

BY-LAWS

SANTA CRUZ COUNTY FISH AND GAME ADVISORY COMMISSION

SECTION I – DUTIES AND RESPONSIBILITIES

1. Advise the Board of Supervisors (Board) on fish and game policy while taking into account matters of recreation, water quality, watershed preservation, and public health and safety.
2. Develop policies for recommendation to the Board to ensure the preservation, protection and enhancement of fish and game, and essential habitats for public benefits.
3. Promote education of the public related to fish and game issues and provide funding for fish and game related projects.

SECTION II – MEMBERSHIP

The commission shall be composed of members according to ordinance No. 3372 passed by the Board of Supervisors on April 19, 1983.

An appointment to fill an unexpired term shall be for the completion of the term becoming vacant. Should the Commission be expanded, the terms of additional appointments shall be arranged for staggered terms.

The Planning Director or his/her designated representative shall be an ex-officio member without vote of the Commission and shall act as Administrative Secretary to this Commission.

SECTION III – MEETINGS

The public shall be notified in advance of the time and place of regular and special meetings.

Regular meetings

Meetings of the Commission shall be public and held on the first Thursday of each month, except January and July, convening in Room 406-B at 7:00 p.m., in the County Governmental Center, 701 ocean Street, Santa Cruz, California.

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 posted 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 forgoing, action may be taken on an item of business not appearing on the posted agenda upon a determination by 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.

The following items should be mailed to each Commission member at least seventy-two (72) hours prior to each regular meeting:

1. Any written material to be discussed at the meeting.
2. Minutes of the last meeting

Special Meetings

Special meetings may be called by the Chair or on request of a majority of Commissioners during any agenda or special meeting.

At least twenty-four (24) 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 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.

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, religion, creed, color, national origin, ancestry or sex.

A person other than a Commissioner shall not be required to register his/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.

SECTION IV – CONDUCT OF BUSINESS

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.

Quorum

For the purposes of conducting Commission business, if a majority of Commissioners are present at any meeting it shall constitute a quorum, provided that any official action taken by the Commission shall have agreement by a majority of the Commissioners in order to be valid.

Voting

Voting on all matters shall be by voice vote except the election of officers and when a roll call vote is requested by any member in attendance.

Conduct

Meetings will be conducted with that degree of formality necessary to conduct orderly business. At the discretion of the Chair or the request of any member, particular business will be conducted in accordance with Robert's Rules of Order Revised.

SECTION V – OFFICERS

The officers of the Commission shall be a Chair and Vice-Chair, both of whom shall be members of the Commission. The officers shall be elected for a term of one year beginning in July of each year. Election shall be by ballot vote and will be held in April of each year.

VI. DUTIES OF OFFICERS

Chair

The chair shall preside at all meetings of the Commission and be responsible for communication with the Planning Director, the County Administrative Officer and the Board of Supervisors concerning Commission business. The Chair shall sign all reports or resolutions made or promulgated by the Commission and shall perform such other duties as the Commission shall prescribe.

Vice-Chair

The Vice-Chair shall perform the duties of the Chair in the absence or incapacity of the Chair. In case of the resignation or death of the chair, the Vice-Chair shall perform the duties of the Chair until a new Chair is elected by the Commission.

Chair Pro Tempore

In the event that both the Chair and the Vice-Chair are absent from a meeting, the Commission shall elect a Chair Pro Tempore to preside over the meeting and he or she will have no other duties.

SECTION VII – ADMINISTRATIVE SECRETARY

The Planning Director or his/her designated representative will serve as Administrative Secretary to the Commission. The Administrative Staff shall take minutes of each meeting and mail a copy of the minutes to each Commissioner, the office of the Board of Supervisors and the Clerk of the Board with the notice of the next meeting.

The Administrative Staff shall provide maximum possible assistance to the Commission. In addition, staff members from the Public Works Department, Environmental Health Services and County Counsel shall provide services to the Commission and attend Commission meetings upon request.

Agendas

Commissioners who wish to place items on the agenda shall give those items to the Administrative Secretary at least one week in advance of the meeting.

The agenda will begin with community oral communications. Citizens shall be given approximately five minutes each to express their concerns. When further discussion is required, the Commission may vote to allot time in the agenda of the following meeting.

SECTION VIII – ALLOCATION OF FISH AND GAME FUNDS

California Fish and Game Code Sections 13003 (b) and 13100, the Santa Cruz County Fish and Game Advisory Commission Code Sections, and Regulations of the California Department of Fish and Game set forth the requirements for expenditures from the County Fish and Game Propagation Fund which are for propagation Commission, therefore, adopts the following procedures for allocation of fish and game funds:

- A. The Commission, various Santa Cruz County Departments, and the California Department of Fish and Game may request allocation of funds pursuant to the following procedures:
1. A written request is to be placed on the agenda at least one week in advance of the meeting.
 2. At the first Commission meeting, the Commission is to determine whether the Commission desires to have the project funded as a Commission project, a County project, or a Department of Fish and Game project.
 3. If the Commission determines that the project is to be considered for funding as such a project, the item is then to be placed on the next Commission meeting for a County Department, or Department of Fish and Game project.
 4. In cases of emergency, as determined by the Commission, funding requests can be made by a two-thirds (2/3) vote of the Commission.
- B. Funding of Public Grant Requests (for non-Commission, County or Department of Fish and Game Requests):
1. The Commission shall adopt procedures and funding request forms and a funding calendar cycle for consideration of all public funding requests, which shall apply to all funding requests other than as set forth in Paragraph A above. The purpose of such policies in the by-laws contained in this paragraph is to allow the public to be advised of the opportunity to request funding for the restricted purposes and to submit funding requests on a consistent and on-going basis.
 2. Funding requests shall be submitted on a Grant Funding Request Form as devised by the Commission and pursuant to the Criteria and instructions adopted by the Commission.
 3. No funding request may be acted upon by the Commission at the meeting during which the item is first presented (except as emergency grant allocation as discussed below).
 4. Any funding request and supporting materials must be placed on the agenda at least seven days prior to their first submittal to the Commission.
 5. At the second meeting at which the funding request is presented, the Commission shall approve, deny or modify the funding request and forward its recommendation to the Santa Cruz County Board of Supervisors for approval.

6. In cases of emergency, as determined by the Commission, funding requests may be made by a two-thirds (2/3) vote on items that are properly placed on the Commission agenda at least seven days prior to any agenda meeting and as required by the State Public Meeting Law.

SECTION IX – VACANCIES

Should the office of Chair or Vice-Chair become vacant during the term of such office, the Commission shall elect a successor from its membership at the earliest meeting at which such an election would be practicable and such election shall be for the unexpired term of such office.

Any Commissioner who has three consecutive unexcused absences or four absences for any reason within a twelve month period from the meetings shall be considered to have resigned from the Commission and the Board of Supervisors shall be notified and a replacement member shall be appointed by the Board of Supervisors. All notices of resignation shall be sent to the Board of Supervisors and the Clerk of the Board.

SECTION X – SUBCOMMITTEES

The Commission may authorize and instruct the Chair to appoint ad hoc subcommittees, members of which may include persons who are not members of the Commission. The Chair of such subcommittees shall be elected by the members of the subcommittee. Each subcommittee shall have a liaison Commission member designated by the Commission Chair.

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.

SECTION XI – APPROVAL OF BY-LAWS

Amendments to the By-Laws may be recommended by the vote of a majority of the Commissioners. Such amendments must then be approved by the Board of Supervisors.

Copies of proposed amendments shall be mailed to all Commissioners not less than two weeks prior to the meeting at which a vote on said amendments is to be taken.