

SANTA CRUZ COUNTY  
HAZARDOUS MATERIALS ADVISORY COMMISSION

BY-LAWS

1. MEETINGS

- A. Regular meetings of the Commission shall be held every other month on a day and location determined each year by the Commission at its July meeting.
- B. No meeting of this Commission shall be held in any facility that prohibits the admittance of any person, or persons, on the basis of race, religious creed, color, national origin, ancestry or sex. No meeting of this Commission shall be in a place that restricts access to the handicapped.
- C. Special meetings may be called by the Chairperson, or by a majority vote of the commission during any regular or special meeting.
- D. The public shall be notified in advance of the time and place of regular and special meetings.

At least seventy-two (72) hours prior to each regular meeting, an agenda for the regular meeting shall be mailed to each Commission member, and to each representative of the news media and to each other person who has submitted a written request to the Commission for notification of meetings, and shall be posted at least seventy-two (72) hours prior to the regular meeting at a location that is freely accessible to the public. The agenda shall contain a brief general description of each item of business to be transacted or discussed at the meeting. No action or discussion shall be undertaken on any item not appearing on the posted agenda except that members of the Commission may briefly respond to statements made or questions posed by persons exercising their public testimony rights or ask a question for clarification, refer the matter to staff or to other resources for factual information, or request staff to report back at a subsequent meeting concerning any matter. Notwithstanding the foregoing, action may be taken on an item of business not appearing on the posted agenda upon a determination by two-thirds vote of the membership of the Commission, or if less than two-thirds of the members are present, by unanimous vote of those members present, that there is a need to take immediate action and that the need for action came to the attention of the County subsequent to the agenda being posted.

The following items should be mailed to each Commission member at least one week (7 days) prior to each regular meeting:

- (1) Any written material to be discussed at the meeting;
  - (2) Minutes of the last meeting.
- E. At least twenty-four (24) hours prior to each special meeting, an agenda for the special meeting shall be mailed to each commission member and to each representative of the news media and to each other person who has submitted a written request to the Commission for notification of meetings; and shall be posted at least twenty-four (24) hours prior to the special meeting at a location that is freely accessible to members of the public. No business other than that listed on the agenda shall be considered at a special meeting.

-1-

- F. Persons addressing the Commission will be asked to give their name, address, and state whom they represent.

(1) Public participation in Commission meetings shall be allowed as follows:

- (a) An opportunity for members of the public to directly address the Commission on any item on the agenda of interest to the public shall be provided before or during the Commission's consideration of the item.
  - (b) In addition, the agenda will provide for community oral communications on items not on the agenda which are within the subject matter jurisdiction of the Commission at the beginning of each regular meeting agenda.
  - (c) The chairperson of the Commission may establish reasonable limits on the amount of time allotted to each speaker on a particular item, and the Commission may establish reasonable limits on the total amount of time allotted for public testimony on a particular item or the total amount of time allotted for community oral communications. When further discussion is required, the Commission may vote to allot time in the agenda of the following meeting.
- G. The meetings will be conducted in accordance with Robert's Rules of Order Revised unless otherwise specified by the authorizing legislation or By-Laws of this Commission.

## 2. VOTING

- A. A majority of the voting members shall constitute a quorum.
- B. All official acts of the Commission shall comply with Santa Cruz County Code Section 2.38.150.
- C. A member of the Commission who is unable to attend a meeting may send a designated representative as a non-voting member.

## 3. OFFICERS

- A. The officers of the Commission are the Chairperson and the Vice- Chairperson.
- B. The duties of the Chairperson are to preside over meetings, prepare agendas, represent the Commission, and be responsible for communication with the Board of Supervisors and the County Administrative Office. The Vice-Chairperson shall assume these duties in the absence of the Chairperson.

## 4. AGENDAS

- A. Commission members who wish to place items on the agenda shall give those items to the Chairperson of the Commission at least two weeks in advance of the meeting.

-2-

## 5. SUBCOMMITTEES

- A. Subcommittees may be created, as needed, by the Commission. Subcommittee members may be appointed, as needed, by the Chairperson with the majority approval of the Commission. The Chairperson, with the majority approval of the Commission, shall terminate a subcommittee when its function is no longer necessary.

- B. Specific charges shall be given to each subcommittee.
- C. All subcommittees shall comply with the notice and agenda requirements otherwise applicable to the Commission in these by-laws, except for subcommittees composed solely of less than a quorum of the members of the Commission which are not standing subcommittees of the Commission with either a continuing subject matter jurisdiction or a meeting schedule fixed by resolution or other formal action of the Commission.

6. APPROVAL OF BY-LAWS AND AMENDMENTS

These By-Laws, and any subsequent amendments thereto, shall be approved by the Board of Supervisors pursuant to Santa Cruz County Code Section 2.38.140. Amendments to these By-Laws may be recommended to the Board of Supervisors by a majority vote of the Commission.

7. VACANCIES

County Code Section 2.92.020 will control appointments to the Commission and vacant positions. Failure to attend three consecutive regular meetings without good cause will be considered a resignation resulting in a vacancy on the Commission.

DATE ADOPTED BY COMMISSION:

February 26, 1998

These By-Laws shall take effect 30 days after final passage.

PASSED AND ADOPTED this 10<sup>th</sup> day of March, 1998, by the Board of Supervisors of the County of Santa Cruz by the following vote: