

BYLAWS OF THE
COUNTY SERVICE AREA NO.31 AND
WATERWORKS DISTRICT NO. 41
CITIZEN'S ADVISORY COMMITTEE

Article I - Name

This organization shall be known as "County Service Area No. 31, and Waterworks No. 41, Citizens Advisory Committee", referred to herein as "Committee".

Article II - Purpose

In accordance with Section 25212.4 of the California Government Code the purpose of the Committee is to be advisory to the County of Fresno regarding providing structural fire protection, recreation facilities and water and sewer services to property owners within County Service Area No. 31 and Waterworks District No. 41 hereinafter referred to as "Districts". The Committee shall also act as liaison between Districts property owners, and the County, in all matters pertaining to said services within Districts'.

Article III - Organization

Citizens Advisory Committees are created in conformance with Section 25212.4 of the California Government Code. The Committee, after the initial formation, shall consist of seven members elected by the property owners within Districts. However, the Committee may contain fewer members (no less than a quorum) if property owners are not available or are not willing to serve.

Article IV - Committee Membership

Qualifications: Each member of the Committee shall be the owner of record of real property within the Districts.

Term of Membership: Term of membership shall be three years. Until these bylaws are adopted, terms shall expire based on the Board of Supervisors appointments. Thereafter, the term of each new member shall be three years.

No member shall serve for more than two full consecutive terms unless there are no nominees. If there are no nominees, the member will continue to serve until replaced.

Meeting Attendance: Any member who is absent from three consecutive regular meetings shall be deemed to have resigned their membership unless the absence is excused by the Committee. The Secretary shall give written notice to the member who, without an excuse, has missed two consecutive regular meetings in a calendar year, which notice shall contain a statement advising the member of the absences and the consequences thereof, together with a copy of Section 2.68.010 of the Fresno County Ordinance Code which specifies member attendance at meetings.

Elections: Elections of members to the Committee shall be conducted annually after the beginning of the fiscal year. The Committee shall set the election date after its first fiscal year regular meeting. The Committee shall be responsible for setting the date of elections and preparing election ballots. A notice will be published in a local newspaper identifying the date for conducting the election. Election shall be by the majority of votes cast by property owners in attendance. There shall be allowed one vote for each parcel within Districts for each position on the Committee.

Vacancies: Vacancies occurring on the Committee shall be filled by appointment of the Committee for the unexpired term of the member being replaced.

The vacancy shall be filled at a regular meeting provided that the meeting notice indicates that an appointment will take place and is given at least 72 hours in advance. If there are objections from the property owners within the district concerning the member appointed by the Committee, nominations for a new Committee member will be requested and an election will be held within the district. There shall be allowed one vote from each parcel within the Districts for each nominee.

Article V - Officers

The officers of the Committee shall be a Chairperson, Vice-Chairperson, and Secretary. The positions of officers be decided by the Committee members in attendance at the first meeting of the fiscal year. Officers shall take office at the first meeting and thereafter at the first meeting held each year.

Duties of Officers:

1. The Chairperson shall: a) Call and preside over all meetings. b) Serve as ex-officio member of all subcommittees appointed by the Committee. c) Be the spokesperson for the Committee in its public relations.
2. The Vice-Chairperson, in the absence of the Chairperson, shall assume all the duties and have the authority of the Chairperson.
3. The Secretary shall record and retain minutes of all meetings, prepare and disperse agendas and meeting notices, conduct the zone elections, and be responsible for correspondence of the Committee. The Secretary may also request assistance from County staff to print out and mail out notices or minutes of meetings.

Article VI - Meetings

All meetings shall be open to the public and shall be noticed to comply with the minimum requirements of the Ralph M. Brown Act (California Government Code Sections 54950 – 54963).

Regular Meetings: The Committee shall post an agenda containing a brief general description of each item of business to be transacted or discussed at the meeting at least 72 hours prior to the meeting in accordance with the Brown Act. The agenda shall specify the date, time and location of the regular meeting and shall be posted in a location that is freely accessible to members of the public. At each regular meeting the Committee shall set the time and place for the succeeding regular meeting.

Special Meetings: Special meetings may be called at any time by the presiding officer or by a majority of the members of the Committee by delivering written notice to each member of the Committee. All notices shall be received at least 24 hours prior to the time of the meeting as specified in the notice in accordance with the Brown Act. The notice shall specify the date, time and place of the special meeting and the business to be transacted or discussed. No other business shall be considered at these meetings by the Committee. The written notice may be dispensed with in accordance with Gov. Code Section 54956. The notice shall also be posted at least 24 hours prior to the special meeting in a location that is freely accessible to members of the public in accordance with the Brown Act.

Quorum: A quorum shall consist of four Committee members. When a full Committee is not present, a majority vote of the Committee members present (at least four members) must occur to pass any measure.

Article VII - Adoption of Bylaws

After the Committee has reviewed these bylaws and made changes hereto as deemed appropriate, the bylaws shall be submitted to the Fresno County Board of Supervisors for review and adoption.

Article VIII - Bylaws Review and Amendment

These bylaws shall be reviewed by the Committee at least once every two years. Any Committee member may propose an amendment to these bylaws at any time by submitting to the Committee at any regular meeting. The amendment shall be voted upon at the next regular meeting of the Committee. If approved, the amendment shall be submitted to the Fresno County Board of Supervisors for review and adoption.

Adopted by the Fresno County Board of Supervisors, _____.