

Western Region Town Hall “WRTH” Bylaws

A Municipal Advisory Council (MAC) For Blue Lakes, Lake Pillsbury, Witter Springs, Upper Lake, Nice Regions, County of Lake

Article 1: Name and Purpose

Section 1: Name

The name of the organization shall be the Western Region (of District 3) Town Hall and can be called WRTH. It is a Municipal Advisory Council hereinafter referred to as WRTH. The appointed members for WRTH will hereinafter be referred to as the **Council**.

Section 2: Purpose

The Purpose of WRTH is to increase the participation of the residents from Blue Lakes, Lake Pillsbury, Witter Springs, Upper Lake, and Nice community growth boundaries in the decision-making processes that affect their area.

The Council will serve as official local community representatives to work with the District 3 Supervisor or other agencies as needed to collect and provide citizen input, 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 Order, except where those rules conflict with these bylaws.

Article 3: Membership

All WRTH 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 WRTH, persons must be appointed by the Board of Supervisors.

The WRTH is made of up 7 members serving 2 year-terms:

- One member from Nice
- Three members from Upper Lake

- One member from Blue Lakes/Bachelor Valley Area
- Two Members-at-large

To be eligible for appointment to the Council, candidates must:

- Be a registered voter in the County of Lake.
- Have attended at least two meetings in the preceding year
- Reside within the boundaries of the WRTH region, as defined by the maps developed and recorded by the county. This includes the community growth boundary.

No participation by proxy is permitted.

Article 4: Appointment to council, Terms, and Duties

Section 1: WRTH Council area of representation

Council members must apply via the online portal found at <https://www.lakecountyca.gov/1269/Western-Region-Town-Hall-WRTH>

The District 3 Supervisor recommends eligible applicants to be confirmed by the Board of Supervisors.

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

Appointed council members serve a two year appointment and are 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: Board Structure and Officer Duties

The Council shall consist of a Chairperson, Vice-Chairperson, Records Keeper and 4 other members. The Council will hold a roll call election for these posts from its members in the January meeting of each year or as needed to fill an empty position. No more than one immediate family member may be elected or appointed to serve on the council at the same time.

The duties of the officers are as follows:

Chairperson:

- Shall set the agenda for all meetings based on submission of agenda items from any Council member.
- Preside at all meetings and facilitate them in an orderly manner.
- Decide all questions of order raised by any member.
- At the request of the District 3 Supervisor the chair represents the WRTH

to the Board of Supervisors or other entities.

- 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 they are absent.
- Determine the place of meeting
- Develop the initial draft agenda
- Publicly advertise the agenda according to the Brown Act.

Records Keeper:

- Shall act as records' custodian for WRTH.
- 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 by a majority vote of the Council.

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, nonvoting 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.
- 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 projects and other agency actions.

Section 4: Formal Recommendations to the Board of Supervisors

Formal action on agenda items resulting in recommendations to the Board of Supervisors shall include their reasons for making the recommendation and also the opinion(s) expressed by the members of the assembly in attendance.

Section 5: Replacement of WRTH Member

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

- 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 they were appointed.
- Failure to accurately represent WRTH's reasoned analysis and opinions as opposed to their own.

If there is a grievance against a WRTH Council member, the individual making the complaint shall notify the Chairperson/Vice Chairperson and District Supervisor in writing of the alleged grievance. The Chairperson/Vice Chairperson shall notify the full Council of the complaint and outline the alleged grievance 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.

A vote of members is required after the details of the incident are shared with the council to remove defending the council member or not on the basis of the evidence provided.

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

Article 5: Committees:

Section 1: Creating committees

Committees may be created by motion from a Council member with a majority vote.

Motions creating a committee shall contain

- the purpose of the committee
- name of the Chairperson
- expected deliverable from the work of the committee

Section 2: Committee Structure

Each committee shall be made up of at least 1 Council member and 2 members of the public. Committees can have no more than 3 council members in accordance with Brown Act regulations but may have any number of members of the community. All members must reside within the WRTH boundaries.

All committee meetings must have at least 1 Council member and 1 member of the public in attendance.

Section 3: Roles and Responsibilities

Committees are responsible for providing research, collecting community input, and putting forth recommendations for action to the WRTH council. All recommendations put forth by a committee must be approved by the majority of committee members in attendance of the meeting.

Committee members cannot act or speak on behalf of the WRTH without approval from the majority of council members. When communicating with county officials to conduct business on behalf of the committee, all members of the committee must be included.

Section 4: Chairperson:

Each committee will have an appointed chairperson named in the motion for creating the committee. The chairperson can be a Council member or a community member who resides within the WRTH boundaries.

The duties of the Chairperson are:

- coordinate meeting times for committee meetings
- Report out recommendations in the WRTH meeting

The Chairperson is not authorized to represent the WRTH council without approval from a majority of council members.

The WRTH may remove a Chairperson by majority vote under the following circumstances:

- The work of the committee is not being coordinated.
- The Chairperson misrepresents the nature of the committee or the WRTH council
- A grievance raised according to the grievance section of these bylaws results in removal.

Section 5: Terms of Committees

All committees will sunset in the December meeting unless a new motion is adopted at a general WRTH meeting or a motion to disband the committee prior to the December meeting receives a majority vote of the WRTH Council.

Article 6: Quorum- voting- Meetings

- 4 members 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 54950 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 a place and time as determined by the Council.
- Notices shall be required of all meetings, and the notice/agenda shall be posted at the U.S. Post Offices and other locations that notify the public as well as shared electronically via email and Facebook.
- A special meeting may be requested by a Council Member if approved by the District 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 7: Compensation

WRTH 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 WRTH. WRTH shall not be responsible for any liability of the Council or its individual members.

Article 8: Conflict of Interest

All members of the WRTH Council, as well as committee members, are held to a professional course of conduct during any and all proceedings of the WRTH council. All members shall adhere to the County of Lake's policies as to Conflicts of Interest, Harassment, and Discrimination.

All members of the WRTH Council, and those who serve on WRTH committees, shall comply with Rule 6 of the County of Lake's Committee Policy ("Advisory Board, Committee, and Commission Conflict of Interest") on any action taken by the WRTH Council.

Article 9: Updates and Amendments

Proposed updates to these bylaws may be made by a three-fifths majority vote of the WRTH 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. All updates must be confirmed by the Board of Supervisors.