administrator, shall establish rules and procedures for the conduct of its business by a majority vote of the members present; provided that a quorum for the conduct of business is six members. Voting shall be required for the adoption of any motion or resolution. The business of the Commission shall be conducted, in so far as it is practicable, in accordance with parliamentary rules contained in *Robert's Rules of Order Newly Revised*, as it may be amended from time to time, except as modified by these bylaws and in compliance with the state open meeting laws (Brown Act, Government Code section 54950 et seq.) and local Sunshine Ordinance (Oakland Municipal Code Chapter 2.20).

The discussion of an agenda item shall proceed as follows:

- (a) Either the Commission Member who agendized the item or staff will provide a brief report regarding the item;
- (b) Members of the public will have an opportunity to speak once on the item, either in person or via remotely via teleconference;
- (c) Commission members will have an opportunity to deliberate the item and ask related questions of staff or members of the public; and
- (d) Commission members will have an opportunity to make a motion related to the disposition of item.

Two minutes minimum shall be provided to a public speaker proving comment on an agenda item or at open forum.

ARTICLE VIII REPORTS AND RECOMMENDATIONS

The CRC shall make reports, findings and recommendations either to the City Administrator or the City Council, as appropriate. An annual report will be presented in writing to the City Council.

However, recommendations from the CRC shall be carefully and fully considered by the City Administrator before they are presented to the Council. If the City Administrator rejects its recommendation(s), the CRC may submit the recommendation(s) to the City Council for consideration, as appropriate.

ARTICLE IX STAFF

The City Administrator, or a designee, may provide the CRC with staff assistance and a representative of the City Attorney's Office will attend committee meetings as appropriate.

**ARTICLE X
COMMITTEES**

The CRC may not create any Standing Committees for the purpose of delegating any of the Commission's decision-making or duties, but may form ad hoc committees as needed to examine, study, review matters/issues and present their analyses, proposals, findings, recommendations to the Commission for its consideration and action.

**ARTICLE XI
AMENDMENTS OF BYLAWS**

Bylaws may be amended, or new Bylaws adopted, at any regularly scheduled meeting of the CRC provided that notice of the proposed action shall have been sent to each member of the CRC at least fifteen (15) days before said meeting. A two-thirds (2/3) vote of the total CRC's membership (8 affirmative votes) shall be required to amend and/or adopt new Bylaws. The CRC may amend without permission of the City Council, Office of the City Administrator, or Oakland Police Department only those provision of these Bylaws that do not give the Commission powers that are reserved for the City Council/ City of Oakland, Office of the City Administrator, or the Oakland Police Department.

ATTEST: _____

Joe DeVries Greg Minor

Staff to Cannabis Regulatory Commission