

HOUSING ADVISORY COMMISSION
BYLAWS

These bylaws are to assist the Housing Advisory Commission (HAC) in conducting its business in an orderly and efficient manner, and are adopted pursuant to County Code Section 2.38.140.

1. COUNTY'S COMMISSION'S ORDINANCE

The Housing Advisory Commission is subject to the County's Commission Ordinance (Chapter 2.38) and Housing Advisory Commission Ordinance (Chapter 2.94) attached hereto.

2. PUBLIC MEETINGS

All meetings and actions of the Housing Advisory Commission shall be subject to the Brown Act (Govt. Code No. 54950-54961).

At least seventy-two (72) hours prior to each regular meeting, an agenda for the regular meeting shall be mailed to each Commission member, and 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. 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.

At least seventy-two (72) hours prior to each special meeting, an agenda for the special meeting shall be mailed to each commission member and 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 special meeting at a location that is freely accessible to members of the public. No business other than that listed on the agenda shall be considered at a special meeting.

Public participation in Commission meetings shall be allowed as follows:

1. An opportunity for members of the public to directly address the Commission on any item on the agenda of interest to the public shall be provided before or during the Commission's consideration of the item.
2. 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/at the end of each regular meeting agenda.
3. The chairperson of the Commission may establish reasonable limits on the amount of time allotted to each speaker on a particular item, and the Commission may establish reasonable limits on the total amount of time allotted for public testimony on a particular item or the total time allotted for public testimony on a particular item or the total amount of time allotted for community oral communications. When further discussion is required, the Commission may vote to allot time in the agenda of the following meeting.

All subcommittees 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 subcommittees of the Commission with either a continuing subject matter jurisdiction or a meeting schedule fixed by resolution or other formal action of the Commission.

HEARINGS

Public hearings conducted by the Commission shall conform to all applicable provisions of law, except that notice of public hearings shall be made pursuant to County Code Section 18.10.220 et seq, even if such notice is in excess of that required by State Law.

The Chairperson, or in his/her absence, the Vice Chairperson, may direct the Secretary to send out notices for a special meeting; or six members wishing a special meeting called may, by letter, direct the Secretary to notify the Commission. Said notices shall be mailed three days prior to the date of the meeting. The Secretary shall also notify Commissioners of such special meetings by telephone. Notice to

the press and other news media of such special meetings shall be made pursuant to the provisions of State Law.

3. OFFICERS

The officers of the Commission shall be a Chairperson, Vice Chairperson and Secretary. The Chairperson and Vice Chairperson shall be elected by the members of the Commission. The Director of the Planning Department or other appointee shall serve as Secretary of the Commission.

The Vice Chairperson shall serve as Chairperson in the absence of the Chairperson. The members may elect a Chairperson pro tem in the absence of both the Chairperson and the Vice Chairperson.

The terms of office for the Chairperson and Vice Chairperson shall be one year beginning April 1 of each year.

4. MEETINGS

The Commission shall hold one regular meeting each month. These shall generally fall on the first Wednesday of each month. Meetings shall generally commence at 4:00 p.m. and last until 5:30 p.m. Regular meetings may be cancelled as warranted by special circumstances, such as holidays. The Commission may schedule additional meetings as necessary to meet the needs of the Community, the Board of Supervisors or the Commission. The Commission may also hold special meetings.

5. ATTENDANCE BY HOUSING ADVISORY COMMISSIONERS

Every Commissioner shall notify the Planning Department Office 48 hours in advance of any Housing Advisory Commission meeting he/she is not able to attend. Every Commissioner shall notify the Planning Department at least 48 hours in advance of any Housing Advisory Commission meeting for which he/she will be tardy by more than 15 minutes, and the extent of tardiness. If the Planning Department Office does not hear from any HAC member at least 48 hours in advance of the upcoming meeting, it will be assumed that he/she will be attending and be on time to the meeting. If any Commissioner is absent from three consecutive Housing Advisory Commission meetings during any calendar year without legitimate reason entered into the minutes, the Planning Director or his designee shall inform the Board of Supervisors that a vacancy exists, as provided in the County Code.

6. MISSED MEETINGS

In the event a Commissioner is absent from all or a portion of a public hearing, the Commissioner may not vote or participate in the discussion on that item unless the Commissioner has reviewed the prior evidence, including the minutes, and so state for the record.

7. QUORUM

A majority (6) of the members of the Commission shall constitute a quorum for the conduct of all business.

8. THE CONDUCT OF MEETINGS

ROLL CALL

ADDITIONS AND CORRECTIONS TO AGENDA and MINUTES

At the beginning of the meeting, staff shall inform the Commission of any additions or corrections to the agenda. HAC members will advise Staff of any corrections to the minutes from the prior meeting, which will be duly noted and reflected in the record.

ORAL COMMUNICATIONS

This item is on the agenda for members of the public who wish to speak to the Commission on items not on the agenda. Speakers are limited to five minutes. The Commission allows 10 minutes at the beginning of the meeting for oral communications. If further time is needed, it will be provided at the end of the meeting.

PUBLIC HEARINGS

Public hearings shall be conducted as follows:

- a) Staff presents proposal, staff report and recommendations. Any letters received before the hearing are read or summarized.
- b) Commission members may ask questions of staff.
- c) Public hearing is opened.
- d) Applicant may present justification for proposal and other pertinent information.
- e) Commission members may ask questions of applicant.
- f) Members of the public may speak either for or against the proposal, or offer additional information. Speakers shall step to the podium and give their name and address.
- g) Applicant may rebut arguments presented by public. No new issues may be raised. No new evidence may be presented.
- h) Public hearing is closed.

- i) Commission members may ask further questions of the public, the applicant, or staff.
- j) Commission members make motion for decision of proposal, may discuss motion, and vote on motion.
- k) Chairperson shall have the option of granting an additional five minutes to the applicant for summary.

Questions by members of the Commission to the public, applicant or staff shall be directed to the Chairperson; also, questions from the public to the Commission shall be directed to the Chairperson.

9. AGENDA DEADLINES

Written materials to be included in agenda packets shall be submitted to the Planning Department by Monday noon of the week preceding each meeting.

10. CONDUCT OF BUSINESS

Sturgis Rules of Parliamentary Procedure shall govern the conduct of meetings of the Commission except as otherwise provided herein, or by State or local law.

11. AMENDMENT

These rules may be amended by the Housing Advisory Commission at any time by six votes and subject to approval by the Board of Supervisors.

12. COMMUNICATIONS

All correspondence addressed to the Housing Advisory Commission shall be answered by the Director of the Planning Department, unless otherwise directed by the Housing Advisory Commission. The Director shall insure that the Commission is made aware of all correspondence addressed to the Commission, and of all correspondence addressed to either the the Director or the Planning Department which relates to any item heard or to be heard before the Commission. Any correspondence addressed to the Commission or to the Director of the Planning Department which in the opinion of the Director of the Planning Department clearly requires Commission review prior to response shall be presented to the Housing Advisory Commission at a regularly scheduled meeting. Upon review of such correspondence, if the Housing Advisory Commission feels that the matter requires a response, it shall direct the Director of the Planning Department in the manner by which the correspondence is to be answered. The Director of the Planning Department shall then answer the correspondence as directed by the Commission, acting in his/her capacity as Secretary to the Commission.

13. CONFLICT OF INTEREST

Each Commissioner shall comply with the Conflict of Interest requirements of State law, if required. Each Commissioner shall file a Conflict of Interest Disclosure Statement, if required.

These Bylaws are adopted by the HAC on November 3, 1993, and approved by the Board of Supervisors on January 25, 1994. The Bylaws were subsequently amended by the HAC on June 1, 1994, and approved by the Board of Supervisors on August 2, 1994.

HACBYLAW