

Bylaws

Scotts Valley Advisory Council

For Scotts Valley, Lakeport, Lake County

Article 1: Name and Purpose

Section 1: Name

The name of the organization shall be the Scotts Valley Advisory Council (of District 3 and 4). The appointed members will hereinafter be referred to as the **Council**.

Section 2: Purpose

The Purpose of the Scotts Valley Advisory Council is to participate in the decision-making processes that affect their area. The Council will serve as the official local community representatives to work with the District 4 Supervisor or other agencies as needed to provide citizen input, advice, direction and guidance on issues related to the unincorporated area of the county as defined by a map of the community growth boundary developed for this purpose that accompanied the Board of Supervisor's Resolution forming the entity. These issues include, but are not limited to, matters of public health, safety, welfare, public works, planning, quality of life and land use.

Article 2: Conduct of Proceedings

All proceedings shall be conducted in accordance with Rosenberg's Rules of Order, except where those rules conflict with these bylaws.

Article 3: Membership

All Scotts Valley Advisory Council meetings are open to the public and there are no membership requirements for those wishing to

participate. However, in order to take part in any action taken by Scotts Valley Advisory Council, persons must reside within the boundaries as defined by the map developed that includes the community growth boundary as established and recorded by the county. No participation by proxy is permitted.

Article 4—Determination of Governing Council and – Terms of office – Duties

Section 1: Scotts Valley Advisory Council area of representation

Scotts Valley Advisory Council Applicants shall be 5 members at large as recommended by the District 4 Supervisor or submitted from the general population. All applications shall come to the Board of Supervisors for confirmation. Each applicant shall qualify as a registered voter in Lake County, has attended two meetings in the prior year, and reside within the boundaries as defined in the Scotts Valley Advisory Council forming Resolution and map.

Section 2: Terms of Office- Staggered Odd and Even Years

The Members at Large are limited to two year appointment cycles and responsible for their application to the Board of Supervisors.

Each member can be reappointed to a new term upon approval of application to the Board of Supervisors.

Section 3: Appointments to the Council

If less than 5 applicants apply to the Board of Supervisors to represent Scotts Valley, the elected council may ask for a nominations sub-committee formed from those members present to develop a list of applicants. Those nominated shall attend the next two meetings, at which time by majority vote of those community members present decide who takes an available seat for Council. No more than one family member may be elected or appointed to serve on the Council at

the same time. The member shall serve until a qualified application is confirmed by the Board of Supervisors.

Section 4: Board Structure and Officer Duties

The Council shall consist of a Chairperson, Vice-Chairperson, Secretary and two other members. The Committee will hold a roll call election for these posts from its members immediately following the confirmation by the Board of Supervisors or as needed to fill an empty position.

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 Council member. At the request of the District 4 Supervisor the chair shall represent Scotts Valley Advisory Council to the Board of Supervisors or other entities. The Chairperson shall also perform other duties as requested by a quorum vote of the Council.

Vice-chairperson: Shall perform all the duties and assume all the responsibilities of the chairperson when he/she is absent. The Vice Chairperson shall be the person selected by rotation to determine the place of meeting, advertise the agenda and develop the initial draft agenda. Each agenda should contain items under the consideration of the council that have not been completed. The chair will determine if there is sufficient information at each meeting to address the item.

Secretary: Shall act as records' custodian for Scotts Valley Advisory Council. The Secretary shall take and keep records of Council determinations and prepare a summary written account of each meeting to be presented at the subsequent meeting for acceptance

majority vote of the Council. The Records-Keeper shall keep a contact list of residents that request notice via the internet or an account on Facebook, or other popular means as needed for that purpose. “Note: If no member of the Council runs for this position, the Records Keeper Role can be selected and serve as a non-member of the Council and occupy an ex-officio, non-voting role.”

Council Members: Shall seek to determine the opinion of as many residents as possible on items before the Council and submit those views for the record. The Council shall seek relevant technical information on agenda items, analyze the details of issues and make findings and recommendations where possible that serve to advise the Supervisor of the District and when needed the Board of Supervisors. This analytical function is to be considered an important part of building a record, prioritizing projects, correcting issues, repairing dysfunctional community qualities, sharing relevant information, and reviewing proposed District 3 and 4 projects and other agency actions.

Section 5: Replacement of Scotts Valley Advisory Council Member

The members of the Scotts Valley Advisory Council may direct the replacement of a governing Council member for any of the following reasons:

- *A member resigns

- *Three (3) consecutive unexcused absences, or five (5) absences in a twelve (12) month period.

- *For 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

person's race, color, origin, sex, religion, sexual orientation, disability or age.

*If the member no longer lives in the area for which he/she was elected.

*Failure to accurately represent Scotts Valley Advisory Council reasoned analysis and opinions as opposed to their own.

If there is a grievance against a Scotts Valley Advisory Council member the individual making the complaint shall notify the Chairperson/Vice Chairperson and District Supervisor in writing of the alleged offense. The Chairperson/Vice Chairperson shall notify the full Council of the complaint and outline the alleged offense in writing within 48 hours of receipt. The defending Council member has one month to respond in writing to the complaint.

Upon receipt of the written response, the Chairperson/Vice Chairperson may either appoint a sub-committee to hear the complaint or refer it to the full Council with all members in attendance for determination.

If action is to be taken to remove an Scotts Valley Advisory Council Member, then the Member must be sent a notice by certified letter stating that they are no longer a member of the Scotts Valley Advisory Council and notify the Lake County Board of Supervisors of the removal.

Article 5: Quorum- voting- Meetings

All Council members are voting members.

*At least three (3) voting members of the Council shall constitute a quorum. A quorum must be present at all meetings other than workshops.

*No motion may be approved without an affirmative majority vote of members present.

*All meetings of the Council shall be open to the public and shall be subject to all the requirements of the Brown Act, Government Code sections 54960 et seq.**

*Opportunities must be provided for public comment, and stated as such on the meeting agenda. Public input is to be encouraged and valued.

*Regular monthly or quarterly meetings shall be held at the Scotts Valley Women's Club 2298 Hendricks Road, Lakeport CA 95453 every 4th Monday of the month at 5:00 p.m. - place and time as determined by the Council.

*Notices shall be required of all meetings, and the notice/agenda shall be posted at a public board at Scotts Valley Woman's Club at the address above and at the Lake County Administration building located at 255 N Forbes Street, Lakeport CA on the County Bulletin Board, 4th floor. In addition, interested residents of Scotts Valley will be notified via email.

*A special meeting may be requested by the Supervisor.

*Notices and agendas of special meetings shall be provided at least 72 hours in advance, and posted at the same locations described above.

Article 6: Compensation

Scotts Valley Advisory Council members are community volunteers and as such deserve the appreciation and gratitude of the community and will serve without other compensation of any kind. The Council or any individual member shall incur no debt or obligation of any kind on behalf of Scotts Valley Advisory Council.

Article 7: Amendments

Proposed amendments to these bylaws may be made by a three-fifths majority vote of the Scotts Valley Advisory Council, provided that a copy of the proposed amendment has been presented and publicly circulated in written form no less than one (1) meeting in advance of the time that a proposed amendment is subject to vote. The District Supervisor shall agree to the amendments proposed.