

LAYTONVILLE AREA MUNICIPAL ADVISORY COUNCIL



B y l a w s

June 1, 2007

"Bringing County Government to your Community"

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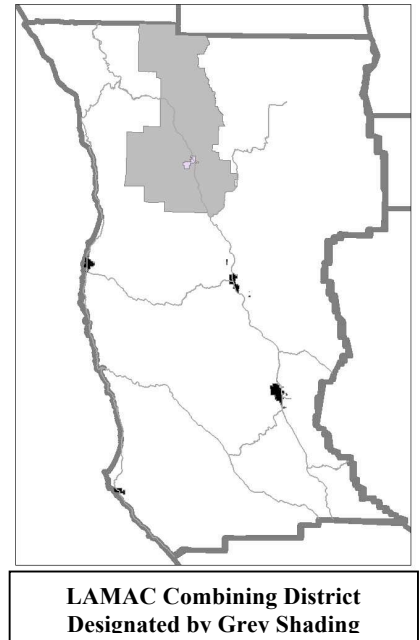
Article I: **General Information**

Section A. **NAME**

The name of this organization shall be "LAYTONVILLE AREA MUNICIPAL ADVISORY COUNCIL (hereafter 'LAMAC')."

Section B. **BOUNDARIES**

Beginning at a point in the center of the Eel River where said river intersects the County boundary between Trinity and Mendocino counties, thence southerly along the center of the Eel River to the intersection thereof with the south line of Section 11, T22N, R14W; thence westerly along the south line of Section 11, 1 mile to the northwest corner of Section 14; thence south 3 miles; thence west 1 mile; thence south 3 miles, between sections 14 and 15, 22 and 23, 26 and 27, to the SW corner of said section 26; thence west 1 mile along the south line of section 27 to the SW of the corner thereof; thence south 1 mile between sections 33 and 34 to the north township line of T21N, R14W; thence east $\frac{3}{4}$ mile, more or less, to the west line of Lot 1, Section 3, T21N, R13W; thence south $\frac{1}{4}$ mile along said Lot line and east $\frac{1}{4}$ mile along the south line of said Lot 1 to the west section line of section 2; thence south $1\frac{1}{4}$ miles along the section line between sections 2 and 3, and 10 and 11 to the west $\frac{1}{4}$ section corner of section 11; thence east 2 miles through the center of sections 11 and 12 to the range line between R13W and R14W, T21N; thence south $1\frac{1}{4}$ miles, along the last mentioned range line to the NW corner of the section 19, T21N, R13W; thence east along the north line of said section 19, 1 mile to the NE corner thereof; thence south 1 mile between sections 19 and 20; thence west $\frac{1}{4}$ mile along the south line of said section 19; thence south 2 miles, more or less, through the center of the east $\frac{1}{2}$ of sections 30 and 31 to the south line of Lot 20 of the section 31, T21N, R13W; thence east $\frac{3}{4}$ miles along the south line of said Lot 20 and the south line of Lot 2 of section 32 to the line north and south through the center of section 32; thence south $\frac{1}{4}$ mile, more or less to north line of T20N, R12W; thence east 5 miles along the north line of said T20N, R13W to the NE corner of said township; thence south 6 miles along the east line of said township T20N, R13W to the SE corner thereof, being the north line of T19N, R12W; thence east 6 miles along the north line last mentioned township to the NE corner thereof; thence south 2 miles along range line between R11W and R12W, T19N, to the south line of section 7, T19N, R11W; thence east $5\frac{1}{2}$ miles, more or less, along the south line of sections 7, 8, 9, 10, 11, and 12, T19N, R11W to the Mendocino-Lake County boundary; thence traversing east, north and west along said county boundary and along the boundary lines between Mendocino, Lake, Glenn, Tehama and Trinity counties to the point of beginning.



Section C. **PRINCIPAL ADDRESS**

1. Post Office Box 1530 Laytonville, Ca 95454

Section D. **COUNCIL PURPOSE**

1. To be a credible and effective two-way governmental gateway between Mendocino County and the Laytonville Community.

2. To advise county officials on public health, safety, welfare, public works, and land-use planning issues of interest to Laytonville residents.

Article II: **Understanding Municipal Advisory Councils**

Section A. **ROLE OF THE MUNICIPAL ADVISORY COUNCIL**

1. **Council Advises County.** The Council advises the Board of Supervisors on all matters specifically referred to the Council by the Board of Supervisors and authorized by Government Code section 31010.
2. **Council May Represent Laytonville When Authorized.** The Council may represent the community of Laytonville to any state, county, city, district, agency or other organization on a matter concerning the community when authorized by the Supervisor of the District.
3. **Council Engages Community Issues.** The LAMAC will hold meetings open to the public, survey community opinion and speak for the community to the Board of Supervisors.
4. **Council Advises Board of Supervisors on Planning Issues.** The County may use the group as a planning advisory council to draft or revise the community's portion of the county general plan or other planning matters.

Section B. **LEGISLATIVE AUTHORITY FOR MAC'S**

1. **California Legislative Statute.** In recognition of the need by unincorporated communities for increased influence with their County Board of Supervisors, the California Legislature authorized formation of municipal advisory councils in 1971 with the enactment of Government Code section 31010.
2. **Council Appointed by County Supervisors.** Such a council is an advisory body appointed by the Board of Supervisors with the purpose of representing the community to the Board.
3. **Provides Link for Community to County Government.** Although a

municipal advisory council is a governmental body, it has no legislative or executive authority. Because it lacks authority to implement its position directly, it seeks to accomplish its goals through county government.

Article III: **Membership**

Section A. **LAYTONVILLE AREA MUNICIPAL ADVISORY COUNCIL COMPOSITION**

The LAMAC shall be composed of seven (7) members, all of whom shall be registered electors residing within the boundaries of the Council.

Section B. **APPOINTMENTS AND REPLACEMENTS**

1. **Initial Appointees.** The initial members of the Council shall be appointed

by the Board of Supervisors and serve at the pleasure of the Board of Supervisors or until their successors are elected as set forth herein.

2. **Terms of Office.** Four (4) LAMAC members shall be appointed for four-year terms and three (3) members shall be appointed for a two-year term. Following the completion of the initial terms, the term of office for LAMAC Members shall be four years.

3. **Election of Officers.** LAMAC officers shall be elected by the LAMAC on an annual basis in January.

4. **Member Vacancies.** In the event a vacancy occurs during the term of a member of the LAMAC, the Board of Supervisors shall appoint a member to serve the remainder of the term.

Article IV: **Officers**

Section A. **GENERAL**

The members of the LAMAC shall select officers and establish the form of its organization, manner of calling meetings and all other matters necessary to the effective functioning of the LAMAC.

1. Officers will be elected annually by a vote of a majority of the Council members present and voting at the time of the election.

2. Officers shall consist of a Chair, Vice-Chair, Secretary and a Treasurer.
3. Four separate elections shall be conducted; first the Chair, second the Vice-Chair, third the Secretary, and fourth the Treasurer.

Section B. **CHAIR**

Presides at all meetings and performs the following duties as required:

1. Reviews and decides which items need to be on the LAMAC agenda.

2. Decides whether or not there are issues the LAMAC needs to discuss. If the Chair is unsure, the office of the Third District **Supervisor** may assist in that decision.
3. Coordinates and approves the final format of the agenda, so the Vice-Chair can mail it out no later than one week prior to the meeting (in compliance with the Brown Act).
4. Opens the meeting after ascertaining that a quorum is present.
5. Conducts the meeting through the order established in the agenda.
6. Recognizes members entitled to the floor.
7. States and puts to vote all legitimate questions that come before the LAMAC as motions.
8. Announces the results of each vote. Rules frivolous motions out of order or refuses to recognize them.
9. Expedites business in all ways compatible with the rights of the members.
10. Responds to all inquires of members bearing on the business of the LAMAC.
11. Authenticates by his or her signature, when necessary, all acts, orders or proceedings of the meeting.
12. Adjourns the meeting when the LAMAC so votes.
13. Appoints committees and committee chairpersons or fills committee vacancies as required.
14. Appoints a LAMAC member to serve on committees.

15. Ensures compliance with the provisions of Articles of these Bylaws, when attending any meetings of the LAMAC.

16. Transmits the actions of the LAMAC to the office of the Third District Supervisor.

17. Represents the LAMAC at meetings of other public bodies, unless a LAMAC member is designated by the Chair to serve as the representative of the LAMAC at such activities and events.

18. Directs all correspondence to the office of the Third District Supervisor, and makes arrangements to contact the office of the Third District Supervisor to pick up any correspondence. If unable to get the mail, advises the office of the Third District Supervisor.

19. Receives, prepares and transmits the LAMAC's correspondence.

20. Arranges for Vice-Chair, Secretary or Treasurer to chair the meeting if unable to attend.

21. Signs all LAMAC approved recommendation letters. In the absence of the Chair, the Vice-Chair, the Secretary, or Treasurer may sign.

22. Assumes other duties as directed by LAMAC.

Section C. **VICE-CHAIR**

The Vice-Chair presides over general meetings and performs the following duties.

1. Assumes all duties of the Chair, in his/her absences, and assume other duties as directed by the Council.

2. In the Chair's absence or inability to serve, the Vice-Chair, the Secretary, or the Treasurer shall, in that order, perform the Chair's duties.

3. Contacts LAMAC Chair and assists in preparing draft agenda.

4. At the direction of the LAMAC Chair, prepares the final agenda and mails no later than one week prior to the meeting.

5. Sends copies of the agenda, and other related information to the LAMAC members.

6. Sends copies of the agenda to everyone who is on the LAMAC mailing list, and maintains the mailing list.

7. Posts the LAMAC agenda in designated public places as soon as possible after the agenda is finalized (*note - posting 72 hours prior to the meeting is a Brown Act requirement)
8. Calls or e-mails project applicants to notify them of when their project is on the agenda.
9. When meetings are cancelled, sends everyone on the LAMAC mailing list a cancellation notice and posts the notice in the usual public places.
10. Within a week after a meeting, transcribes and mails LAMAC correspondence as directed by the LMAC Chair.

Section D. **SECRETARY**

The Secretary will act as a second Vice-Chair.

1. Assumes all duties of the Chair if the Chair and Vice-Chair are absent, and assume other duties as directed by the Council.
2. Makes minutes available to Council members prior to the following meeting.
3. Attends LAMAC meetings to take and transcribe summary (not verbatim) minutes.
4. Makes additional copies of the agendas and makes them available for the public at LAMAC meetings.
5. Maintains a file of LAMAC agendas, approved minutes, committee reports, correspondence, past minutes, and other pertinent records.
6. Brings LAMAC materials such as member name-cards, maps, and other regularly used LAMAC materials, to each meeting.

Section E. **TREASURER**

1. Shall receive all funds of the LAMAC, and deposit them in financial institutions as authorized by the Board of Supervisors.
2. Will send bill statements to the Mendocino Auditor/Controller for payment, and when funds need to be deposited into the LAMAC account.

3. May head a Budget Committee to include two additional LAMAC members, to prepare a budget for the ensuing fiscal year, and to review and track expenses submitted to the Third District Supervisor.

Article V: **Meetings**

Section A. **MONTHLY MEETINGS**

1. **Regular LAMAC Meetings.** Regular LAMAC Meetings are on the third Wednesday monthly and open to the public for the Council to consider matters concerning public health, safety, welfare, public works and planning.

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2. **Special/Town Hall Meetings.** This meeting concept originated in New England when everybody in the town showed up to "speak their mind" and then vote on issues. In today's heterogeneous communities with large populations, more often, town hall meetings are held so that people can influence elected officials in their decision-making. LAMAC Town Hall Meetings include speaker and candidate forums, county departmental presentations and briefings, public comment periods, and community announcements.

Section B. **MEETING GUIDELINES**

1. **Schedules.** Regular LAMAC Meetings are scheduled for 7:00 PM. The LAMAC Meeting is held on the third Wednesday, and Special/Town Hall Meetings may be called by the Chair or by three (3) members of the council.

2. **Notices.** A meeting notice, stating time and place of the meeting, shall be provided five days in advance of each regularly scheduled meeting, in an accessible public place, such as the newspapers and community bulletin boards. Meeting notices with time and place of the meeting shall also be posted by the Vice Chair at least five days in advance.

3. **Meeting Documents.** The Vice Chair will publicly post the agenda no less than 72 hours in advance of all regular meetings and will provide to all LAMAC members at the same time a packet that shall include the agenda, copies of the last meeting's minutes and any deliberative materials to be considered by the LAMAC.

4. **Quorum.** All regular and special meetings require a quorum consisting of a majority (no less than four) of all seven voting LAMAC members, determined when the meeting is called to order. In the event that a meeting is called to order and no quorum is established the meeting must immediately be adjourned. Unfilled vacancies for which a new member or an alternate has not been seated shall not be counted.

5. **Solicitations.** The LAMAC must approve all functions, solicitations and/or collections of all funds from the membership or community.

6. **Procedural Rules.** The LAMAC shall adopt such procedural rules as are reasonable and appropriate, subject to the approval of the Board of Supervisors. All meetings of the LAMAC shall be governed by the provisions of the Ralph M. Brown Act (Government Code section 54950 et seq.).

7. All meeting and proceedings of the LAMAC shall be conducted in accordance with the latest edition of Robert's Rules of Order.

Article VI: **Administrative**

Section A. **BYLAW AMENDMENTS**

1. **Initial Vote.** The Members shall vote for approval or disapproval on any changes to the Bylaws. Amendments or revisions to these Bylaws are to be proposed and read at a regular meeting. With a majority vote the amendments will be placed on the agenda for final consideration at the next regular meeting.

2. **Final Vote.** When so presented, an amendment shall be approved when a two-thirds majority of the members present vote in the affirmative.

3. **Incorporation of Approved Changes.** All bylaw changes are to be incorporated into the appropriate sections and sequence where they are applicable.

4. **Approval for Amendments or Additions.** Any and all amendments or additions to these Bylaws shall be submitted for approval to the Board of Supervisors, and no amendment or addition shall be effective until such approval is obtained.

