

**BYLAWS OF THE
ANTELOPE VALLEY REGIONAL PLANNING ADVISORY COMMITTEE**

The Antelope Valley Regional Planning Advisory Committee is a body of citizens from Antelope Valley, appointed by the Mono County Board of Supervisors, to provide the Board with input from the Community on matters as outlined in the Revised Statement of Purpose and Procedures updated February 2016.

PURPOSE:

As adopted by Mono County Board of Supervisors, February 2016, and made a part hereto:

MEETING RULES & PROCEDURES:

1. Meetings will be conducted in compliance with the Brown Act.
2. Meetings may be conducted in accordance with Roberts Rules of Order. The Chair has the discretionary power on the degree of formality exercised.
3. Meetings will be held on the First Thursday of each month, or as needed.
4. Special Meetings may be called by the Chair or a majority vote of the membership.
5. To revise, amend or change any of these Rules & Procedures, requires a 2/3 majority vote of the membership voting at two (2) consecutive meetings.

OFFICERS:

Officers shall consist of:

1. Chairperson
2. Vice-Chairperson
3. Secretary

ELECTIONS:

Elections will be held at the regular meeting in January of each year. Vote will be decided by a simple majority of the membership.

MEMBERSHIP:

The AVR PAC shall consist of fifteen (15) members with staggered four year terms. Membership is open to all residents, business operators and landowners in the community.

To be eligible to make application, applicant must:

1. Apply to local Supervisor, who may recommend applicant to the Board.
2. If approved by the Board of Supervisors, applicant then becomes a member.
3. An RPAC member can be removed only by recommendation of the local supervisor and action by the Board of Supervisors.

ALTERNATE MEMBERSHIP:

1. The number of alternate members allowed on the waiting list for regular membership shall be limited to three (3). Alternates will be required to follow same rules as regular members regarding attendance, etc.
2. In the absence of a full complement of regular voting members, alternate members are allowed to vote on issues, based on the order of their seniority on the waiting list for regular membership. The alternate must abide by the rules applying to regular members.
3. Alternate members must meet the eligibility requirements of regular members 1- 2 above.

ATTENDANCE:

1. Members are encouraged to attend all meetings.

Approval Notes:

Approved by AV RPAC at the 11/03/17 and 12/1/17 meetings

Ratified by Board of Supervisors on Jan. 17, 2017

**BYLAWS OF THE
MONO BASIN REGIONAL PLANNING ADVISORY COMMITTEE**

ARTICLE 1 - NAME, PURPOSE

- Section 1: The name of the organization shall be the Mono Basin Regional Planning Advisory Committee.
- Section 2: The Mono Basin Regional Planning Advisory Committee (“RPAC”) was formed to advise the Mono County Board of Supervisors, Planning Commission, and Planning Division on the development, review, implementation, and update of the Mono County General Plan and associated area/community plans. In order to accomplish this purpose, the Mono Basin RPAC may function in a manner consistent with “RPAC Purpose & Procedures” as adopted by the Mono County Board of Supervisors on September 1, 1998, and amended on February 9, 2016.
- Section 3: The Mono Basin RPAC may adopt a logo, insignia, or other symbol to represent itself and for use in correspondence and other communications.

ARTICLE II - MEMBERSHIP

- Section 1: Membership in the Mono Basin RPAC is open to all residents, business operators, and landowners within the Mono Basin and should be composed of a representative cross-section of community interests and backgrounds.
- Section 2: The Mono Basin RPAC shall be composed of from five to fifteen members.
- Section 3: Members of the Mono Basin RPAC shall be appointed by the local County Supervisor with Board concurrence.
- Section 4: Application for appointment to the Mono Basin RPAC shall be made on a form provided by the Community Development Department and may be submitted to the Planning Department at any time.
- Section 5: All members shall serve four-year staggered terms and are eligible for re-appointment. Terms shall begin at the time of appointment.
- Section 6: Resignation, Termination, and Death. Resignation from the Mono Basin RPAC must be in writing and received by the Secretary or Supervisor. Upon resignation or termination of membership, the Supervisor will select a new member based on previously received or newly submitted applications.

ARTICLE III - OFFICERS

- Section 1: Officers and Duties. There shall be three officers consisting of a Chair, a Vice-Chair, and a Secretary. All officers shall serve one-year terms beginning March 1st of each year but are eligible for re-election. The officers shall be nominated by the Board at the January meeting and elected at the February meeting.
- Section 2: The Chair shall convene and conduct all meetings in an orderly manner, set meeting agendas with the assistance of the Community Development Department, and represent the Mono Basin RPAC as authorized by the members at public meetings and with correspondence.
- Section 3: The Vice-Chair shall, in the absence of the Chair, conduct meetings.
- Section 4: The Secretary shall be responsible for keeping records of Mono Basin RPAC actions, including overseeing the taking of minutes at all meetings, distributing copies of minutes and the agenda to each Board member, and assuring that records are maintained.
- Section 5: Vacancies. When an Officer vacancy exists, nominations for new officers may be received from present members by the Secretary two weeks in advance of a meeting. These nominations shall be sent out to members with the regular Board meeting announcement, to be voted upon at the next meeting. All vacancies will be filled only to the end of the particular Officer's term.

ARTICLE IV - MEETINGS OF MEMBERS

- Section 1: Regular Meetings. Regular meetings shall be set held in the evening on the second Wednesday of each month. Meetings shall be held at the Lee Vining Community Center or another location designated by the members and should not exceed two hours in length.
- Section 2: Special Meetings. Special meetings may be called by the Chair or by a simple majority of the membership.
- Section 3: Notice. Notice of each meeting shall be given to each member, by mail or any other commonly utilized communication method, not less than two days before the meeting.
- Section 4: All meetings shall be conducted in an open fashion and in compliance with the Brown Act. All in attendance should be given an opportunity to be heard, no single member may dominate a discussion, and all participants shall treat each other following principles of fairness and respect.
- Section 5: Quorum. A quorum consists of at least fifty percent of the Mono Basin RPAC members. A Quorum must be present before business can be transacted or motions made or passed.
- Section 6: Agendas: Each agenda shall include a review of the minutes of the prior meeting, a public comment section during which planning-related items not on the agenda may be discussed, a Supervisor's report, a Chair's report, Members' reports, reports from relevant federal, state, and county agencies, and other items agreed to by the Chair and the Community Development Department. Members and interested parties who seek to place an item on the agenda shall make such a request to one of these parties at least two weeks prior to the scheduled meeting.

Section 7: Participation: Each appointed members shall possess one vote on the Mono Basin RPAC for purposes of passing resolutions, authorizing actions, and conducting other business. However, local citizens and other interested parties shall be encouraged to participate in discussions and debates with a standing equal to that of members. Meetings shall be conducted according to parliamentary procedures and shall incorporate the principles of justice and courtesy to all, rights of the minority protected, rule of the majority reflected, partiality to none, and consideration of one subject at a time.

Section 8: Actions: The Mono Basin RPAC shall approve such recommendations, resolutions, and correspondence as authorized by a simple majority of the members in attendance at the meeting, and actions shall be proposed and voted upon following Robert's Rules of Order. Because all such actions carry the weight of a recommendation, they are preferably made by consensus and compromise rather than a formal vote.

Section 9: Committees: Issue specific committees may be formed by the members as needed to pursue the business of the RPAC. Committees shall consist of 2-5 people any number of whom may be non-RPAC members who reside in the community and display an interest in the committee's issue. Committees will report to the full RPAC membership and can take no independent actions.

ARTICLE V - AMENDMENTS

Section 1: These Bylaws may be amended when necessary by a two-thirds majority of the members. Proposed amendments must be submitted to the Secretary to be sent out with regular Board announcements.

AMENDED THIS 13th DAY OF APRIL, 2016



Paul McFarland, Chair



Duncan King, Secretary

JUNE LAKE CITIZENS ADVISORY COMMITTEE (CAC) OPERATING PROCEDURES

First Adopted by June Lake CAC Dec. 7, 1999
Last Ratified by Board of Supervisors November 1, 2016

PURPOSE

The Board of Supervisors retained the JLCAC to oversee the implementation of the June Lake Area Plan. The Board directed the CAC to conduct the following functions:

- a) At least once a year, review and suggest amendments to the Plan.
- b) Comment on major projects proposed within the Plan area for consistency with the Area Plan and make recommendations to the Planning Commission and the Board of Supervisors.
- c) Assist the Mono County Planning Department in conducting studies necessary to bring the zoning into conformity with the Plan.
- d) Comment on Capital Improvement and other projects described in the Plan.
- e) Assist in the development of ordinances, regulations, and other matters necessary in Plan implementation.

MEMBERSHIP/TERMS

- The JLCAC shall consist of up to 10 members.
- Members of the JLCAC shall be appointed by the Board of Supervisors.
- The June Lake Board of Supervisor representative has the authority to nominate and recommend removal of JLCAC members. An appointment to the JLCAC shall last for four years. Terms will be staggered to facilitate smooth transitions and continuity. The CAC may request the Board of Supervisors remove any member who misses three consecutive meetings or three out of five meetings.
- Membership shall be open to all residents, business owners, or landowners in the June Lake Planning Area.
- Although not appointed voting members, local citizens and other interested parties are encouraged to participate in discussions with standing equal to that of members.

OFFICERS/CONDUCT OF MEETINGS

- The Officers of the JLCAC shall include a Chair, Vice-Chair and Secretary. The Chair, and the Vice-Chair in the absence of the Chair, shall be responsible for running meetings. The Secretary shall be responsible for taking minutes. Officers shall be elected yearly, at the first meeting of the new calendar year.
- Meetings may be conducted in accordance with Robert's Rules of Order (Motion, Second, Discussion, Public Input, etc.), and shall comply with the Brown Act.
- A Quorum will consist of 50% of the appointed members (e.g., if nine members are appointed, a quorum would be 5 members; if 8 members are appointed, a quorum would be 4 members).
- Each member shall have one vote. A simple majority shall carry a motion.
- Mono County Planning Staff will be responsible for, posting agendas and sending out information packages.

FREQUENCY OF MEETINGS

- Meetings will be held monthly, or as needed.