

SANTA CRUZ COUNTY WATER ADVISORY COMMISSION BY-LAWS

ARTICLE I - NAME

- A. NAME.** The name of this organization shall be the Santa Cruz County Water Advisory Commission, hereinafter known as the "Commission".
- B. AUTHORITY.** The Commission is organized under the Santa Cruz County Board of Supervisors as authorized under Government Code Section 31000.1 and in compliance with Chapter 2.38 of the Santa Cruz County Code.

ARTICLE II - MEMBERSHIP

The Commission shall consist of seven members, residents of Santa Cruz County, appointed by the Board of Supervisors:

- A. ALLOCATED POSITIONS.** Each Supervisor shall nominate one person who may reside within the Supervisor's district to serve on the Commission;
- B. AT-LARGE POSITIONS.** One representative of the public water purveyors shall be appointed by the Board of Supervisors on an at-large basis; One representative of the private or mutual water companies in Santa Cruz County shall be appointed by the Board of Supervisors on an at-large basis.
- C. TERMS.** Each member representing a supervisorial district shall serve for a term of four years, commencing on April 1st of the year in which the member's nominating Supervisor begins a full term. Each at-large member shall serve for a term of four years, staggered in accordance with subsection (A)(2) of Subdivision 2.38.100 of the Santa Cruz County Code, with such staggering determined by lot.

ARTICLE III - POWERS AND DUTIES

The Commission shall advise the Board of Supervisors on all matters relating to water policy, and shall specifically advise the board on the formulation, review, updating and implementation of the County's water master plan. The Commission shall also recommend policies to the Board of Supervisors to ensure that the production of water and the development of additional water supplies are consistent with the growth management program and the General Plan of Santa Cruz County. In addition, the Commission shall recommend to the Board of Supervisors any policies necessary to protect the watersheds, groundwater, fish and game, and recreational resources of Santa Cruz County. The Commission shall also undertake other duties relating to water quality, as requested by the Board of Supervisors.

ARTICLE IV - ORGANIZATION AND PROCEDURES

-
- A. GENERAL ORGANIZATION.** The Commission shall comply in all respects with Subdivisions 2.38.110 through 2.38.250 of the Santa Cruz County Code.
- B. REGULAR MEETINGS.** The Commission meetings shall be held on a regular schedule as established in advance by the Commission. There will be a minimum of 4 quarterly regular scheduled business meetings per year.
- C. CONDUCT OF MEETINGS.** Meetings will be conducted with that degree of formality necessary to conduct orderly business. At the discretion of the Chair or request of any member, particular business will be conducted in accordance with *The Standard Code of Parliamentary Procedure* (Sturgis)
- D. STAFF SUPPORT.** The County Public Works Department shall provide staff support for the Commission. The Public Works Director, or his designated representative, shall serve as the Administrative Secretary to the Commission and shall receive copies of all minutes, reports and

recommendations submitted to the Board of Supervisors by the Commission. Staff members from the Planning Department, Environmental Health Services and the County Counsel shall provide services to the Commission, and shall attend Commission meetings upon request.

E. SUBCOMMITTEES. The Board of Supervisors may establish by resolution, and in accordance with the provisions of Subdivision 2.38.070, one or more subcommittees to report to the Water Advisory Commission and the Board of Supervisors on specific water policy concerns. The membership of any such subcommittee may include persons with specialized and professional knowledge in water policy matters, as the Board may direct.

F. AGENDAS.

1. Commissioners who wish to place an item on the agenda shall give that item to the staff of the Commission at least one week in advance of the meeting.

2. 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.

3. The agenda shall continue 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.

4. 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 every 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 will be considered at a special meeting.

5. 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.

ARTICLE V – BY-LAWS AMENDMENTS

Amendments to the By-Laws may be recommended by the vote of a majority of the Commissioners. Copies of any proposed amendment shall be provided to each member of the Commission not less than two weeks prior to the meeting at which a vote of said amendment is to be taken. Any amendment recommended by the Commission must then receive approval of the Board of Supervisors.