

# **SONOMA COUNTY COAST MUNICIPAL ADVISORY COUNCIL BYLAWS**

Approved by the Sonoma County Board of Supervisors on September 25, 2018

Modified on November 13, 2018

Modified on September 27, 2022

## **ARTICLE I - NAME**

The name of this Municipal Advisory Council shall be the Sonoma County Coast Municipal Advisory Council ("Coast MAC").

## **ARTICLE II - AUTHORITY AND PURPOSE**

Section 1. In order to facilitate community engagement, the Coast MAC will make recommendations to the Board of Supervisors and other County decision makers on the following Advisory Topics:

- a. Use Permit Applications when referred by the Permit and Resource Management Department
- b. Rezoning applications when referred by the Permit and Resource Management Department
- c. General Plan Amendment Applications when referred by the Permit and Resource Management Department
- d. Prioritization of Transportation and Transit Improvements when requested by the District Supervisor
- e. Health and Human Safety-Net Services when requested by the District Supervisor
- f. Additional Topics Requested by the District Supervisor

Section 2. The duties of the Coast MAC shall include:

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

## **ARTICLE III - MEMBERSHIP**

Section 1. Membership. The membership of the Coast MAC shall be nine members.

Requirements for membership include: members must reside within the boundaries of the Municipal Advisory Council, and be over at least 18 years of age. There are no requirements for property ownership or citizenship.

The District Supervisor will select members based on the following criteria:

- a. The Fifth District Supervisor will work with the community to identify sub-areas within the MAC Boundaries.
- b. The Fifth District Supervisor will work with the community to evaluate the sub-areas within the Coast MAC boundaries to determine proper representation on the MAC. This scoping exercise will inform the composition of the MAC for well-rounded representation. The Coast MAC will have the following representation:

The Sea Ranch/Annapolis: 2 Representatives, 1 Alternate

Timber Cove: 1 Representative, 1 Alternate

Fort Ross/West Cazadero: 1 Representative, 1 Alternate

Jenner: 1 Representative, 1 Alternate

Kashia Band of Pomo Indians: 1 Representative, 1 Alternate

Bodega Bay: 2 Representatives, 1 Alternate

Bodega/Valley Ford: 1 Representative, 1 Alternate

- c. The Fifth District Supervisor will lead the community in an exercise to nominate representatives and alternates to serve on the MAC, using the identified sub-areas as a framework for the composition of the MAC.
- d. The Fifth District Supervisor will consider the community's nominations for appointment to the MAC, and will select final nominations to submit to the Board of Supervisors for appointment.

Section 2. Appointment Authority. The District Supervisor shall submit selected applicants 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 two-year period. The Coast MAC members may be reappointed.  
~~Members may serve a maximum of two terms (four years in total).~~

Section 4. The Board of Supervisors shall classify the initial members into two classes. Class A shall consist of five members; Class B shall consist of four members. Class A shall have an initial membership term of two years. Class B shall have an initial membership term of three years. Thereafter, each member's term shall be two years. The District Supervisor shall determine which members shall serve the initial three-year term.

Section 5. Attendance. Members are expected to attend all meetings of the Coast MAC. Absence from two consecutive or three cumulative absences from the Coast MAC meetings in a twelve-month period may result in removal.

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 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 Coast 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 Coast MAC shall be held regularly 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. 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 Coast 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 members or voting alternates.

Section 5. Voting. While the Coast MAC will strive for consensus, every official action taken by the Coast MAC shall be adopted by a quorum vote. An alternate of the Coast MAC may vote under the following circumstances: 1) If a member of the MAC is absent from a meeting and the alternate replaces the MAC member for the full meeting; 2) If a member of the MAC recuses themselves from an item the alternate may replace the 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 Coast 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 Coast MAC shall be provided by staff identified by the District Supervisor, a voluntary agreement, contract, or other means.

Section 8. Notice. The Coast MAC meetings will be open and public, with notice of the time and place given to the public and the Coast 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 Coast 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 Coast MAC.

## **ARTICLE V – ADMINISTRATIVE ROLES**

Section 1. The Coast 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.

Section 2. Chair. The Chair shall preside at all meetings of the Coast 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 Coast MAC may establish single-purpose committees or subcommittees, consisting of less than a quorum of MAC 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 Coast 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 – MANDATE FOR COMMUNITY ENGAGEMENT**

Section 1. Community engagement is paramount to the success of the Coast MAC. MAC members will establish a Community Engagement Guide at the start of each calendar year, to be approved by the Fifth District Supervisor.

Section 2. The Community Engagement Guide may include: gatherings in the Coast MAC sub-areas with neighbors and their MAC representative; town halls; presentations at local schools; and nominating an ex-officio non-voting member student from a local High School.

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

Section 1. Conflict of Interest. The Coast MAC members will not involve themselves in official Coast 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 Coast MAC will implement the procedure for resolving conflicts of interest in the Sonoma County Municipal Advisory Council Recommended Policies and Procedures.

## **ARTICLE X - AMENDMENTS**

Section 1. A recommendation to the Board of Supervisors to amend these bylaws may be made at any regular meeting of the Coast MAC by a quorum vote of MAC members, provided that copies of the proposed amendments are sent to all members of the Coast 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 XI – MINUTES**

Section 1. There shall be minutes of the Coast MAC meeting proceedings. The Coast MAC administrative staff shall be responsible for minutes and will be responsible for the sending of minutes to all Coast MAC members, the District Supervisor, and members of the public who request them. A record of minutes will be maintained by the Coast MAC secretary.

## **ARTICLE XII – RECORDS**

Section 1. Records of all Coast 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 Coast 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 XIII - 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 the Coast MAC.

### **ARTICLE XIV – LEGAL COMPLIANCE**

The Coast 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 shall be interpreted to be inconsistent with the ordinances of the Sonoma County Board of Supervisors.

### **ARTICLE XV - 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 September 27, 2022.

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James Gore, Chair, Sonoma County Board of Supervisors

