



County of Santa Cruz

LATINO AFFAIRS COMMISSION

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BYLAWS

SANTA CRUZ COUNTY LATINO AFFAIRS COMMISSION

1. MEETINGS

- A. Regular meetings of the Commission shall be held ~~the first~~ ~~fourth~~ Wednesday of every other ~~each~~ month, convening at 6:00 pm. Commission meetings will be rotated every other month to one site in Santa Cruz and one site in Watsonville, or other designated areas throughout the county.
- B. No meeting of this Commission shall be held in any facility that prohibits the admittance of any person or persons, on the basis of race, religious creed, color, national origin, ancestry, sex, or any physical disability or handicap. (Government Code Section 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 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 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.

- C. A person shall not be required to register his, or her name or fulfill any other obligation as a condition to attendance at any meeting of this Commission, but may volunteer such information for inclusion in the Commission's minutes.
(Government Code Section 54953.3)

- D. The meetings will be conducted in accordance with Robert's Rules of Order, Revised unless otherwise specified by the authorizing legislation or Bylaws of this Commission.

2. VOTING

- A. A simple majority (51%) of the voting members shall constitute a quorum.
- B. All official acts of the Commission shall comply with Santa Cruz County Code Section 3.80.080(d).

3. OFFICERS

- A. The officers of the Commission are the Chair and Vice-Chair.
- B. The duties of the Chair and Vice-Chair are to preside over meetings, prepare agendas, represent the Commission, and be responsible for communication with the Board of Supervisors.

4. AGENDAS

- A. Commission members who wish to place items on the agenda shall give those items to the Chair or Vice-Chair of the Commission at least one week in advance of the meeting.

5. SUBCOMMITTEES

- A. Subcommittees may be appointed, as needed, by the Chairpersons with the majority approval of the Commission. The Chairpersons, with the majority approval of the Commission, shall terminate the subcommittee when its function is no longer necessary.
- B. Every member of the Commission is expected to serve on at least one subcommittee.

6. ATTENDANCE

- A. A member shall be automatically removed from office upon missing three regularly scheduled meetings in **any** calendar year without having informed the Commission Chair, Vice-Chair, or staff prior to the meeting.
- B. A member shall be automatically removed from office upon missing any two regularly scheduled meetings during any six-month period without

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having first informed the Commission Chair, Vice-Chair, or staff prior to the meeting.

7. APPROVAL OF BYLAWS

These Bylaws, and any subsequent amendments thereto, shall be approved by the Board of Supervisors pursuant to Santa Cruz County Code, Section 3.80.080(c).

8. AMENDMENTS TO BYLAWS

Amendments to these Bylaws may be recommended to the Board of Supervisors by a majority vote of the Commission.

APPROVED AS TO FORM:

By: Marie Costa
County Counsel

Distribution: County Administrative Office
County Counsel
Clerk of the Board
Latino Affairs Commission

DATE ADOPTED BY COMMISSION: 9/2/92, 8/14/02

AMENDMENTS ADOPTED BY COMMISSION: 6/1/94, 8/5/98, 11/16/99,

DATE APPROVED BY BOARD OF SUPERVISORS:

n:\Bylaws Revised 8-17-2002