

BOARD OF SUPERVISORS COUNTY OF LAKE, STATE OF CALIFORNIA
RESOLUTION ESTABLISHING THE KELSEYVILLE AREA COUNCIL (KAC)

Resolution No. _____

WHEREAS, Section 31010 of the Government Code authorizes the Board of Supervisors to establish, by resolution, a Municipal Area Council for any unincorporated area in the County of Lake to advise the Board on such matters which relate to that area as may be designated by the Board, which matters may include, but are not limited to, public health, safety, welfare, public works; and

WHEREAS, the Board of Supervisors finds that the establishment of the requested municipal advisory council would increase participation of the Kelseyville area residents in decisions affecting their community, and would provide advisory representatives for that community.

NOW, THEREFORE, IT IS HEREBY RESOLVED AS FOLLOWS:

Pursuant to the authority granted by Section 31010 of the California Government Code, the Kelseyville Area Council (KAC) is established.

**Kelseyville Area Council (KAC) Bylaws
A Municipal Advisory Council**

ARTICLE 1: Name and Purpose

Section 1: Name

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

Section 2: Purpose

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

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

Section 1: KAC Board of Directors

During the January meeting of each year, KAC Assembly shall elect, by majority vote, any vacancies as determined in Section 2 (KAC Board of Directors' Terms of Office) each of whom must be registered to vote in Lake County, has attended four (4) meetings in the prior year, whose primary residence is in the KAC area. All elected directors shall be recommended to the Board of Supervisors for appointment beginning March of the same year. Nominees must be present at the election meeting. No more than one immediate family member may be elected or appointed to serve on the governing board at the same time.

Section 2: KAC 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 KAC member. The Chairperson or his/her designee shall represent KAC 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 KAC. The Secretary will take and keep the minutes of the meetings of KAC 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 KAC Board Member

The members of the KAC 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 KAC area.
- Failure to represent the majority consensus of KAC to the Lake County Board of Supervisors or other entities or agencies.

If there is a grievance against a KAC 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 KAC Board of the complaint and outline the alleged offense in writing within 48 hours of receipt. The KAC 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 KAC Board for determination.

If action is taken to remove a KAC Board member, the Board member must be sent notice by certified letter stating that they are no longer a member of the KAC 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 KAC Board seat becomes vacant in accordance with Section 4 (Removal of KAC 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 KAC 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 KAC 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 KAC Assembly present.
- All meetings of the KAC 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 third 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 KAC 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 KAC 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 KAC website or social media page(s).
- Special meetings may be requested at any time by the Chairperson or KAC 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 KAC Board members shall seek to determine the opinion of the majority of members of the KAC 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 KAC Board. Recommendations to the Board of Supervisors or any other entity based on action by the KAC Board

shall include their reasons for making the recommendation and also the opinion expressed by the members of the KAC Assembly in attendance. If the KAC Board does not agree with the opinion of the majority of the KAC Assembly, the recommendation shall also express the opinion of the majority and why the KAC Board did not agree.

- In case of the absence of both the Chairperson and the Vice Chairperson at any meeting of the KAC, 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 KAC Board member. In the event the Committee Chairperson is not a KAC Board member, one KAC Board member will be assigned to work with the committee by the KAC Chairperson.
- The names, purposes, members, and Chairpersons of all committees shall be posted on the KAC 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 KAC Board Member).
- A committee meeting quorum will consist of the chairperson and at least one (1) KAC 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 KAC meeting, and shall provide said minutes or report to the Board at least 48 hours prior to each general KAC meeting.
- Continuing committees may be modified or sunset by a motion to the KAC 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 KAC meeting.

ARTICLE 7: Compensation

KAC Board members are volunteers and shall serve without compensation of any kind.

The KAC Board or its individual members shall incur no debt or obligation on behalf of KAC. KAC shall not be responsible for any liability of the KAC Board or its individual members.

ARTICLE 8: Amendments

Proposed amendments to these bylaws may be made by a quorum of the KAC 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 KAC Assembly and KAC Board are held to a professional course of conduct during any and all proceedings of the KAC. All members shall adhere to the County of Lake’s policies as to Conflicts of Interest, Harassment, and Discrimination.

All members of the KAC Assembly and KAC 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 KAC.

THIS RESOLUTION was passed by the Board of Supervisors of Lake County at a regular meeting thereof on the _____ day of _____ 2024, by the following vote:

AYES:

NOES:

ABSENT OR NOT VOTING:

CHAIR, Board of Supervisors

ATTEST: Susan Parker
Clerk of the Board

APPROVED AS TO FORM:
Lloyd Guintivano
County Counsel

By: _____


By:  _____
Lloyd Guintivano (Mar 8, 2024 09:58 PST)

Exhibit A

