

**SOUTH COUNTY ADVISORY COUNCIL**

**BYLAWS**

**Ratified November 27, 2017**

**BYLAWS OF THE SOUTH COUNTY ADVISORY COUNCIL**

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# **BYLAWS OF THE SOUTH COUNTY ADVISORY COUNCIL**

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## **ARTICLE I - NAME**

The name of this organization shall be the South County Advisory Council, herein referred to as the SCAC.

## **ARTICLE II – MISSION STATEMENT**

Section 1: The mission of the SCAC shall be to provide a forum for citizen involvement, education and information on issues which affect the greater part of the South County. The SCAC shall seek (a) to achieve sound community planning and development for Nipomo and the Nipomo Mesa area through consideration of social, technological, environmental and political impacts and (b) to advocate measures to promote a safe environment for our residents and visitors.

Section 2: Resolution 96-485 of the San Luis Obispo County Board of Supervisors (BOS) recognizes the SCAC as the community advisory council for the South County area.

## **ARTICLE III – GEOGRAPHICAL BOUNDARIES**

Section 1: The SCAC's boundaries cover the South County Inland and South Coastal Planning Areas.

Section 2: For purposes of representation, the SCAC has been divided into seven (7) geographic areas.

Area 1: Within the Nipomo Urban Reserve Line, and east of the 101 Freeway.

Area 2: Within the Nipomo Urban Reserve Line, west of the 101 Freeway, and north of West Tefft.

Area 3: Within the Nipomo Urban Reserve Line, west of the 101 Freeway, south of West Tefft, and east of Orchard.

Area 4: Within the Nipomo Urban Reserve Line, west of the 101 Freeway, south of West Tefft, and west of Orchard.

Area 5: Outside the Nipomo Urban Reserve Line, north of Black Lake Canyon, west of Pomeroy, and south of Los Berros.

Area 6: Outside the Nipomo Urban Reserve Line, south of Black Lake Canyon, west of Pomeroy, west of Orchard, and north of Division.

Area 7: Outside the Nipomo Urban Reserve Line, east of Pomeroy, north of Los Berros, and south of Division.

**ARTICLE IV - BASIC POLICIES**

Section 1: Following are the basic policies of SCAC:

- a. The SCAC will be noncommercial, nonsectarian and nonpartisan.
- b. The name or names of the members in their official capacities will not be used to endorse or promote commercial concern for any purpose not appropriately related to promotion of the objectives of the organization.
- c. The SCAC will not directly or indirectly participate or intervene in any political campaign on behalf of, or in opposition to, any candidate for public office.
- d. The SCAC may cooperate with other associations, organizations and/or agencies concerned with the SCAC's mission statement as stated in Article II.
- e. No SCAC member will make commitments that bind the group without SCAC approval.
- f. No part of the funds of the SCAC will benefit or be distributable to its members, other private citizens or organizations. With Council approval, the SCAC may pay reasonable compensation for services rendered.
- g. All funds donated or gifted to the SCAC, from any cooperative solicitation, will promptly be turned over to the SCAC Treasurer for deposit. Organizations or individuals gifting funds to the SCAC with restrictions on their use shall provide written instructions for the disbursement of said funds if they are not disbursed for their intended purpose prior to the dissolution of the SCAC.
- h. The sale or any commercial use of SCAC records, including lists of SCAC members, or their contact information is strictly prohibited.
- i. The SCAC will not tolerate any unlawful discrimination or sexual harassment.

**ARTICLE V - COMMUNICATION**

Section 1: Objectives

- a. Provide a public forum regarding issues which affect the South County area.
- b. Advocate measures to promote a safe environment for our residents and visitors.
- c. Establish and maintain an updated SCAC community website so residents and visitors can review the agendas and minutes from general meetings and standing committees.

## Section 2: Procedures

- a. All communication shall be completed in a timely manner.
- b. All correspondence shall be by written document or electronic transmission.
- c. Council and standing committee agendas and approved minutes shall be posted to the Council website and disseminated as widely as possible to the public. Agendas shall be posted to the website at least 72 hours prior to the scheduled meeting.
- d. All Council approved correspondence regarding recommendations shall be posted to the SCAC website.

**ARTICLE VI - SCAC MEMBER ELIGIBILITY, REPRESENTATION AND RESPONSIBILITIES**

Section 1: The SCAC shall consist of Members who legally reside within the South County Planning Areas (Inland and Coastal) as described in Article III without regard to race, color, creed or national origin. They must be at least 18 years of age. The SCAC will be composed of 17 voting members:

- a. **Geographic Representatives:** There will be fourteen (14) seats on the SCAC for Geographic Representatives. The SCAC residents shall elect these Geographic Representatives, each person voting for two representatives only who reside within the geographical area in which the voter resides, as defined in Article III, Section 2. For example, only residents of Area 1 may vote for the two representatives of Area 1 (the Area 1 candidates must reside in Area 1).
- b. **Special Concern Representatives:** The SCAC residents shall elect two (2) Special Concern Representatives, one in each of the following areas: Agriculture and Public Safety. Each candidate shall have prior work related experience in these specialized fields. Special Concern Representatives are elected at large.
- c. **Past Chairperson:** The immediate Past Chairperson of SCAC is entitled to sit on the Council for one year. The past Chairperson is a voting member. If he/she cannot or is not willing to serve, that seat may be filled by the previous chairperson or remain vacant for the rest of the term.
- d. For the purposes of discussion but not voting, the Council will include two (2) ex-officio members, selected by each of the following organizations:
  - Lucia Mar Unified School District (LMUSD)
  - Nipomo Community Services District (NCSD)

Ex-officio members are not included in determining a quorum, nor are they required to attend general meetings but, if present, they are allowed to participate in discussion of any motions presented before the council.

- e. Council members shall be elected for two years. To provide continuity within the Council, only half of the seats will be up for reelection each year, which is, one per geographic area and one of the Special Concern Representatives. In those years when there is an existing vacant seat in an area at election time and the other seat is up for election, then both seats will be up for election. If both seats are subsequently filled, then the individual obtaining the most votes between the two office holders can select to fill either the one year term or the two year term of office.
- f. In the event of a Council member's absence, there shall be no alternate.
- g. If a seat remains unfilled after the election, the position will remain vacant until filled by a qualified candidate elected in open session by the newly elected SCAC, to serve only until the next General Election. The Chairperson will provide public notice of unfilled seat(s) at the first general meeting. Any candidate elected by the SCAC to fill a vacant position must be a legal resident of the geographical area in which the vacant position has occurred; except that candidates for the vacant positions of Agriculture and Public Safety may be residents of any geographical area within the SCAC geographical boundaries as defined in Article III, Section 2.
- h. If a Council member resigns, or is removed from office for cause by a 2/3 vote of the Council, the position will remain vacant until filled by a candidate elected by the SCAC, in accordance with Article VI, Section 1g. However, if a position becomes vacant after December 1, the Council may elect not to fill the vacancy.
- i. Following public notice of a vacant position on the Council there will be an open application period until the next general meeting. Candidates will need to present to the SCAC a petition with signatures of eligible voters from the area they are representing: at least 10 signatures for geographical positions and 25 for Agriculture and Public Safety positions. SCAC will provide a standard petition form.

Section 2: The Term of Office of the Council members shall be two (2) years.

Section 3: Duties of the Council members shall include but not be limited to the following items.

- a. Read, understand and abide by the SCAC Bylaws and the San Luis Obispo County Community Advisory Council handbook;
- b. Transact necessary business consistent with the SCAC purpose and mission;
- c. Authorize the payment of routine organizational bills within the limits of the SCAC budget;
- d. Create and approve standing committees, ad hoc committees and task forces;
- e. Fill vacancies on the SCAC;
- f. Review and approve written minutes; and
- g. Read all material submitted to the Council prior to the Council or General meetings.



**Section 4: Representing the SCAC**

- a. SCAC members shall advocate and advance those views officially adopted by the majority of the Council.
- b. SCAC correspondence representing the views of its members, shall be signed by the Chairperson of the Council or, if authorized by the Council, by the Corresponding Secretary. SCAC letterhead paper shall not be used for any other purpose.

**Section 5: Conflict of Interest**

- a. A conflict of interest exists if a financial interest or other opportunities of tangible personal benefit may exert a substantial and improper influence upon a council member's judgment in exercising decision-making.
- b. Voting and ex-officio members having a conflict of interest concerning any issue before the Council shall declare the nature of their conflict of interest and recuse themselves, moving to sit with the general public before discussion begins and staying there until the issue is concluded.
- c. Voting and ex-officio members, speaking as private citizens, may represent persons or other legal entities before the Council, taking only such time as applicants are normally allowed by the Chair and not participating in the discussion once the matter is closed to public comment.

Section 6: The Council members shall meet at least once a month unless otherwise determined by the SCAC.

Section 7: Each member of the SCAC will participate in Council functions to include but not limited to: General and Special Meetings, and, as time allows, other events and functions that may arise in the course of the year.

Section 8: In the event (a) an SCAC member fails to attend three (3) unexcused consecutive Council or General Meetings, or (b) if the Council member is not fulfilling the responsibilities of the office as described in the SCAC Bylaws and standing rules, or (c) if the Council member engages in conduct clearly injurious to the organization or its purposes, the SCAC may conduct a vote and declare his/her office vacant, by a 2/3 majority of the voting members present.

**ARTICLE VII – ELECTIONS****Section 1: Election Committee.**

- a. This ad hoc committee shall conduct the annual election of the SCAC. This committee shall be established ninety (90) days prior to the election and dissolved sixty (60) days after the election.
- b. The Election Committee shall consist of 3 -5 members. The SCAC shall appoint the Chairperson. The Election Committee is subject to Article X, Section 3 of the Bylaws.

- c. The SCAC election shall be the responsibility of the Election Committee and its Chairperson. In the absence of the Election Committee Chairperson by reason of illness or otherwise, the Election Committee Vice Chairperson will preside over the Committee.
- d. The present Chairperson of the SCAC, if not a candidate for re-election, may be a member of the Election Committee but may not hold the position of Election Committee Chairperson or Vice Chairperson.
- e. The Chairperson of the SCAC, if not a candidate for re-election, may be present in the counting of all ballots, including recounts. In the event that the SCAC Chairperson is not available by reason of illness or otherwise, the SCAC Vice-Chairperson, if not a candidate for re-election, may be present at the counting of all ballots and recounts.
- f. Candidates for office may not serve on the Election Committee, and may not handle the ballots other than their own.

## Section 2: Election Process

- a. The SCAC shall hold an election of new Council members in March of each year.
- b. Candidates shall file their application to run for a seat on the SCAC, with the Election Committee, no sooner than four (4) weeks prior to the beginning of the town hall meeting referenced in paragraph c below, and no later than the opening of said town hall meeting.
- c. A candidate may run for only one office.
- d. The election date and the candidates will be announced in one or more local newspapers. A town hall meeting shall be organized by the Election Committee at least one week and not more than three weeks prior to the election, allowing the public to meet and question the candidates.
- e. On Election Day, there shall be one polling place, centrally located at the Nipomo Library, the Nipomo Community Services District (NCSD) Building, or a similarly locally situated and publicly accessible place. Voting will be permitted between the hours of 5:00 p.m. and 8 p.m. The polling site shall officially close at 8 p.m.
- f. Electioneering of any kind, including the distribution of voter recommendations, campaign literature, or other such materials shall be strictly prohibited within 100 feet of the polling place.
- g. There shall be one ballot per geographical area (printed on a different color of paper). Each ballot will contain the geographical candidates for that area and the candidates common to all areas (i.e., Agriculture and Public Safety representatives).
- h. Voters shall be residents of the geographical area they are voting for and shall be at least 18 years of age. Residency shall be verified by the voter providing a picture ID with proof of residence.

- i. Each voter shall sign in by printing his or her full name and residence address and signing the official Voter Roster maintained by the Election Committee. Each voter may vote only once.
- j. Marked ballots shall be deposited in a locked ballot box. These ballots will be counted when the polling place officially closes and in presence of at least a majority of the Election Committee members.
- k. Any office not being contested by the application deadline (paragraph a) or the town hall meeting (paragraph c) will be filled by the applicant(s) and not appear on the ballot. In the event no offices are contested, there will be no formal election, and the offices will be considered filled outside the election process of Section 2.

### Section 3: Validating an Election.

- a. The election validation process shall be complete when all the ballots are counted and there is no disputing of the election or, if contested, when any ballot recounts are completed and all disputes against the election are concluded per Section 5 below.
- b. Invalid ballots (i.e., forged, counterfeit, photocopied, defaced, unreadable, left blank or showing more than one candidate selected) are null and void and shall be automatically disqualified by the Election Committee.
- c. If one or more geographical seats are contested and no other part of the election is being contested, the uncontested seats in the election can be validated by a majority vote of the Election Committee.
- d. If the election of either Special Concern representative (i.e., Public Safety and Agriculture) is contested, the uncontested seats in the election can be validated by a majority vote of the Election Committee.
- e. There shall be no declared winner for a seat until the Election Committee evaluates any challenges and the Election Committee Chairperson submits the Committee's findings.

Section 4: Ballot Inspection - A person wishing to examine the counted ballots shall not be required to file a written request; but any person finding a discrepancy and wishing to protest it, must submit a written statement contesting the election returns, as outlined in Article VII, Section 5, below.

### Section 5: Contesting the Election of Candidates.

- a. A person wishing to contest an election must file a written statement with the Election Chairperson within five (5) days after the close of the election. It must state the nature of the protest and must reference what part of the SCAC Bylaws is applicable. The Election Committee Chairperson is responsible for maintaining control of the ballots for seven (7) days following the election.
- b. If the winning candidate for an area is disqualified and there is no other candidate for that area, then after all phases of the contested election have been resolved, the newly elected SCAC, in accordance with Article VI, Section 1g, shall elect that area's representative.

- c. If the winning candidate for an area is disqualified and there is one other qualified candidate left on the ballot, then that person is elected to that position by default.
- d. If a protest is filed, challenging the ballots for a particular geographical area, then that area's ballots shall be examined and any ballots found invalid shall be removed. The winning candidate shall be determined by a recount of the remaining valid ballots.
- e. A disqualified candidate for a position cannot be appointed or elected by the SCAC to that position, during the current calendar year.
- f. Any part of the election that has been contested shall be duly noted in the Election Committee's Minutes and a copy of the protest shall be attached thereto, together with a signed and dated affidavit from the Election Committee Chairperson, summarizing the Committee officials' findings.
- g. All recounts of contested positions shall be witnessed by a majority of the Election Committee under the supervision of the Committee Chairperson.

#### Section 6: Election of Officers.

- a. When the election has been validated and no sooner than five (5) days after the date of the election, the new SCAC shall meet to elect the Officers of the Council.
- b. Annually, the new SCAC shall elect the Officers of the Council, from the new voting members of the Council. The only exception to this is the Immediate Past Chair, who automatically assumes the seat reserved for that position.
- c. Officers of this Council shall consist of the Chairperson, Vice Chairperson, Recording Secretary, Corresponding Secretary, Treasurer, and Immediate Past Chairperson.
- d. Officers shall be elected by a majority vote of the SCAC and shall serve a term of one calendar year.
- e. The Council will fill a vacancy occurring in any office for the unexpired term. Officers will be elected by majority vote.

### **ARTICLE VIII - DUTIES OF SCAC OFFICERS IN ORDER OF PRECEDENCE**

#### Section 1: Chairperson

- a. Preside at all meetings of the SCAC and set the agenda with input from the Council members. Be responsible for conducting all meetings with appropriate decorum while reminding Council members that if they have any conflict of interest with any agenda item they must recuse themselves from any discussion or vote on that item.
- b. Coordinate the work of the officers, committees, subcommittees, task forces of SCAC in order that the objective may be fulfilled;

- c. Attend or appoint a representative to attend the Board of Supervisors, Planning Commission and other meetings that may affect SCAC;
- d. Be the official SCAC representative on issues approved by the Council.
- e. Conduct the SCAC affairs and execute the policies established by the SCAC;
- f. Be a voting member of the Council;
- g. Recommend committee chairpersons, to the SCAC members, for ratification;
- h. Notify council members and the public of council meetings and agendas at least 72 hours prior to the scheduled meetings.
- i. Open the meeting, and after ascertaining a quorum is present; conduct the meeting through the order established in the agenda. If a quorum is not present, a council meeting can continue in order to receive public input, but no votes can be taken.
- j. The Chairperson shall communicate Council recommendations to the Board of Supervisors, the Planning Commission, relevant County departments, organizations, media and other interested parties. The communication shall be in the form of a letter on Council stationery, or sent electronically to the appropriate persons and/or groups. When suitable, the chairperson shall further convey recommendations of the Council by attending and testifying before said Board or Commission, or shall appoint a representative to perform that function.
- k. Assign the responsibility for maintaining and updating the SCAC website to a Council member.

#### Section 2: Vice-Chairperson:

- a. In the absence or disability of the Chairperson, the Vice-Chairperson will perform the duties of the Chairperson.
- b. Insure that each Council member is provided a copy of the SCAC Bylaws, Title 22, and the San Luis Obispo County Advisory Council Handbook.
- c. Carry out such duties as may be assigned by the Chairperson.
- d. Encourage all members to participate in training provided by the County or initiated by the SCAC that is designed to educate council members on their duties and responsibilities.

#### Section 3: Recording Secretary:

- a. Maintain an accurate written record of the approved minutes of all meetings of the SCAC.
- b. Maintain an SCAC book containing all minutes of meetings of the SCAC.

- c. Be prepared to refer to written minutes of previous meetings.
- d. Take roll call and document attendance of council members. Ensure that a quorum is maintained for each item that requires a vote.
- e. Keep a current copy of the SCAC Bylaws and SLO County Advisory Council Handbook to refer to at all SCAC meetings.
- f. Preside over the meeting if both the Chairperson and Vice Chairperson are absent.
- g. Perform such other duties as may be delegated by the Chairperson.

Section 4: Corresponding Secretary:

- a. Compose all necessary SCAC correspondence authorized by the Chairperson and/or Council.
- b. Maintain a file of all necessary SCAC correspondence. Submit copies of said documents to the SCAC website.
- c. Perform such other duties as may be delegated by the Chairperson.

Section 5: Treasurer:

- a. Keep such permanent books of account and records as will be sufficient to establish the items of gross income, receipts and disbursements of the SCAC;
- b. Receive all monies for the SCAC, giving receipt therefore, deposit monies in the name of SCAC in the bank approved by the SCAC, and receive and retain a copy of the deposit slip for any deposit made;
- c. Pay all bills as authorized by the SCAC and on receipt of invoices signed by the Chairperson; be authorized to sign checks along with the Chairperson and Vice Chairperson. Any check over the amount of \$250.00 must be approved by Council vote;
- d. Keep an accurate record of receipts and disbursements in a ledger that is a permanent record. All other financial records must be retained for seven (7) years including the current year;
- e. Keep the membership informed of expenditures as they relate to the budget adopted by SCAC;
- f. Present a printed statement of accounts at the monthly meetings and provide a copy to the recording secretary for the minutes;
- g. Be responsible for completing all necessary report forms required by the SCAC, or the County of San Luis Obispo, and tax filing forms required by government agencies;
- h. Provide an annual financial report to the SCAC, which includes gross receipts and disbursements for the year; and

- i. Prepare a budget for the ensuing fiscal year and submit it in draft to the council to be voted on by the April general meeting. Upon approval, the budget shall be submitted to the Fourth District Supervisor's office no later than June 30th of the same year.

Section 6: Past Chairperson:

- a. Participate as a Council member.
- b. Assist the Chairperson on an "as needed" basis.

Section 7 - Responsibilities upon Leaving Office: Upon the expiration of the term of office or in the case of resignation each officer will turn over to the Chairperson within ten (10) days of resignation or removal, all records, minutes, books, funds and other materials belonging to the SCAC.

## **ARTICLE IX - MEETINGS**

Section 1: General and Special Meetings

- a. General meetings are held on a regular basis with the date and times determined by the SCAC.
- b. Special meetings may be called by the Chairperson or three Council members, upon written request or verbal notice sent to the Council members at least three (3) days prior to the meeting.
- c. All Meeting notices shall be provided to the local media and posted on the SCAC website 72 hours prior to the meeting.
- d. General meetings are held to conduct the business of SCAC and for the purpose of gathering public input, speaking on issues and projects and exchanging information.
- e. The privilege of making motions and voting will be limited to the Council members that are present at the meeting. An exception to this requirement on voting can occur when the Council Chairperson determines that a vote on a specific issue needs to be taken prior to the next regularly scheduled meeting in order to meet Council responsibilities. In such a case, the Council Chairperson may direct that a vote be taken via e-mail provided that the issue is addressed, a roll call vote is taken and the voting results are tabulated and documented by the Chairperson and subsequently read to the public at the next Council meeting and included in the minutes of that meeting.
- f. The presence of a majority of the SCAC members eligible to vote is necessary to constitute a quorum.
- g. All meetings of the SCAC and its committees shall be open to the public.
- h. In all matters and things not otherwise provided herein, the proceedings of the Council shall be governed by the SCAC Bylaws, SLO County Handbook and Title 22.
- i. Motions are to be made and seconded, followed by discussion by the Council. The identity of the person making the motion and the person seconding the motion shall be recorded in the meeting

minutes along with the wording of the motion. After Council discussion, with possible clarifications to the motion, a vote will be taken by Council members and declared “passed” or “failed” by the Chairperson. The result of the vote will be recorded in the minutes and become part of the permanent SCAC record.

- j. Council members shall at all times conduct themselves with courtesy to each other, and to members of the audience present at council meetings. During council meetings, the Chairperson shall require that the audience give the council members the same respect.
- k. Limit voting action to those items on the published agenda.
- l. All recommendations to San Luis Obispo County Supervisors and commissions shall be posted to the SCAC website.
- m. Minutes of all general or special meetings shall be posted to the SCAC website within 10 days of council approval.

## **ARTICLE X - COMMITTEES**

Section 1: There may be committees created by the SCAC as required to carry out the work of the SCAC. No committee shall make policy for the SCAC, but shall present recommendations, motions and outcomes from committee meetings at the next SCAC meeting, for revision and approval. Any SCAC member(s) or community member(s) may chair or participate on these committees.

Section 2: The SCAC may create ad hoc committees on an as needed basis. The duties of the ad hoc committees shall be outlined at the time of appointment. The ad hoc committees meet on an irregular basis, but report to the Council as needed. The committee shall be dissolved when its final report has been made to the Council.

Section 3: Each committee will have a chairperson elected by the Council. The committee chair will present the plans of work to the SCAC for approval. Work will be undertaken with the approval of the SCAC. The SCAC will review the plan. All committee updates, including committee members, must be brought to SCAC for approval.

Section 4: The existing standing committees are as follows:

- Traffic and Circulation
- Land Use

Section 5: Examples of ad hoc committees

- General Plan Amendment (GPA)
- Bylaws
- Election
- Finance and Audit
- Parks and Recreation



**Section 6: Operating Procedures for Standing Committees**

- a. The chairperson of each committee shall select a vice chair, subject to a majority vote by the committee members.
- b. Each committee shall consist of at least three members and meet on a regular basis at least once a month.
- c. Standing committees will publish their agendas at least 72 hours prior to their meetings. Minutes of all meetings, including members in attendance, shall be published to the SCAC website within ten (10) days of committee approval.
- d. Every agenda shall provide for a period of public comments on matters within the committee's scope of interest but which are not on the agenda. Public comment shall be limited at the committee chair's discretion, provided time limits are applied equally to all persons desiring to speak.
- e. Committee members may vote on motions only if they have been actively involved in the business of the committee as determined by the committee chairperson.
- f. The minutes of the meeting shall reflect the committee members' attendance as well as a record of all motions.
- g. In the event of conflicts of interest, the SCAC Bylaws shall apply to all Committees and their members.
- h. The SCAC Bylaws, The SLO County Community Advisory Council Handbook and Title 22 shall apply to all Committees and their members.

**Section 7: Items specific to the Finance/Audit Committee follow.**

- a. This committee will be composed of at least three persons. The Treasurer may not be a member of this committee.
- b. The committee shall be responsible for an annual audit of the finances and present the results for the council's approval.

**ARTICLE XI – COMPLAINT PROCEDURES****Section 1: The Council accepts complaints in order to:**

- a. Develop public trust and confidence in the Council and its members.
- b. Preserve the integrity and morale of the Council and its members.
- c. Ensure the proper performance of its assigned responsibilities.

- d. Protect members from false or erroneous accusations.
- e. Identify performance deficiencies and take corrective action.

Section 2: In the event of a complaint by a citizen against the actions of the Council or a Council member regarding SCAC business, the Chairperson, or Vice Chairperson if the complaint is alleged against the Chairperson, shall be responsible for conducting an appropriate investigation or delegating that investigation to an uninvolved Council member or individual. A complaint is defined as an allegation received from any source of misconduct or improper performance by the Council or a member of the Council.

Section 3: The complainant shall be required to submit a written synopsis of the complaint to the SCAC Chairperson or Vice Chairperson.

Section 4: The investigation shall include individual interviews with involved personnel and result in a written report summarizing the findings. The Chairperson or Vice Chairperson shall then take appropriate action to ensure the integrity and proper performance of the Council and its members.

Section 5: All personnel investigations shall be conducted in a confidential manner and will not be discussed or debated in a public forum. The findings will be conveyed to the complainant in a written format. Any corrective action related to Council procedures may be announced in a public forum by the Chairperson or Vice Chairperson.

## **ARTICLE XII - BYLAWS AMENDMENTS**

Section 1: The Bylaws of the SCAC will not be in conflict with the Constitution, Federal, State or County laws. Any portion of these Bylaws found in conflict shall be nullified.

Section 2: These Bylaws may be amended, appealed, or altered in whole or in part by 2/3 majority of the SCAC members present and eligible to vote.

Section 3: Draft amendments to the Bylaws shall be submitted to the SCAC and public and posted to the SCAC website for 30 days review prior to the SCAC voting on such proposed amendments.

Section 4: The Bylaws will be submitted to the Fourth District Supervisor upon approval by the Council.

## **ARTICLE XIII FISCAL YEAR**

Section 1: The fiscal year of SCAC will begin April 1 and end March 31.

## **ARTICLE XIV - PARLIAMENTARY AUTHORITY**

Section 1: The Chairperson shall conduct all meetings in an orderly manner.

**BYLAWS APPROVAL**

These Bylaws have been duly approved by the SCAC at a meeting on November 27, 2017 in Nipomo, CA and will become effective immediately.

Chairperson \_\_\_\_\_ Date \_\_\_\_\_

Recording Secretary \_\_\_\_\_ Date \_\_\_\_\_