

## **BYLAWS OF THE LONG VALLEY REGIONAL PLANNING ADVISORY COMMITTEE**

The Long Valley Regional Planning Advisory Committee is a body of citizens from Long 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 (Attachment 1).

### **PURPOSE:**

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

### **MEETING RULES & PROCEDURES:**

1. Meetings will be held on every other month on the third Thursday of the month, or as needed. Special Meetings may be called by the Chair or a majority vote of the membership.
2. 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.
3. 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).
4. Each member shall have one vote. A simple majority shall carry a motion.
5. Mono County Planning Staff will be responsible for, posting agendas and sending out information packages.
6. To revise, amend or change any of these Rules & Procedures, requires a 2/3 majority vote of the membership.

### **OFFICERS:**

The Officers of the LVRPAC 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. Vote will be decided by a simple majority of the membership.

### **MEMBERSHIP:**

The LVRPAC shall consist of up to nine (9) members with staggered four-year terms. Membership is open to all residents, business operators and landowners in the community. Members are encouraged to attend all meetings.

*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.

### **Approval Notes:**

*Approved by LV RPAC at the TBD meeting*

*Ratified by Board of Supervisors on TBD meeting*

## Regional Planning Advisory Committees

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### RPAC PURPOSE & PROCEDURES

Originally adopted by Mono County Board of Supervisors Sept. 1, 1998

Revised February 9, 2016

#### PURPOSE

The purpose of Mono County's Regional Planning Advisory Committees (RPACs) is 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 RPACs may:

1. Conduct and facilitate community planning meetings.
2. Provide assistance to the Mono County Planning Division and other County staff in identifying local planning issues, including community development constraints and opportunities.
3. Assist in preparing, reviewing and commenting on proposed community vision statements, planning policy and implementing ordinances affecting the local area, including proposals of Mono County, the Mono County Local Transportation Commission (LTC), the Mono County Collaborative Planning Team (CPT) and other requesting agencies.
4. Periodically (at least once a year) review the adequacy and applicability of local general plan policies.
5. Assist county staff in conducting planning studies in support of community planning efforts and plan implementation, including rezoning studies.
6. Review and comment on proposed plans and environmental studies prepared by other agencies that may impact the local area or conflict with existing community plans.
7. Assist in the development and review of capital improvement plans for Mono County, the LTC, and other requesting agencies.
8. Serve as a community forum and information clearinghouse on community planning issues.

#### MEMBERSHIP

Membership should be open to all residents, business operators and landowners in a community area. To the greatest extent possible, RPACs should be composed of a representative cross section of community interests. Each RPAC shall consist of **five to 15** members, **with four year staggered terms. Following submittal of a standard application to the Community Development Department, RPAC applicants shall be considered and recommended exclusively by the local supervisor and appointed by the Board of Supervisors.**

*More on back...*

## ATTACHMENT 1

### **STAFF SUPPORT**

Mono County staff services for RPACs shall be coordinated by the Mono County Planning Division. Available staff services may include: agenda preparation; securing meeting locations; preparing press releases; posting and mailing agendas; preparing meeting notes/minutes; arranging for refreshments for special meetings; providing presentations on local planning matters; scheduling meeting speakers; preparing RPAC correspondence; and presenting RPAC positions to the Planning Commission, Board of Supervisors, LTC, CPT, and other agencies. Community assistance in providing RPAC support services is strongly encouraged.

### **MEETING GROUND RULES**

Each RPAC should establish **bylaws** for the conduct of its meetings, **and RPAC bylaws shall be ratified by the Board of Supervisors**. All meetings should be conducted in compliance with the Brown Act. Meetings should also be conducted following common principles of fairness and respect. All in attendance should be given an opportunity to be heard. Each agenda shall include a public comment section during which planning-related items not on the agenda may be discussed.

Each RPAC should appoint a Chair, moderator, or facilitator from its membership to conduct meetings, and secretary from its membership to take meeting notes/minutes. Meetings should generally not exceed two hours in length. Meetings should be conducted at locations easily accessible to the general public, and at times convenient to the public. RPACs should meet periodically, on an as-needed basis, or set regular meetings dates, such as the second Thursday of each month. In some instances, RPAC meeting frequency may be limited due to constraints on Planning Division staffing levels or workload. The Planning Division may request RPACs to skip meetings or stagger meeting dates to accommodate staff limitations. It should be noted that RPAC staff support is provided to promote community involvement in the local planning process. The Chair is charged with conducting an orderly meeting that conforms to the agenda and purpose of the meeting.

### **RPAC RECOMMENDATIONS**

RPAC recommendations should generally reflect a consensus. A consensus is not necessarily unanimous agreement, but rather is reached when everyone can live with a decision. When it is clear that opinions on an issue are divided, a vote may be necessary. Although voting is usually faster than building consensus, it often creates winners and losers; losers may feel left out or angry, which could lead to later community conflicts. Compromise and consensus are therefore preferred over formal votes.