

**GEYSERVILLE - ALEXANDER VALLEY MUNICIPAL ADVISORY COUNCIL  
BYLAWS**

Originally Approved by the Sonoma County Board of Supervisors on December 11<sup>th</sup>, 2018 as  
amended April 16, 2024

**ARTICLE I - NAME**

The name of this Municipal Advisory Council shall be the Geyserville - Alexander Valley Municipal Advisory Council (“Geyserville - Alexander Valley MAC”).

**ARTICLE II - AUTHORITY AND PURPOSE**

Section 1. The Geyserville - Alexander Valley MAC will make recommendations to the Board of Supervisors and other County decision makers on the following Advisory Topics:

- a. Establish a process for the Board of Supervisor’s consideration, to allocate the Dry Creek Mitigation Fund set aside and the Infrastructure Mitigation Fund Balance expressly for Geyserville Planning and Community Improvement Projects and make project-specific funding recommendations.
- b. Coordinate Geyserville - Alexander Valley this funding recommendation effort with the District Supervisors Office in consultation with the County Administrator’s Office, to ensure efficiency, transparency, and a participatory budget process.
- c. Participate in the County General Plan Update when delegated or referred by the Permit and Resource Management Department.
- d. Prioritize Transportation and Transit Improvements when requested by the District Supervisor
- e. Prioritize County Public Health and Human Safety-Net Services when requested by the District Supervisor
- f. Address additional Topics requested by the District Supervisor

Section 2. The duties of the Geyserville - Alexander Valley MAC shall include:

- a. Hold regular open and public meetings;
- b. Study and analyze the Advisory Topics listed in Section 1;
- c. Keep the District Supervisor informed of any issues related to Advisory Topics within the community;
- d. Provide advisory recommendations on the Advisory Topics to the Board of Supervisors and other County decision makers through the District Supervisor and annual reports to the Board in coordination with the District Supervisor;
- e. Comply with Sonoma County Municipal Advisory Council Policies and Procedures.

## ARTICLE III - MEMBERSHIP

Section 1. Membership. The membership of the Geyserville - Alexander Valley MAC shall be nine members.

- a. Requirements for membership include: members must reside within the boundaries of the Municipal Advisory Council. There are no requirements for property ownership or citizenship.
- c. To provide well rounded representation and accountability, the following groups within the MAC Boundaries will have representation on the MAC: Geyserville Unified School District, Geyserville Community Foundation, Alexander Valley Association, Geyserville Planning Committee, Geyserville Chamber of Commerce, Geyserville Odd Fellows, Geyserville Fire Protection District, and representatives of the community-at-large. The Geyserville - Alexander Valley MAC will have the following nine members:
  - i. Geyserville Unified School District: One Appointee
  - ii. Geyserville Community Foundation: One Appointee
  - iii. Alexander Valley Association: One Appointee
  - iv. Geyserville Planning Committee: One Appointee
  - v. Geyserville Chamber of Commerce: One Appointee
  - vi. Geyserville Odd Fellows: One Appointee
  - vii. Geyserville Fire Protection District: One Appointee
  - viii. At-large: Two Appointees; One Alternate.
- d. The District Supervisor will request nominations from the elected representatives of each organization for each category of membership and request renomination or new nominations in case of vacancy or expiration of term limit.
- e. The District Supervisor will nominate two at-large member and an alternate, consider the nominations for appointment to each of the MAC's ex officio membership categories, and will select final candidate nominations to recommend to the Board of Supervisors for appointment, consistent with Section 2.

Section 2. Appointment Authority. The District Supervisor shall submit candidates to the Board of Supervisors for appointment. Appointments shall be posted in accordance with the Maddy Act (Government Code section 54970 *et seq.*).

Section 3. Terms. A membership term is a three -year period. Geyserville - Alexander Valley MAC members may be reappointed. Members may serve a maximum of two terms (six years in total).

Section 4. The Board of Supervisors shall classify the initial members into two classes. Class A shall consist of four members; Class B shall consist of three members. Class A shall have an

initial membership term of three years. Class B shall have an initial membership term of two years. Thereafter, each member's term shall be two years. The District Supervisor shall determine which members shall serve the initial three-year term. The at large appointed alternate shall have the same term as the at-large appointee and shall serve in the absence of the at-large member.

Section 5. Attendance. Members are expected to attend all meetings of the Geyserville - Alexander Valley MAC. Absence from two consecutive or three cumulative absences from Geyserville - Alexander Valley MAC meetings in a twelve-month period may result in removal by action of the Board of Supervisors.

Section 6. Removal. The District Supervisor may, in his or her discretion, recommend removal of a member to the Board of Supervisors. A majority vote by the Board of Supervisors is necessary to remove a member.

Section 7. Vacancies. A vacancy shall exist when a member dies, or submits a written resignation to the District Supervisor, or has been removed as set forth in Section 6. When a vacancy occurs, the District Supervisor will fill the vacancy consistent with membership criteria and submit recommendations to the Board of Supervisors for appointment.

#### **ARTICLE IV- MEETINGS**

Section 1. Brown Act. All meetings of the Geyserville - Alexander Valley MAC and, its committees and subcommittees, shall comply with the Brown Act (Government Code section 54950 *et seq.*).

Section 2. Regular Meetings. Regular meetings of the Geyserville - Alexander Valley MAC shall be held at regular intervals at an established date, time and place open to the public. Notice of the meeting time and place should be given to the public and the MAC members at least seventy-two (72) hours before the meeting. After conferring with the District Supervisor, the Chair or Vice Chair may cancel any regular meeting by giving written notice of at least seventy-two (72) hours before the regularly scheduled meeting time. This requirement of notification prior to cancellation shall not be waived.

Section 3. Special Meetings. The Chair may call and preside over special meetings. The Chair may call a special meeting by providing notice of the time, place, and agenda to each member and the public at least (twenty-four) 24 hours before the special meeting. Only items on the agenda of the special meeting may be considered at said special meeting.

Section 4. Quorum. A quorum of the Geyserville - Alexander Valley MAC must be present at any regular or special meeting in order for a decision to be made on any matter. A quorum is defined as a majority of MAC membership (four members), or three members plus an alternate.

Section 5. Voting. While Geyserville - Alexander Valley MAC will strive for consensus, every official action taken by the Geyserville - Alexander Valley MAC shall be adopted by a quorum vote. An alternate of the Geyserville - Alexander Valley MAC may vote under the following circumstances: 1) If an at large member of the MAC is absent from a meeting and the alternate replaces that MAC member for the full meeting; 2) If an at large member of the MAC recuses themselves from an item the alternate may replace that MAC member for the full meeting. If an alternate is sitting for a MAC member and the agenda includes items continued from a prior meeting, the alternate must state on the record that she/he has reviewed the relevant materials for the items on the agenda, including the minutes (if available) from the prior meeting..

Section 6. Abstention. When any member abstains from participation in any matter before the Geyserville - Alexander Valley MAC because of a conflict of interest, that member shall not be counted as present for purposes of determining whether or not there is a quorum. An alternate may fill the MAC member's seat as outlined in sections four and five.

Section 7. Secretary. Administrative support for the Geyserville - Alexander Valley MAC shall be provided by staff identified by the District Supervisor, a voluntary agreement, contract, or other means.

Section 8. Notice. Geyserville - Alexander Valley MAC meetings will be open and public, with notice of the time and place given to the public and Geyserville - Alexander Valley MAC members at least seventy-two (72) hours before the time of regular meetings and at least twenty-four (24) hours before special meetings.

Section 9. Public Comment. At each Geyserville - Alexander Valley MAC meeting, members of the public will be given the opportunity to directly address the items on the agenda before being voted on, and on Advisory Topics within the jurisdiction of the Geyserville - Alexander Valley MAC.

## **ARTICLE V – ADMINSTRATIVE ROLES**

Section 1. The Geyserville - Alexander Valley MAC shall have a Chair and Vice Chair. The District Supervisor shall appoint the first Chair and Vice Chair. After that, the MAC will elect the Chair and Vice Chair annually. The Chair and Vice Chair will serve for one (1) calendar years, or until replaced by the District Supervisor, and will serve as the Chair and/or Vice Chair for no more than two consecutive years.

Section 2. Chair. The Chair shall preside at all meetings of the Geyserville - Alexander Valley MAC and call for special meetings. The Chair shall carry out the duties listed in the Sonoma County Municipal Advisory Council Policies and Procedures.

Section 3. Vice Chair. In the Chair's absence, the Vice Chair shall assume the Chair's responsibilities. The Vice Chair shall carry out the duties listed in the Sonoma County Municipal Advisory Council Policies and Procedures.

## **ARTICLE VI - COMMITTEES AND SUBCOMMITTEES**

Section 1. The Geyserville - Alexander Valley MAC may establish single-purpose committees or subcommittees, consisting of less than a quorum of MAC members and up to three community members, on an as-needed basis by a quorum vote. All committees and subcommittees shall have a life of one year, with the possibility of extension by the MAC after review. All committees and subcommittees shall comply with the Brown Act.

## **ARTICLE VII - CONTRACTS**

Section 1. The Geyserville - Alexander Valley MAC and/or members thereof shall not have the power or authority to bind the County of Sonoma by any contract or agreement.

## **ARTICLE VIII - CONFLICT OF INTEREST/GRIEVANCES**

Section 1. Conflict of Interest. Geyserville - Alexander Valley MAC members will not involve themselves in official Geyserville - Alexander Valley MAC activities that could materially benefit them personally, their business interests, or the interests of organizations that they represent. In a conflict of interest, the member will abstain from voting, and the abstention will be recorded in the minutes.

Section 2. Members and staff will comply with State of California laws regarding conflict of interest for publicly appointed bodies, including the Political Reform Act. The Geyserville - Alexander Valley MAC will implement the procedure for resolving conflicts of interest in the Sonoma County Municipal Advisory Council Recommended Policies and Procedures.

## **ARTICLE IX - AMENDMENTS**

Section 1. A recommendation to the Board of Supervisors to amend these bylaws may be made at any regular meeting of the Geyserville - Alexander Valley MAC by a quorum vote of MAC members, provided that copies of the proposed amendments are sent to all members of the Geyserville - Alexander Valley MAC at least ten (10) days prior to the meeting at which such action is taken. The amendment will not be effective until and unless it is approved by majority vote of the Board of Supervisors.

## **ARTICLE X – MINUTES**

Section 1. There shall be minutes of the Geyserville - Alexander Valley MAC meeting proceedings. The Geyserville - Alexander Valley MAC administrative staff shall be responsible for minutes and will be responsible for the sending of minutes to all Geyserville - Alexander

Valley MAC members, the District Supervisor, and members of the public who request them. A record of minutes will be maintained by the Geyserville - Alexander Valley MAC secretary.

## **ARTICLE XI – RECORDS**

Section 1. Records of all Geyserville - Alexander Valley MAC agendas, minutes, meeting materials, records of action, annual reports, and external communications from at least the prior two years shall be maintained by the Geyserville - Alexander Valley MAC Secretary and retained at a location designated by the District Supervisor. These records shall be available for public inspection and copying as required by the Public Records Act (Government Code section 6250 *et seq.*).

## **ARTICLE XII - PARLIAMENTARY AUTHORITY**

Except as otherwise provided by law, these bylaws, or rules adopted by the Board of Supervisors, Rosenberg’s Rules of Order shall be the parliamentary authority of Geyserville - Alexander Valley MAC. In the event of a conflict between Rosenberg’s Rules of Order and the Sonoma County Code, provisions of County Code shall prevail.

## **ARTICLE XIII – LEGAL COMPLIANCE**

Geyserville - Alexander Valley MAC shall comply with the legal requirements of the County of Sonoma, the State of California, and with federal funding sources. Nothing in these bylaws, adopted Recommended Policies and Procedures or parliamentary rules shall be interpreted to be inconsistent with the ordinances and/or other enactments of the Sonoma County Board of Supervisors.

## **ARTICLE XIV – COMMUNICATIONS**

Section 1. Geyserville - Alexander Valley MAC members will establish a Community Engagement Plan at the start of each calendar year, to be approved by the District Supervisor.

Section 2. The Geyserville - Alexander Valley MAC will coordinate requests to County staff for information with the District Supervisor. Any such request will be communicated through the Chair of the Geyserville - Alexander Valley MAC to the District Supervisor and not through individual members of the MAC and not by the Chair of the Geyserville - Alexander Valley MAC directly to other County staff members.

## **ARTICLE XV – EVALUATION TIMING**

The District Supervisor will evaluate the purpose and function of the Geyserville - Alexander Valley MAC and determine whether to recommend to the Board of Supervisors an extension of

its term beyond December 31, 2021, or the date the Board of Supervisors adopts its next General Plan (following the General Plan 2020 Update), whichever is later.

#### **ARTICLE XVI - EFFECTIVE DATE**

These bylaws and future amendments thereto, unless otherwise specified, shall become effective upon adoption by the Sonoma County Board of Supervisors.

Approved by the Sonoma County Board of Supervisors on April 16, 2024

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David Rabbitt, Chair, Sonoma County Board of Supervisors