

BYLAWS OF THE
COUNTY SERVICE AREA #44, ZONE "D"
CITIZEN'S ADVISORY COMMITTEE

Article I - Name

This organization shall be known as "County Service Area No. 44, Zone "D", Citizens Advisory Committee", referred to herein as "Committee".

Article II - Purpose

In accordance with Section 25212.4 of the California Government Code the purpose of the Committee is to be advisory to the County of Fresno regarding the following:

1. Water Service, including the acquisition, construction, operation, replacement, maintenance, and repair of water supply and distribution systems including land, easements, rights-of-way, and water rights.
2. Sewer Service, including the acquisition, construction, operation, replacement, maintenance, and repair of sewage collection, transportation, and disposal systems, including land, easements, and rights-of-way.

All of which is to be provided to property owners within County Service Area No. 44, Zone "D" (District). The Committee shall also act as liaison between District property owners, and the County, in all matters pertaining to said maintenance service within the District.

Article III - Organization

Citizens Advisory Committees are created in conformance with Section 25212.4 of the California Government Code. The members of the Committee shall consist of two elected Board members of the Fresno Monte Verdi Homeowners Association (FMVHA) and three members elected by the property owners within the District. However, the Committee may contain fewer members (no less than a quorum) if property owners are not available or are not willing to serve.

Article IV - Committee Membership

Qualifications: Each member of the Committee shall be the owner of record of real property within the District and a member of the Association.

Term of Membership: Term of membership shall be:

- 1 member – Two Year Term
- 2 members – Three Year Term
- 2 members – Four Year Term

Two original Committee members will be appointed by the FMVHA and three Committee members may be elected by property owners of real property within the District or may, after volunteering for the Committee, be appointed by the County, Director of Public Works and Planning or his designee. Positions and terms of appointed or elected members shall be made public at the first general meeting. No member shall serve for more than two full consecutive terms unless there are no nominees. If there are no nominees the member will continue to serve until replaced.

Meeting Attendance: Any member who is absent from three consecutive regular meetings shall be deemed to have resigned their membership unless the absence is excused by the Committee. 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 Committee shall be conducted each year in January, prior to the first scheduled regular meeting of the year. The Committee shall set the election date at the final regular meeting in the previous year. The Committee shall be responsible for setting the election date and preparing the election ballots. There shall be allowed one vote for each parcel within the District for each of the three members elected by the property owners. Elections to the Committee for the two FMVHA members will be in accordance with Sections 4, 5 and 7 of the Association Bylaws.

A ballot shall be prepared containing the names of all qualified persons who have given written notice to the Secretary, of their desire to be a candidate for election to the Committee by the close of the final regular meeting in the previous year.

Ballots shall be mailed by the Committee Secretary to the record owners of each parcel within the District. Election shall be by plurality of those ballots returned by the election date.

Vacancies: Vacancies for the three property owner elected members occurring on the Committee shall be filled by appointment of the Committee for the unexpired term of

the member being replaced. The vacancy shall be filled at a regular meeting provided that the meeting notice indicates that an appointment will take place and is given at least 72 hours in advance. If there are objections from the property owners within the District concerning the member appointed by the Committee, nominations for a new Committee member will be requested and an election will be held within the District. There shall be allowed one vote from each parcel within the District for each nominee. Vacancies for the two FMVHA members will be in accordance with Sections 4, 5 and 7 of the Association Bylaws.

Article V - Officers

The officers of the Committee shall be a Chairperson, Vice-Chairperson, Secretary and two General Members. The positions of officers are to be decided by the Committee members in attendance at the first regular meeting each year.

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 Committee. c) Be the spokesperson for the Committee 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 disperse agendas and meeting notices, conduct the zone elections, and be responsible for correspondence of the Committee.

4. The General Members shall be responsible for organizing subcommittees and provide educational information at meetings.

Article VI - Meetings

All meetings shall be open to the public and shall be noticed to comply with the minimum requirements of the Ralph M. Brown Act (California Government Code Sections 54950 – 54963).

Regular Meetings: The Committee shall post an agenda containing a brief general description of each item of business to be transacted or discussed at the meeting at least 72 hours prior to the meeting in accordance with the Brown Act. The agenda shall specify the date, time and location of the regular meeting and shall be posted in a location that is freely accessible to members of the public. At each regular meeting the Committee shall set the time and place for the succeeding regular meeting.

Special Meetings: Special meetings may be called at any time by the presiding officer or by a majority of the members of the Committee by delivering written notice to each member of the Committee. All notices shall be received at least 24 hours prior to the time of the meeting as specified in the notice in accordance with the Brown Act. The notice shall specify the date, time and place of the special meeting and the business to be transacted or discussed. No other business shall be considered at these meetings by the Committee. The

written notice may be dispensed with in accordance with Gov. Code Section 54956. The notice shall also be posted at least 24 hours prior to the special meeting in a location that is freely accessible to members of the public in accordance with the Brown Act.

Quorum: A quorum shall consist of three Committee members.

Article VII - Adoption of Bylaws

After the Committee 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 Amendment

These bylaws shall be reviewed by the Committee at least once every four years. Any Committee member may propose an amendment to these bylaws at any time by submitting to the Committee at any regular meeting or special meeting. The amendment shall be voted upon at the next regular or special meeting of the Committee. 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, _____.

Revision: 6-13-14