

**AMENDED BYLAWS OF THE  
COUNTY SERVICE AREA NO. 34, ZONE "A" (BRIGHTON CREST)  
CITIZENS' ADVISORY COUNCIL**

**ARTICLE I – NAME**

This organization shall be known as County Service Area No. 34, Zone "A", Citizens' Advisory Council," referred to herein as "Council."

**ARTICLE II – PURPOSE**

The purpose of the Council is to advise the County of Fresno regarding services which are to be provided to County Service Area No. 34, Zone "A" (District). The Council shall act as liaison between District property owners and the County in matters pertaining to services in the District.

**ARTICLE III – ORGANIZATION**

The Council shall consist of five members elected by the property owners within the District.

**ARTICLE IV – COUNCIL MEMBERSHIP**

**Qualifications:** Each member of the Council shall be a record owner of property within the District or someone designated by a bulk lot owner(s) within the District.

**Term of Membership:** Each Council member shall have a term of two years, except for the initial election which shall be as follows:

- One Member – One-Year Term
- Two Members – Two-Year Terms
- Two Members – Three-Year Terms

**Meeting Attendance:** Any member who is absent from three consecutive meetings shall be deemed to have resigned their membership unless the absence is excused by the Council. The Secretary shall give written notice to the member who, without an excuse, has missed two consecutive regular meetings in a calendar year, which notice shall contain a statement advising the member of the absences and the consequences thereof, together with a copy of Section 2.68.010 of the Fresno County Ordinance Code which specifies member attendance at meetings.

**Elections:** Election of members to the Council shall be conducted annually after being noticed at least one month in advance of the election.

**Vacancies:** Vacancies occurring on the Council shall be filled by appointment of the Council for the unexpired term of the member being replaced. The vacancy may be

filled at a regular meeting provided that the notice indicates that an election is to take place and is given at least one month in advance.

## ARTICLE V – OFFICERS

The officers of the Council shall be a Chairperson, Vice-Chairperson, and Secretary. Officers shall be elected and take office at an annual meeting established and noticed for this purpose. Elections shall be by the majority of votes cast by the Council members in attendance.

### Duties of Officers:

1. The Chairperson shall:
  - a) Call and preside over all meetings.
  - b) Serve as ex-officio member of all subcommittees appointed by the Council.
  - c) Be the spokesperson for the Council in its public relations.
2. The Vice-Chairperson, in the absence of the Chairperson, shall assume all the duties and have the authority of the Chairperson.
3. The Secretary shall record and retain minutes of all meetings, prepare and disseminate agendas and meeting notices, conduct the elections, and be responsible for correspondence of the Council.

## ARTICLE VI – MEETINGS

All meetings shall be open to the public.

All meetings shall be noticed to comply with the minimum requirements of the Ralph M. Brown Act (California Government Code Sections 54950 – 54963) which are as follows:

Regular Meetings: Post at least a 72-hour notice prior to meeting.

Special Meetings: Provide a 24-hour notice to members prior to meeting.

Regular Meetings: Regular meetings will be held each January, April, August, and October. Day, time, and date shall be posted a minimum of at least 72-hours prior to meeting in areas around the District and each property owner of record may be sent advance notice of such regular meeting. At each regular meeting the Council shall set the time and place for the succeeding regular meeting.

Special Meetings: Special meetings of the Council may be called at any time by the Chairperson or two members of the Council upon giving 24-hour notice to each member.

Quorum: A quorum shall consist of three (3) members.

## ARTICLE VII – ADOPTION OF BYLAWS

After the Council has reviewed these bylaws and made changes hereto as deemed appropriate, the bylaws shall be submitted to the Fresno County Board of Supervisors for review and adoption.

ARTICLE VIII – BYLAWS REVIEW AND AMENDMENTS

These bylaws shall be reviewed by the Council at least once every two years.

Any Council member or County Staff may propose an amendment to these bylaws at any time by submitting it to the Council at any regular meeting. The amendment shall be voted upon by the Council at the next regular meeting of the Council. If approved, the amendment shall be submitted to the Fresno County Board of Supervisors for review and adoption.

Adopted by the Fresno County Board of Supervisors 8-25-2009