

**Draft Bylaws  
July 25, 2016**

**Cobb Area Council (C.A.C.)  
A Municipal Advisory Committee**

**ARTICLE 1: Name and Purpose**

**Section 1: Name**

The name of the organization shall be the Cobb Area Council. It is a Municipal Advisory Council hereinafter referred to as CAC. The elected Board of Directors for CAC will hereinafter be referred to as the CAC Board. Members in attendance at CAC meetings will hereinafter be referred to as the Assembly.

**Section 2: Purpose**

The purpose of C.A.C. is to increase the participation of the Cobb area residents in the decision-making processes that affect their community. The C.A.C. Board will serve as the official local community representatives 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 C.A.C. 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, planning, and land use.

**ARTICLE 2: Conduct of Proceedings**

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

**ARTICLE 3: Membership**

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

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

**Section 1: C.A.C. Board of Directors**

C.A.C. shall elect, by majority vote, a Board of Directors of five (5) members, each of whom is registered to vote in Lake County, has attended four (4) meetings in the prior year and whose primary residence is in the C.A.C. area.

### **Section 2: C.A.C. Board of Directors Terms of Office**

The term for Directors shall be two (2) years. No more than one immediate family member may be elected or appointed to serve on the governing board at the same time.

### **Section 3: Board Structure and Officer Duties**

The Board shall consist of a Chairperson, vice-Chairperson, Secretary, Treasurer and one Member-at-Large. The C.A.C. Board of Directors will hold a roll call election from its members immediately following the election of new directors to select Chairperson, Vice-Chairperson, Treasurer and Secretary.

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 C.A.C. member. The Chairperson or his/her designee shall represent C.A.C. 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.

**Secretary:** Shall act as custodian of the records of C.A.C.. The Secretary will take and keep the minutes of the meetings of C.A.C. 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 regular and special meetings.

**Treasurer:** Shall maintain financial records of the C.A.C. and, at the direction of the Board, manage the disbursement of funds in cooperation with the controller of the County of Lake. The Treasurer shall present a financial report to the Board regularly.

### **Section 4: Replacement of C.A.C. Board Member**

The members of the C.A.C. 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 Cobb C.A.C. area

- \* Failure to represent the majority consensus of C.A.C. to the Lake County Board of Supervisors or other entities or agencies

If there is a grievance against a C.A.C. 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 C.A.C. Board of the complaint and outline the alleged offense in writing within 48 hours of receipt. The C.A.C. Board member has one month to respond in writing to the complaint.

Upon receipt of written response, the Chairperson/Vice Chairperson may appoint a committee to hear the complaint or refer it to the C.A.C. Board for determination.

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

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

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

- \* No motion may be approved without an affirmative vote of voting C.A.C. members present.

- \* All meetings of the C.A.C. Board shall be open to the public and shall be subject to all of 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

- \*Regular monthly meetings shall be held at a time and place determined by the Board

\* Notices shall be required of all meetings, and the notice/agenda shall be posted at the Cobb and Loch Lomond post offices, and at Hardester's Market in Cobb, the Cobb Elementary School, Loch Lomond Roadhouse/Dino's Deli and the Lake County Courthouse. 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 C.A.C. Board.

\*A special meeting may be requested at any time by the Chairperson or C.A.C. 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 C.A.C. Board members shall seek to determine the opinion of the majority of members of the 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 C.A.C. Board. Recommendations to the Board of Supervisors based on action by the C.A.C. Board shall include their reasons for making the recommendation and also the opinion expressed by the members of the assembly in attendance. If the C.A.C. Board does not agree with the opinion of the majority of the Assembly, the recommendation shall also express the opinion of the majority and why the C.A.C. Board did not agree.

#### **ARTICLE 6: Compensation**

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

#### **ARTICLE 7: Amendments**

Proposed amendments to these bylaws may be made by a quorum of the C.A.C. 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.