

**Big Valley Advisory Council (BVAC) Bylaws**  
**A Municipal Advisory Council**  
*Revised 03/24/2026*

**ARTICLE 1: Name and Purpose**

**Section 1: Name**

The name of the organization shall be the Big Valley Advisory Council (BVAC). It is a Municipal Advisory Council hereinafter referred to as "BVAC." The elected Board of Directors for BVAC will hereinafter be referred to as "Board" or "BVAC Board."

**Section 2: Purpose**

The purpose of BVAC is to increase the participation of the Kelseyville area residents in the decision-making processes that affect their community, their local area plan, and the Lake County General Plan. The BVAC Board will serve as the official local community representative to work with the Lake County Board of Supervisors or other entities and agencies to provide grassroots input, direction, and guidance on issues related to the unincorporated area of the county defined by the Kelseyville Planning Area Map, attached to these Bylaws as Exhibit A. These issues include, but are not limited to, matters of public health, safety, welfare, public works, economic development, planning, and land use.

**ARTICLE 2: Conduct of Proceedings**

All proceedings shall be conducted in accordance with Robert's Rules of Order, except when those rules conflict with the provisions of these Bylaws.

**ARTICLE 3: Membership**

All BVAC meetings are open to the public and there are no membership requirements for those wishing to participate. Members participating in BVAC meetings shall comprise the BVAC Assembly. In order to vote in any election or action taken by BVAC, persons must reside within the boundaries of the BVAC map. No voting by proxy shall be permitted.

**ARTICLE 4: Election of Governing Board, Terms of Office and Duties**

**Section 1: BVAC Board of Directors**

During the January meeting of each year or when one or more vacancies occur, BVAC Assembly shall elect, by majority vote, any vacancies as determined in Section 2 (BVAC Board of Directors' Terms of Office) each of whom must be registered to vote in Lake County, have attended at least two (2) meetings or have demonstrated significant involvement in the community in the prior six months, and whose primary residence is in the BVAC area (as defined by the Map in Exhibit A). All elected directors shall be recommended to the Board of Supervisors for appointment beginning March of the same year or following an election to a vacancy.

## Section 2: BVAC Board of Directors' Terms of Office

The Board shall consist of five (5) regular members and one alternate member. The term for Directors shall be two (2) years. Regular members' terms of office shall be staggered and determined by the table below:

Seat #1 (Odd year)	Two (2) years
Seat #2 (Even year)	Two (2) years
Seat #3 (Odd year)	Two (2) years
Seat #4 (Even year)	Two (2) years
Seat #5 (Odd year)	Two (2) years
Alternate seat	One (1) year

## Section 3: Board Structure and Officer Duties

Officers will be a Chairperson, Vice Chairperson, and Secretary. There will also be two Members-at-Large. The duties of the officers are as follows:

**Chairperson:** Shall preside at all meetings and shall be responsible for conducting all meetings in an orderly manner. The Chairperson or his/her designee shall decide all questions of order raised by any member. The Chairperson shall set the agenda for each meeting based on submission of agenda items from any BVAC member. The Chairperson or his/her designee shall represent BVAC to the Lake County Board of Supervisors or other entities. The Chairperson shall also perform other duties as requested by the Board.

**Vice-chairperson:** Shall perform all the duties and assume all the responsibilities of the Chairperson in his or her absence. The Vice-chairperson shall also perform other duties as requested by the Board.

**Secretary:** Shall act as custodian of the records of BVAC. The Secretary will take and keep the minutes of the meetings of BVAC and prepare summary written minutes of each meeting to be presented at the subsequent meeting for acceptance by the Board. In addition, the Secretary shall accept submissions of agenda items for the group's consideration. The Secretary also prepares and distributes the agenda for all meetings. The Secretary shall also prepare and distribute public notices of all general and special meetings.

## Section 4: Removal of BVAC Board Member

The members of the BVAC may direct the replacement of a governing Board member for any of the following reasons:

- Three (3) consecutive unexcused absences, or five (5) absences in a twelve (12) month period.
- Any serious misconduct including, but not limited to, criminal conviction, use of slurs or derogatory comments, or any other conduct, whether physical, verbal or written, directed at or based upon another persons' race, color, origin, sex, religion, sexual orientation, disability, or age.
- If the member no longer lives in the BVAC area.
- Failure to represent the majority consensus of BVAC to the Lake County Board of Supervisors or other entities or agencies.

If there is a grievance against a BVAC Board member, the individual making the complaint shall notify the Chairperson/Vice Chairperson in writing of the alleged offense. The Chairperson/Vice Chairperson will notify the BVAC Board of the complaint and outline the alleged offense in writing within 48 hours of receipt. The BVAC Board member has one month to respond in writing to the complaint. If the grievance is against the Chairperson or Vice Chairperson, the individual making the complaint shall notify a Board member who is not subject to the complaint.

Upon receipt of written response, the Chairperson/Vice Chairperson/Board member may appoint an ad-hoc ethics committee to hear the complaint or refer it to the entire BVAC Board for determination.

If action is taken to remove a BVAC Board member, the Board member must be sent notice by certified letter stating that they are no longer a member of the BVAC Board and the Lake County Board of Supervisors must be notified of the removal.

### **Section 5: Vacancies:**

If the Chairperson's position becomes vacant, or, in the absence of the Chairperson, the Vice Chairperson shall assume that role. In the event of a vacancy in both the offices of the Chairperson and Vice Chairperson, an election shall be held at the next regularly scheduled meeting. In the event of a vacancy in the Secretary position, the Alternate shall immediately assume the position and serve the remainder of the term.

In the event a BVAC Board seat becomes vacant in accordance with Section 4 (Removal of BVAC Board Member), due to resignation, or for any other reason, the Alternate shall immediately assume the vacant seat and serve the remainder of the term for the vacated seat. At the first meeting following vacancy, the Board will accept nominations for a new Alternate. Any nominee must be present to be elected. The Assembly will elect a new Alternate, by majority vote, who will serve for the remainder of the year. If necessary, elections for BVAC board officers may also occur at this meeting. All changes to board membership shall be transmitted to the County Board of Supervisors for appropriate appointments.

### **ARTICLE 5: Quorum, Voting, Meetings**

- At least three (3) regular members of the BVAC Board shall constitute a quorum. A quorum must be present at all general meetings other than workshops.
- No motion may be approved without a majority vote of the BVAC Assembly present
- All meetings of the BVAC shall be open to the public and shall be subject to all of the requirements of the Brown Act, Government Code Sections 54950, et seq.
- Opportunities must be provided for public comment and stated as such on the meeting agenda.
- General monthly meetings shall be held on the second Wednesday of every month at 6:00pm at the Kelseyville Event Center.
- Notices shall be required of all general and special meetings, and the notice/agenda shall be posted at the Kelseyville Food Center, the Kelseyville Event Center, and posted on the BVAC website or social media page in both English and Spanish. Notice shall be made a minimum of 72 hours prior to the meetings and shall specify time and place of the meeting. In the event of a change in the meeting time or place, appropriate and timely notices shall be provided to the public and the BVAC Board. If a member of the Assembly requests a Spanish interpreter, the Board will provide said interpreter.

- Draft and approved minutes shall be posted on the BVAC website or social media page(s).
- Special meetings may be requested at any time by the Chairperson or BVAC Board member. Notices and agendas of special meetings shall be provided at least 72 hours in advance and posted at the same locations described above.
- The BVAC Board members shall seek to determine the opinion of the majority of members of the BVAC Assembly in attendance on each agenda item other than approval of the minutes. This may be done by a show of hands or other informal method as determined by the Chairperson.
- Formal action on agenda items must be taken by the BVAC Board. Recommendations to the Board of Supervisors or any other entity based on action by the BVAC Board shall include their reasons for making the recommendation and also the opinion expressed by the members of the BVAC Assembly in attendance. If the BVAC Board does not agree with the opinion of the majority of the BVAC Assembly, the recommendation shall also express the opinion of the majority and why the BVAC Board did not agree.
- In case of the absence of both the Chairperson and the Vice Chairperson at any meeting of the BVAC, the remaining members of the Board present shall select a Chair pro tem.

#### **ARTICLE 6: Committees**

- Continuing or Ad-hoc committees may be established by a motion to the Assembly present at a general meeting.
- Motions creating a committee shall contain the purpose of the committee.
- Each committee shall have a Committee Chairperson elected by a majority of the Assembly, at the time of its creation or when a vacancy arises. The Committee Chairperson may or may not be a BVAC Board member. In the event the Committee Chairperson is not a BVAC Board member, one BVAC Board member will be assigned to work with the committee by the BVAC Chairperson.
- The names, purposes, members, and Chairpersons of all committees shall be posted on the BVAC website or social media page.
- Any resident of the Kelseyville area (as determined by Article 3: Membership) may participate in committee meetings, with the exception of an ad-hoc Ethics Committee created in accordance with Article 4, Section 4 (Removal of BVAC Board Member).
- A committee meeting quorum will consist of the chairperson and at least one (1) BVAC Board member.
- Committees shall post meeting times, agendas, and minutes in accordance with Article 5: Quorum, Voting, Meetings.
- The chairperson of each committee (or their designee) shall provide written minutes or an oral report on committee activities at each general BVAC meeting and shall provide said minutes or report to the Board at least 48 hours prior to each general BVAC meeting.
- Continuing committees may be modified or sunset by a motion to the BVAC Assembly during general meetings.
- Ad-hoc committees will cease to operate at the time indicated in the original motion unless a new motion is adopted at a general BVAC meeting.

### **ARTICLE 7: Compensation**

BVAC Board members are volunteers and shall serve without compensation of any kind. The BVAC Board or its individual members shall incur no debt or obligation on behalf of BVAC. BVAC shall not be responsible for any liability of the BVAC Board or its individual members.

### **ARTICLE 8: Amendments**

Proposed amendments to these bylaws may be made by a quorum of the BVAC Board, provided that a copy of the proposed amendment has been presented in written form no less than one (1) meeting in advance of the time that a proposed amendment is to be voted on.

### **ARTICLE 9: Conflict of Interest and Members Conduct**

All members of the BVAC Assembly and BVAC Board are held to a professional course of conduct during any and all proceedings of the BVAC. All members shall adhere to the County of Lake's policies as to Conflicts of Interest, Harassment, and Discrimination.

All members of the BVAC Assembly and BVAC Board shall comply with Rule 6 of the County of Lake's Committee's Policy ("Advisory Board, Committee, and Commission Conflict of Interest") on any action taken by the BVAC.