

**BYLAWS OF THE
MENDOCINO COUNTY CLIMATE ACTION ADVISORY COMMITTEE (1/25 DRAFT)**

MCCAC MARCH AGENDA: ITEM NUMBER 5

ARTICLE I – ORGANIZATION AND DUTIES

A. NAME

Pursuant to the Mendocino County Board of Supervisors Resolution No. 19-207 (attached hereto and made a part thereof), the name of the Committee shall be the **Mendocino County Climate Action Advisory Committee**, (MCCAAC or the “Committee”).

B. COMMITTEE PURPOSE AND CHARGE

The Committee will ultimately recommend to the Mendocino County Board of Supervisors action items and policy proposals leading to adoption and implementation of a Mendocino County Sustainability and Climate Action Program, including the following goals:

1. Reduce greenhouse gas emissions
2. Increase carbon sequestration
3. Coordinate with local, county, and state offices in climate change preparedness efforts

C. DUTIES

The Duties of the Committee are to actively pursue Article IB (above) by adhering to the suggested protocol of County Resolution 19-207, Exhibit A; These protocols include:

1. Developing and participating in “Focus Groups” to research and develop proposals to the MCCAAC, and work with local partners, community groups and organizations, tribal nations, and applicable state, local, regional and national partners.
2. Promoting public outreach and education.
3. Making (at minimum) annual reports to the Mendocino Co. Board of Supervisors, which include accomplishments of the Committee and recommended actions and policy proposals.

ARTICLE II -- MEMBERSHIP

The Committee shall consist of fifteen (15) members as detailed in Resolution 19-207 and Exhibit A.

A. OFFICERS

All officers below shall be selected from among the voting members of the Committee by a majority vote at the first meeting of the calendar year, and shall serve for a one-year term or until the first meeting of the calendar year. All officers may be reappointed for one or more additional one-year terms.

1. **Chair:** The Chair is responsible for preparing Committee meeting agendas and shall preside at all Committee meetings and have the duties and responsibilities normally attendant upon that office, as well as duties and responsibilities prescribed by these bylaws and delegated or assigned by the Committee.
2. **Vice Chair:** The Vice Chair shall act for the Chair during the Chair’s temporary absence or disability. If both the Committee Chair and the Committee Vice Chair are unavailable to preside at a Committee meeting, the Committee may designate a member to preside at that meeting.
3. **Secretary:** The Secretary shall keep a record of all Committee proceedings and is

**BYLAWS OF THE
MENDOCINO COUNTY CLIMATE ACTION ADVISORY COMMITTEE (1/25 DRAFT)**

responsible to ensure these documents are safely stored and readily accessible. If the Secretary is unavailable or unable to take minutes at a Committee meeting, the Committee may designate a member to serve as Secretary.

B. MEMBER RESPONSIBILITIES

1. Every member shall actively participate in the work of the Committee.
2. Every member shall participate at least one “focus group” of his or her choice.

C. VACANCIES

1. Committee members shall communicate their intentions in to resign to both the Committee Chair and Clerk of the Mendocino County Board of Supervisors in writing. When a vacancy occurs, the Clerk shall immediately notify the Board of Supervisors, which, in a timely manner, will appoint a new Committee member to fill the vacated position for the unexpired term.

D. ATTENDANCE

Committee members who cannot attend a scheduled Committee meeting should notify the Committee Chair and Secretary within a reasonable amount of time prior to the meeting.

A. REMOVAL

Members serve at the pleasure of the Board of Supervisors and may be removed by a majority vote of the Board of Supervisors. The Committee may, on a two-thirds vote of the Committee, recommend to the Board of Supervisors the removal of a Committee member. Votes by proxy are not allowed.

ARTICLE III -- COMMITTEE MEETINGS

Meetings of the Committee shall be publicly noticed, open to the public and adhere to all the provisions as set forth in the Ralph M. Brown Act (Government Code Action 54950 et. seq.).

A. REGULAR MEETINGS

The Committee shall hold Regular meetings at least three (3) times per calendar year, and at a location, or in various locations, **within** Mendocino County, and at a time chosen by the Committee at the conclusion of each meeting. The public shall be notified of Committee meetings according to applicable law and County procedures.

B. SPECIAL MEETINGS

Special meetings of the Committee may be held at any time upon the call of the Chair, the Vice Chair, or any quorum of the Committee. Notice of special meetings shall be in accordance with applicable law and County procedures.

C. QUORUM

1. A majority of the Committee members, excluding vacancies, shall constitute a quorum for the conduct of Committee business. The Committee Chair shall be counted for the purposes of determining a quorum. If a quorum exists at any time during the meeting, a quorum is presumed to exist for the remainder of the meeting. Should a quorum not exist the Chair may, in the Chair’s discretion, entertain and report any general discussions and any consensus of the Committee members present at the meeting.

**BYLAWS OF THE
MENDOCINO COUNTY CLIMATE ACTION ADVISORY COMMITTEE (1/25 DRAFT)**

1. A majority vote shall be a majority of members present at a regular or special meeting at which a quorum is present. Abstentions shall not be counted as votes, and shall not be counted toward constituting a quorum.

**BYLAWS OF THE
MENDOCINO COUNTY CLIMATE ACTION ADVISORY COMMITTEE (1/25 DRAFT)**

D. PUBLIC PARTICIPATION

All Committee meetings shall be open to the public and shall be held in locations that are accessible to the public. The Committee Chair may, subject to challenge by a majority of the Committee members, permit or close public discussion on any agenda item. Public participation at a Committee meeting relative to specific agenda items should, to the extent possible, present new information not previously made available to the public. A speaker time limit may be enforced at the discretion of the Chair.

D. ORDER OF BUSINESS

The business of the Committee shall be conducted in the following order:

1. **Call to Order.**
2. **Agenda Approval.** The agenda order may be amended by the Chair or by a vote of the Committee. Any new agenda items shall require a supermajority (2/3) vote, in accordance with applicable state and County public notice requirements.
3. **Public Expression.** The public may speak to non-agenda items (only) at this time.
4. **Minutes Approval.** Approval of the minutes of the prior meeting(s).
5. **Business.** Consideration of agenda items on the published agenda or amended agenda.
6. **Other Business.** Information items or reports of the Chair or Committee members.
7. **Adjournment.** Motion to adjourn.

F. CONDUCT OF BUSINESS

Unless specified otherwise in the Bylaws, the business of the Committee shall be conducted in accordance with applicable portions of the Mendocino County Board of Supervisors "Rules of Procedure" (revised 2017), Section II: Procedures in Voting.

E. Public Record

All minutes and other records of Committee proceedings shall be recorded by the Committee Secretary.

F. DATE, TIME, AND PLACE

Prior to the adjournment of each regular meeting of the MCCAAC, the Committee shall establish, by a majority vote of the members present, the date, time and place and preliminary agenda for the next regular meeting of the Committee.

**BYLAWS OF THE
MENDOCINO COUNTY CLIMATE ACTION ADVISORY COMMITTEE (1/25 DRAFT)**

ARTICLE IV -- MCCAAC COMMITTEES

A. Standing and Special Committees

The Chair may appoint or dissolve Standing and Special committees. Committees may contain other community members who shall be appointed for a time to serve with the committee's Chair, who shall be a voting member of the MCCAAC.

B. Ad Hoc Committees

The Chair may form Ad hoc committees for the study of special problems, to serve until the final report of the work for which they were appointed has been filed. Committees may contain other community members who shall be appointed for a time to serve with the committee's Chair, who shall be a voting member of the MCCAAC.

C. Committee Reports

Each committee shall choose a secretary who shall keep a continuing record of activities. Chairpersons shall report committee progress at MCCAAC meetings, and shall prepare an annual written report summarizing objectives, action programs, gains, and unreach goals.

ARTICLE V – BYLAW AMENDMENTS

The Committee may recommend amendments to these bylaws by a two-thirds vote of the members present at any regular meeting of the Committee, provided written notice setting forth in detail the contents of the proposed amendments has been given to Committee members at least ten (10) calendar days prior to the meeting. Recommended amendments shall not be effective unless approved by a majority of the full Committee and ratified by the Board of Supervisors.