

SANTA CRUZ COUNTY WATER ADVISORY COMMISSION BY-LAWS

ARTICLE I - NAME

- A. NAME.** The name of this organization shall be the Santa Cruz County Water Advisory Commission, hereinafter known as the "Commission".
- B. AUTHORITY.** The Commission is organized under the Santa Cruz County Board of Supervisors as authorized under Government Code Section 31000.1 and in compliance with Chapter 2.38 and Chapter 2.96 of the Santa Cruz County Code.

ARTICLE II - MEMBERSHIP

The Commission membership shall be consistent with Chapter 2.96 of the Santa Cruz County Code.

ARTICLE III - POWERS AND DUTIES

The Commission powers and duties shall be consistent with Chapter 2.96 of the Santa Cruz County Code.

ARTICLE IV - ORGANIZATION AND PROCEDURES

- A. GENERAL ORGANIZATION.** The Commission shall comply in all respects with Subdivisions 2.38.110 through 2.38.280 of the Santa Cruz County Code.
- B. REGULAR MEETINGS.** The Commission meetings shall be held on a regular schedule as established in advance by the Commission. There will be a minimum of 4 quarterly regular scheduled business meetings per year.
- C. CONDUCT OF MEETINGS.** Meetings will be conducted with that degree of formality necessary to conduct orderly business. At the discretion of the Chair or request of any member, particular business will be conducted in accordance with Rosenberg's Rules of Order.
- D. STAFF SUPPORT.** The Environmental Health Services Division of the Health Services Agency shall provide staff support for the Commission. The Environmental Health Director, or their designated representative, shall serve as the Administrative Secretary to the Commission and shall receive copies of all minutes, reports and recommendations submitted to the Board of Supervisors by the Commission. Staff members from the Community Development and Infrastructure Department, the Office of Response, Recovery and Resiliency, and the County Counsel's Office shall provide services to the Commission, and shall attend Commission meetings upon request
- E. SUBCOMMITTEES.** The Commission may appoint subcommittees consistent with the provisions of Subdivision 2.38.080, as follows:
- A) Sub-committees may be appointed, as needed, by the Chair with the majority approval of the Commission. The Chair, with the majority approval of the Commission, shall terminate each sub-committee when its function is no longer necessary.
 - B) The Commission Chair shall report the name, purpose and membership of each standing

sub- committee established to assist the Commission for longer than six (6) months.

C) Ad hoc committees may be appointed by the Chair.

D) All sub-committees shall comply with the notice and agenda requirements otherwise applicable to the Commission in these by-laws, except for subcommittees composed solely of less than a quorum of the members of the Commission which are not standing sub-committees of the Commission with either a continuing subject jurisdiction or a meeting schedule fixed by resolution.

F. AGENDAS.

(A) Commissioners who wish to place an item on the agenda shall give that item to the staff of the Commission at least one week in advance of the meeting. If the agenda for the next meeting is already full, staff may suggest that the item be postponed to a later meeting.

(B) At least seventy-two (72) hours prior to each regular meeting, an agenda for the regular meeting shall be emailed to each Commission member, to each representative of the news media, and to each other person who has submitted a written request to the Commission for notification of meetings and shall be posted at least seventy-two (72) hours prior to the regular meeting at a location that is freely accessible to the public, as well as posted to the Commission's website.

(C) The agenda shall contain a brief general description of each item of business to be transacted or discussed at the meeting. No action or discussion shall be undertaken on any item not appearing on the posted agenda except that members of the Commission may briefly respond to statements made or questions posed by persons exercising their public testimony rights or ask a question for clarification, refer the matter to staff or to other resources for factual information, or request staff to report back at a subsequent meeting concerning any matter. Notwithstanding the foregoing, action may be taken on an item of business not appearing on the posted agenda upon a determination by two-thirds vote of the membership of the Commission, or if less than two-thirds of the members are present, by unanimous vote of those members present, that there is a need to take immediate action and that the need for action came to the attention of the County subsequent to the agenda being posted.

(D) At least seventy-two (72) hours prior to each special meeting, an agenda for the special meeting shall be emailed to each Commission member, to each representative of the news media, and to each other person who has submitted a written request to the Commission for notification of meetings; and shall be posted every seventy-two (72) hours prior to the special meeting at a location that is freely accessible to members of the public and posted on the Commission's website. No business other than that listed on the agenda will be considered at a special meeting.

(E) In addition, the agenda will provide for community oral communications on items not on the agenda, which are within the subject matter jurisdiction of the Commission at the beginning of each regular meeting agenda.

ARTICLE V – BY-LAWS AMENDMENTS

Amendments to the By-Laws may be recommended by the vote of a majority of the Commissioners. Copies of any proposed amendment shall be provided to each member of the Commission not less than two weeks prior to the meeting at which a vote of said amendment is to be taken. Any amendment recommended by the Commission must then receive approval of the Board of Supervisors.