



County of Santa Cruz

Health Services Agency - Environmental Health



Fish and Wildlife Advisory Commission

(831) 454-2022 TDD/TTY - Call 711 <http://www.scceh.org>

AGENDA

May 2, 2024, 7:00 PM

Agenda Item #	Start Time	End Time	Description
1	7:00	7:10	Call to Order
2			Roll Call
3			Approval of Minutes
4			Public Comment for Items Not on The Agenda
5	7:10	7:40	Discussion With Calfire About Significant Tree Ordinance
6	7:40	8:20	Presentation From Ed Browne on Current Enforcement Actions, Budget Update for Grant Trust Fund
7	8:20	8:30	Approve Updated FWAC Bylaws
8	8:30	8:45	Vote for Commission Officers
9	8:45	9:00	Staff Reports Commissioner Reports and Announcements
10		9:00	Adjourn

Public Comment

None

Items of Interest:

[AB-1889 conservation element: wildlife and habitat connectivity. \(ca.gov\)](#)

[AB-2320 Wildlife Connectivity and Climate Adaptation Act of 2024: wildlife corridors. \(ca.gov\)](#)

The County of Santa Cruz does not discriminate on the basis of disability, and no person shall, by reason of a disability, be denied the benefits of its services, programs, or activities. This online meeting is available to anyone with a telephone. If you are a person with a disability and require special assistance in order to participate in the meeting, please contact Sean Abbey at (831) 454-2386 or TDD number (454-2123) at least 72 hours in advance of the meeting in order to make arrangements. Persons with disabilities may request a copy of the agenda in an alternative format. As a courtesy to those affected, please attend the meeting smoke and scent free.

Commissioner and Public Participation Information

Commissioners meet in person at the **Solarium Conference Room, 1060 Emeline Avenue**. Members of the public can join in person at either location but are encouraged to join virtually using the link below.

PLEASE NOTE: The meeting room is on the second floor, above the Water Quality Lab entrance. The door must remain locked after hours, but staff will be able to provide access to all attendees as they arrive.

Microsoft Teams meeting

Join on your computer, mobile app or room device

[Click here to join the meeting](#)

Meeting ID: 297 630 688 823

Passcode: pTWQdm

[Download Teams](#) | [Join on the web](#)

Click the “Click here to join the meeting” link above. If you are asked to join Teams with an application, click on “No thanks” and open in the browser. You should not need to download the application to join the meeting.

Please join the meeting a few minutes BEFORE 7:00 pm so that we can start at 7:00 pm. Staff will open the video conference at 6:55 pm. Cameras are optional for members of the public.

If you have questions, please contact Sean Abbey at sean.abbey@santacruzcounty.us.

Meeting Roles and Rules:

Chris Berry, Chair, will lead the meeting. Chair Berry will announce each agenda item, identify who will be leading an item and introduce discussion and public comment periods.

Sean Abbey, staff, will assist with roll call, note taking, and tracking who wants to speak. Please allow time for staff to make notes about any decisions. Sean will monitor email during the meeting.

There will be a public comment period for each item and the Chair will invite the public to participate at the appropriate time.



County of Santa Cruz

Health Services Agency - Environmental Health



Fish and Wildlife Advisory Commission

701 Ocean Street, Room 312, Santa Cruz, CA 95060
(831) 454-2022 TDD/TTY - Call 711 <http://www.scceh.org>

Meeting Minutes March 7, 2024

- 1. **CALL TO ORDER** – 7:03 pm
- 2. **ROLL CALL**

District	Commissioner	Status	Commissioner	Status
I	Chris Berry	R	Samuel Adelson	P
II	Warren Barry	P	David Somerton	P
III	Liz Alter	P	Jon Jankovitz	P
IV	Brooke Sampson	R	Daniela Suarez	E
V	Jenni Gomez	P	Jen Michelsen	P

P = Present R = Remote E = Excused A = Absent

- 3. **APPROVAL OF MINUTES:**
 - o **Motion to Approve Minutes:** Alter, **Second:** Gomez,
 - o **Com Michelsen:** Abstain
 - o **All Commissioners Aye:** Minutes approved

- 4. **PUBLIC COMMENTS:** Jim Helmer, a Ben Lomond resident, is concerned about flooding in the County Park on Mill St. The park has flooded multiple times over 20 years and he attributes it to an island of trees in the middle of river catching debris. He believes it could also be limiting the movement of fish and wildlife.
 - o Staff to provide contact information for the county streamwood program and for the parks commission.

- 5. **DISCUSS SUPPORT FOR REQUESTING BUREAU OF LAND MANAGEMENT COOPERATION WITH CDFW TO UPDATE THE CALIFORNIA SPECIAL-STATUS SPECIES LIST IN 2025:** Grey Hayes, with the Wildlife Society, is requesting that the FWAC recommend the Board of Supervisors ask the BLM to coordinate with California Dept of Fish and Wildlife when it updates the list of special status species in September. He is concerned that a Science Plan is being currently being created does not include changes made by CDFW since the previous BLM update.

- Commissioners were supportive of BLM updating the California special-status animal species and sensitive species lists to include changes made by CDFW since the previous BLM update. Commissioners also wanted to encourage BLM to coordinate with CDFW during each subsequent 5 year update. In addition, Commissioners wanted to seek more information from both CDFW and County planning to confirm the level of input they were able to provide in the list. To help show support for that, Commissioner Berry proposed the following motion:
 - **Motion: 1)** Chair Berry will reach out contacts at CDFW and County Planning to determine level of input they provided, **2)** creation of a sub-committee, composed of Commissioners Berry, Alter, Somerton, and Michelsen, to write a letter to the Board expressing support for CDFW being include in current, and future, updates to the BLM California special-status animal species and sensitive species lists. **3)** approving the letter, as discussed, in concept to allow the sub-committee to send the letter to the Board immediately upon their approval.
 - **Motion to Approve:** Berry, **Second:** Michelsen,
 - **All Ayes:** Letter approved

6. DISCUSSION ON FWAC BYLAWS REVISIONS: Commissioners reviewed the edits to the bylaws and discussed the various changes. Suggested edits were captured and will be incorporated into the bylaws by staff. Staff will send an updated version to commissioners to make any additional edits. Staff will then make final edits before bringing the bylaws to the May meeting for approval.

7. STAFF AND COMMISSIONER REPORTS AND ANNOUNCEMENTS:

- **Staff Reports:**
 - Conflict of Interest Reports (Form 700) are due on April 2. Those are renewed annually and required because our commission makes monetary recommendations to the Board that are rarely changed.
 - iNaturalist update: 35 Observations, 17 research grade, favorite observation: Bears Head which is an edible mushroom growing on conifer logs.
- **Commissioner Reports:**
 - **Com Somerton:** Attended the FGC meeting and they approved the requirement for a descending device when fishing for rockfish. The new requirement now needs approval by Pacific Fisheries Management Council due to the Federal level management of Rockfish.

- **Com Adelson:** 1) Received news about new MPAs being considered by FGC, including one off Pleasure Point, which could have far reaching implications and would like to have a representative come to a future meeting. To be added to May meeting agenda. 2) Inquired about contact information for the Vision Santa Cruz County team, as the email is inactive. Commissioner recommended CDI. 3) Inquired about sources of information on catch counts for the salmon fishing season, which recently closed.
- **Com Berry:** 1) Able to contact Rich Sampson and have him come to May meeting to discuss the Significant Tree Ordinance. 2) Sup Koenig listened to the FWAC letter and sent a proposal to create a county staff committee on Invasive species management. 3) Discussed with Sup Koenig the issues in enforcement of Fish and Wildlife regulations and how that impacts grant funding.
- **Com Michelsen:** Reminder about the volunteer French broom pull on March 16 (attached to agenda)
- **Com Jankovitz:** On Friday March 15, from 10-12 there is a workshop on wild pig control. This will be in Morgan Hill and will explain how wild pigs impact the environment and how to control them. To send link to staff for distribution.

8. ADJOURN. Motion to Adjourn: Alter, **Second:** Somerton
All Aye: meeting adjourned at 8:38 pm.



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Public Grants Program Budget Discussion

May 2, 2024

This table shows the revenue and expenditures from the Fish and Game trust fund in fiscal year 2023-24 and how much money is currently available in reserve. The reserve is used when the amount of revenue collected that year is less than the amount expended by the Public Grants Program (PGP).

Fiscal Year	Expenditures and Revenue	Reserve Fund Total
Start of 2023-24		\$57,482
	PGP Grant allocations	- \$16,000
	CDFW Fines	+ \$2,344
	Case 23CV01366 judgement	+ \$3,000
	Case 23CV01791 judgement	+ \$1,000
	Interest on trust fund	+ \$1,414
Current Date		\$49,240

For the fiscal year 2024-25, the budget approved for PGP was \$20,000, which is greater than in previous years. Assuming similar revenue in 2024-25, the reserve would be reduced to \$36,240, which is still higher than is normal.

Definition of terms:

Reserve - amount of funding saved in the Fish and Game trust fund, which carries over from year to year.

Revenue - amount received by the Fish and Game Propagation Fund from fines, judgements, and interest in each fiscal year.

Budget approved for PGP - Amount approved for release. This is set as part of the budget for Santa Cruz County Environmental Health Department and is approved by the Board of Supervisors in June. Changes in the amount budgeted should be discussed in December or January, when the EH Department beings creating the budget for the next fiscal year.



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BYLAWS OF THE SANTA CRUZ COUNTY FISH AND WILDLIFE ADVISORY COMMISSION

The Fish and Wildlife Advisory Commission is organized under the Santa Cruz County Board of Supervisors as authorized under Government Code Section 31000.1 and in compliance with Chapter [2.38](#) and Chapter [2.90](#) of the Santa Cruz County Code. Procedures for the conduct of business by the Fish and Wildlife Advisory Commission, hereinafter "the Commission", not specified in those Chapters are contained in these bylaws.

SECTION I – DUTIES AND RESPONSIBILITIES

1. Advise the Board of Supervisors (Board) on all matters relating to fish and wildlife policy, while taking into account matters of recreation and watershed preservation.
2. Develop policies for recommendation to the Board to ensure the preservation, protection, and enhancement of fish and wildlife, and essential habitats for public benefit.
3. Make recommendations to the Board concerning expenditures from the County Fish and Game Propagation Fund for the benefit of fish and wildlife in the county.
4. Promote education of the public related to fish and wildlife issues.

SECTION II – MEETINGS

The public shall be notified in advance of the time and place of regular and special meetings. Regular and Special Meetings shall comply with the requirements of the Ralph M. Brown Act (Government Code Section [54950](#)).

REGULAR MEETINGS

At least seventy-two (72) hours prior to each regular meeting, an agenda for the regular meeting shall be provided to each Commissioner and made publicly available. The agenda shall contain:

1. A brief general description of each item of business to be discussed at the meeting.



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2. Any written material to be discussed at the meeting.
3. Minutes of the last meeting

Commissioners who wish to place items on the agenda shall notify the Staff Liaison at least one week in advance of the meeting.

No action or discussion shall be undertaken on any item not appearing on the posted agenda. Commissioners may briefly respond to statements or questions from a member of the public, including to ask a question for clarification, refer the matter to staff or to other resources, or request staff to report back at a subsequent meeting.

Action may only be taken on an item of business not appearing on the posted agenda when two-thirds ($2/3$) of the members present (or all members if less than two-thirds are present) determine that there is a need to take immediate action and that the need for action came to the attention of the County after the agenda was posted.

SPECIAL MEETINGS

Special meetings may be called by the Chair or at the request of a majority of Commissioners. When scheduling a special meeting, Commissioners should not discuss the merits of what is to be taken up at the special meeting.

At least twenty-four (24) hours prior to each special meeting, an agenda for the special meeting shall be provided to each Commissioner and made publicly available.



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SECTION III – CONDUCT OF BUSINESS

PUBLIC PARTICIPATION

Public participation in Commission meetings shall comply with the requirements of the Ralph M. Brown Act (Government Code Section [54950](#)).

Public participation in Commission meetings shall be managed as follows:

1. An opportunity for members of the public to directly address the Commission on any item on the agenda shall be provided before or during the commission's consideration of the item.
2. The agenda will provide for a public comment period at the beginning of each regular meeting for items not on the agenda, within the subject matter jurisdiction of the Commission.
3. The Chair 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 comment on a particular item or the total amount of time allotted for public comment. When further discussion is required, the Commission may vote to allot time to the agenda of the following meeting.

VOTING

Voting on all matters shall be by voice vote except the election of officers or when a roll call vote is requested by any member in attendance.

CONDUCT

Meetings will be conducted with the degree of formality necessary to conduct orderly business. At the discretion of the Chair or the request of any member, particular business will be conducted in accordance with Rosenberg's Rules of Order.



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IV. DUTIES OF OFFICERS

CHAIR

The chair shall preside at all meetings of the Commission and be responsible for communication with the Staff Liaison, the County Administrative Officer and the Board of Supervisors concerning Commission business. The Chair shall sign all reports or resolutions made or promulgated by the Commission and shall perform such other duties as the Commission shall prescribe.

VICE-CHAIR

The Vice-Chair shall perform the duties of the Chair in the absence or incapacity of the Chair. In case of the resignation or death of the Chair, the Vice-Chair shall perform the duties of the Chair until a new Chair is elected by the Commission.

CHAIR PRO TEMPORE

In the event that both the Chair and the Vice-Chair are absent from a meeting, the Commission shall elect a Chair Pro Tempore to preside over that meeting with no other duties.

SECTION V – VACANCIES

Any Commissioner who has two consecutive unexcused absences or four absences for any reason within a twelve-month period shall be considered to have resigned from the Commission and the Board of Supervisors shall be notified. A replacement commissioner shall be appointed by the Board of Supervisors. All notices of resignation shall be sent to the Board of Supervisors and the Clerk of the Board.

Should the office of Chair or Vice-Chair become vacant during the term of such office, the Commission shall elect a successor from its membership at the earliest meeting at which such an election would be practicable and such election shall be for the unexpired term of such office.



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SECTION VI – STAFF SUPPORT

The Environmental Health Services Division of the Health Services Agency shall provide staff support for the Commission. The Environmental Health Director, or their designated representative, shall serve as the Staff Liaison to the Commission and shall receive copies of all minutes, reports and recommendations submitted to the Board of Supervisors by the Commission. Staff members from the Community Development and Infrastructure Department, the Office of Response, Recovery and Resiliency, and the County Counsel's office shall provide services to the Commission and shall attend Commission meetings upon request.

SECTION VII – ALLOCATION OF FISH AND GAME FUNDS

California Fish and Game Code Sections 13003 (b) and 13100 set forth the requirements for expenditures from the County Fish and Game Propagation Fund. The Commission, therefore, adopts the following procedures for allocation of fish and game funds:

1. PUBLIC GRANT FUNDING CYCLE:

- 1.1. The Commission shall adopt funding procedures, request forms, and a funding calendar cycle for consideration of all public funding requests. The purpose of which is to allow the public to be advised of the opportunity to request funding for the restricted purposes and to submit funding requests on a consistent and on-going basis.
- 1.2. Funding requests shall be submitted on a Grant Funding Request Form as devised by the Commission and pursuant to the criteria and instructions adopted by the Commission.
- 1.3. No funding request may be acted upon by the Commission at the meeting during which the item is first presented (except as emergency grant allocations as discussed below).
- 1.4. At the second meeting at which the funding request is presented, the Commission shall approve, deny, or modify the funding request and forward its recommendation to the Santa Cruz County Board of Supervisors for approval.



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2. OUTSIDE OF THE PUBLIC GRANT FUNDING CYCLE:

- 2.1. The Commission, various Santa Cruz County Departments, and the California Department of Fish and Wildlife may request allocation of funds outside of the Public Grant Cycle. Other groups wishing to apply outside the Public Grant Cycle must have a commissioner sponsor the project.
- 2.2. A written request is to be placed on the agenda at least one week in advance of the meeting.
- 2.3. Funding requests shall be submitted on a Grant Funding Request Form as devised by the Commission and pursuant to the criteria and instructions adopted by the Commission.
- 2.4. No funding request may be acted upon by the Commission at the meeting during which the item is first presented (except as emergency grant allocations as discussed below).
- 2.5. At the second meeting at which the funding request is presented, the Commission shall approve, deny, or modify the funding request and forward its recommendation to the Santa Cruz County Board of Supervisors for approval.

3. EMERGENCY FUNDING REQUESTS:

- 3.1. In cases of emergency, as determined by the Commission, funding requests may be approved by a two-thirds ($2/3$) vote on items that are properly placed on the Commission agenda at least seven days prior to any agenda meeting.
- 3.2. At the meeting at which the emergency funding request is presented, the Commission shall approve, deny, or modify the funding request and forward its recommendation to the Santa Cruz County Board of Supervisors for approval.



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SECTION VIII – SUBCOMMITTEES

1. Ad Hoc sub-committees may be appointed by the Chair to implement a discrete action, such as writing a letter to the Board. Requirements for an Ad Hoc sub-committee are:
 - 1.1. Cannot be composed of more than a quorum of Commissioners.
 - 1.2. Cannot be established for more than six (6) months.
 - 1.3. Upon completion of the discrete action, the sub-committee shall be terminated by the Chair, with the majority approval of the Commission.

2. Standing sub-committees may be appointed by the Chair, with the majority approval of the Commission, to address a continuing subject in the Commissions jurisdiction and will therefore be established for more than six (6) months. Requirements for a standing sub-committee are:
 - 2.1. Cannot be composed of more than a quorum of Commissioners.
 - 2.2. The Chair shall report the name, purpose, and membership of each standing sub-committee to the Board.
 - 2.3. Standing sub-committee meetings shall comply with the notice and agenda requirements otherwise applicable to the Commission in these by-laws.
 - 2.4. The Chair, with the majority approval of the Commission, shall terminate the standing sub-committee when its function is no longer necessary.

SECTION IX – APPROVAL OF BYLAWS

Amendments to the Bylaws may be recommended by the vote of a majority of the Commissioners. Such amendments must then be approved by the Board of Supervisors.

Copies of proposed amendments shall be provided to all Commissioners not less than two weeks prior to the meeting at which a vote on said amendments is to be taken.

BY-LAWS

SANTA CRUZ COUNTY FISH AND GAME ADVISORY COMMISSION

SECTION I – DUTIES AND RESPONSIBILITIES

1. Advise the Board of Supervisors (Board) on fish and game policy while taking into account matters of recreation, water quality, watershed preservation, and public health and safety.
2. Develop policies for recommendation to the Board to ensure the preservation, protection and enhancement of fish and game, and essential habitats for public benefits.
3. Promote education of the public related to fish and game issues and provide funding for fish and game related projects.

SECTION II – MEMBERSHIP

The commission shall be composed of members according to ordinance No. 3372 passed by the Board of Supervisors on April 19, 1983.

An appointment to fill an unexpired term shall be for the completion of the term becoming vacant. Should the Commission be expanded, the terms of additional appointments shall be arranged for staggered terms.

The Planning Director or his/her designated representative shall be an ex-officio member without vote of the Commission and shall act as Administrative Secretary to this Commission.

SECTION III – MEETINGS

The public shall be notified in advance of the time and place of regular and special meetings.

Regular meetings

Meetings of the Commission shall be public and held on the first Thursday of each month, except January and July, convening in Room 406-B at 7:00 p.m., in the County Governmental Center, 701 ocean Street, Santa Cruz, California.

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 posted 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 forgoing, action may be taken on an item of business not appearing on the posted agenda upon a determination by 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 seventy-two (72) hours prior to each regular meeting:

1. Any written material to be discussed at the meeting.
2. Minutes of the last meeting

Special Meetings

Special meetings may be called by the Chair or on request of a majority of Commissioners during any agenda or special meeting.

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 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.

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, religion, creed, color, national origin, ancestry or sex.

A person other than a Commissioner shall not be required to register his/her name or fulfill any other obligation as a condition to attendance at any meeting of this Commission, but may volunteer such information for inclusion in the Commission's minutes.

SECTION IV – CONDUCT OF BUSINESS

Public participation in Commission meetings shall be allowed as follows:

1. 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.
2. 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.
3. 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.

Quorum

For the purposes of conducting Commission business, if a majority of Commissioners are present at any meeting it shall constitute a quorum, provided that any official action taken by the Commission shall have agreement by a majority of the Commissioners in order to be valid.

Voting

Voting on all matters shall be by voice vote except the election of officers and when a roll call vote is requested by any member in attendance.

Conduct

Meetings will be conducted with that degree of formality necessary to conduct orderly business. At the discretion of the Chair or the request of any member, particular business will be conducted in accordance with Robert's Rules of Order Revised.

SECTION V – OFFICERS

The officers of the Commission shall be a Chair and Vice-Chair, both of whom shall be members of the Commission. The officers shall be elected for a term of one year beginning in July of each year. Election shall be by ballot vote and will be held in April of each year.

VI. DUTIES OF OFFICERS

Chair

The chair shall preside at all meetings of the Commission and be responsible for communication with the Planning Director, the County Administrative Officer and the Board of Supervisors concerning Commission business. The Chair shall sign all reports or resolutions made or promulgated by the Commission and shall perform such other duties as the Commission shall prescribe.

Vice-Chair

The Vice-Chair shall perform the duties of the Chair in the absence or incapacity of the Chair. In case of the resignation or death of the chair, the Vice-Chair shall perform the duties of the Chair until a new Chair is elected by the Commission.

Chair Pro Tempore

In the event that both the Chair and the Vice-Chair are absent from a meeting, the Commission shall elect a Chair Pro Tempore to preside over the meeting and he or she will have no other duties.

SECTION VII – ADMINISTRATIVE SECRETARY

The Planning Director or his/her designated representative will serve as Administrative Secretary to the Commission. The Administrative Staff shall take minutes of each meeting and mail a copy of the minutes to each Commissioner, the office of the Board of Supervisors and the Clerk of the Board with the notice of the next meeting.

The Administrative Staff shall provide maximum possible assistance to the Commission. In addition, staff members from the Public Works Department, Environmental Health Services and County Counsel shall provide services to the Commission and attend Commission meetings upon request.

Agendas

Commissioners who wish to place items on the agenda shall give those items to the Administrative Secretary at least one week in advance of the meeting.

The agenda will begin with community oral communications. Citizens shall be given approximately five minutes each to express their concerns. When further discussion is required, the Commission may vote to allot time in the agenda of the following meeting.

SECTION VIII – ALLOCATION OF FISH AND GAME FUNDS

California Fish and Game Code Sections 13003 (b) and 13100, the Santa Cruz County Fish and Game Advisory Commission Code Sections, and Regulations of the California Department of Fish and Game set forth the requirements for expenditures from the County Fish and Game Propagation Fund which are for propagation Commission, therefore, adopts the following procedures for allocation of fish and game funds:

- A. The Commission, various Santa Cruz County Departments, and the California Department of Fish and Game may request allocation of funds pursuant to the following procedures:
1. A written request is to be placed on the agenda at least one week in advance of the meeting.
 2. At the first Commission meeting, the Commission is to determine whether the Commission desires to have the project funded as a Commission project, a County project, or a Department of Fish and Game project.
 3. If the Commission determines that the project is to be considered for funding as such a project, the item is then to be placed on the next Commission meeting for a County Department, or Department of Fish and Game project.
 4. In cases of emergency, as determined by the Commission, funding requests can be made by a two-thirds (2/3) vote of the Commission.
- B. Funding of Public Grant Requests (for non-Commission, County or Department of Fish and Game Requests):
1. The Commission shall adopt procedures and funding request forms and a funding calendar cycle for consideration of all public funding requests, which shall apply to all funding requests other than as set forth in Paragraph A above. The purpose of such policies in the by-laws contained in this paragraph is to allow the public to be advised of the opportunity to request funding for the restricted purposes and to submit funding requests on a consistent and on-going basis.
 2. Funding requests shall be submitted on a Grant Funding Request Form as devised by the Commission and pursuant to the Criteria and instructions adopted by the Commission.
 3. No funding request may be acted upon by the Commission at the meeting during which the item is first presented (except as emergency grant allocation as discussed below).
 4. Any funding request and supporting materials must be placed on the agenda at least seven days prior to their first submittal to the Commission.
 5. At the second meeting at which the funding request is presented, the Commission shall approve, deny or modify the funding request and forward its recommendation to the Santa Cruz County Board of Supervisors for approval.

6. In cases of emergency, as determined by the Commission, funding requests may be made by a two-thirds (2/3) vote on items that are properly placed on the Commission agenda at least seven days prior to any agenda meeting and as required by the State Public Meeting Law.

SECTION IX – VACANCIES

Should the office of Chair or Vice-Chair become vacant during the term of such office, the Commission shall elect a successor from its membership at the earliest meeting at which such an election would be practicable and such election shall be for the unexpired term of such office.

Any Commissioner who has three consecutive unexcused absences or four absences for any reason within a twelve month period from the meetings shall be considered to have resigned from the Commission and the Board of Supervisors shall be notified and a replacement member shall be appointed by the Board of Supervisors. All notices of resignation shall be sent to the Board of Supervisors and the Clerk of the Board.

SECTION X – SUBCOMMITTEES

The Commission may authorize and instruct the Chair to appoint ad hoc subcommittees, members of which may include persons who are not members of the Commission. The Chair of such subcommittees shall be elected by the members of the subcommittee. Each subcommittee shall have a liaison Commission member designated by the Commission Chair.

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.

SECTION XI – APPROVAL OF BY-LAWS

Amendments to the By-Laws may be recommended by the vote of a majority of the Commissioners. Such amendments must then be approved by the Board of Supervisors.

Copies of proposed amendments shall be mailed to all Commissioners not less than two weeks prior to the meeting at which a vote on said amendments is to be taken.



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~~The Planning Director or his/her designated representative shall be an ex officio member without vote of the Commission and shall act as Administrative Secretary to this Commission.~~

SECTION III – MEETINGS

~~The public shall be notified in advance of the time and place of regular and special meetings. Regular and Special Meetings shall comply with the requirements of the Ralph M. Brown Act (Government Code Section 54950).~~

Regular meetings

~~Meetings of the Commission shall be public and held on the first Thursday of each month, except January and July, convening in Room 406 B at 7:00 p.m., in the County Governmental Center, 701 ocean Street, Santa Cruz, California.~~

REGULAR 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) provided to each Commissioner and made publicly available. The agenda shall contain:~~

- ~~1. 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.~~
2. Any written material to be discussed at the meeting.
3. Minutes of the last meeting

~~Commissioners who wish to place items on the agenda shall notify the Staff Liaison at least one week in advance of the meeting.~~

~~No action or discussion shall be undertaken on any item not appearing on the posted agenda except that members of the Commission. Commissioners may briefly respond to statements made or questions posted by persons exercising their public testimony rights or from a member of the public, including to ask a question for clarification, refer the matter to staff or to other resources for factual information.~~

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or request staff to report back at a subsequent meeting ~~concerning any matter.~~
~~Notwithstanding the forgoing, action may,~~

Action may only be taken on an item of business not appearing on the posted agenda ~~upon a determination by~~ when two-thirds (2/3) of the members present (or all members if less than two-thirds are present, ~~by unanimous vote of those members present, determine~~ that there is a need to take immediate action and that the need for action came to the attention of the County ~~subsequent to~~ after the agenda ~~being~~ was posted.

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~~The following items should be mailed to each Commission member at least seventy-two (72) hours prior to each regular meeting:~~

~~1. Any written material to be discussed at the meeting.~~

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~~2. Minutes of the last meeting~~

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Special Meetings

SPECIAL MEETINGS

Special meetings may be called by the ~~Chair~~ Chair or ~~on~~ at the request of a majority of Commissioners ~~during any agenda or.~~ When scheduling a special meeting, Commissioners should not discuss the merits of what is to be taken up at the special meeting.

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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 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~~ provided to each Commissioner and made publicly available.

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~~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, religion, creed, color, national origin, ancestry or sex.~~



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~~A person other than a Commissioner shall not be required to register his/her name or fulfill any other obligation as a condition to attendance at any meeting of this Commission, but may volunteer such information for inclusion in the Commission's minutes.~~

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SECTION VIII – CONDUCT OF BUSINESS

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PUBLIC PARTICIPATION

Public participation in Commission meetings shall ~~be allowed~~ comply with the requirements of the Ralph M. Brown Act (Government Code Section 54950). ~~Public participation in Commission meetings shall be managed~~ as follows:

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1. ~~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.~~

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2. ~~In addition, the~~ The agenda will provide for ~~community oral communications on~~ public comment period at the beginning of each regular meeting for items not on the agenda ~~which are~~ within the subject matter jurisdiction of the Commission ~~at the beginning of each regular meeting agenda.~~

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3. ~~The Chairperson of the Commission~~ Chair 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~~ comment on a particular item or the total amount of time allotted for ~~community oral communications~~ public comment. When further discussion is required, the Commission may vote to allot time ~~into~~ the agenda of the following meeting.

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Quorum

~~For the purposes of conducting Commission business, if a majority of Commissioners are present at any meeting it shall constitute a quorum, provided that any official action taken by the Commission shall have agreement by a majority of the Commissioners in order to be valid.~~

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Voting

VOTING

~~Voting on all matters shall be by voice vote except the election of officers~~ and/or when a roll call vote is requested by any member in attendance.

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Conduct

CONDUCT

Meetings will be conducted with ~~that~~the degree of formality necessary to conduct orderly business. At the discretion of the Chair or the request of any member, particular business will be conducted in accordance with ~~Robert's~~Rosenburg's Rules of Order ~~Revised~~.

SECTION V – OFFICERS

~~The officers of the Commission shall be a Chair and Vice Chair, both of whom shall be members of the Commission. The officers shall be elected for a term of one year beginning in July of each year. Election shall be by ballot vote and will be held in April of each year.~~

VI

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IV. DUTIES OF OFFICERS

Chair

CHAIR

The chair shall preside at all meetings of the Commission and be responsible for communication with the ~~Planning Director~~Staff Liaison, the County Administrative Officer and the Board of Supervisors concerning Commission business. The Chair shall sign all reports or resolutions made or promulgated by the Commission and shall perform such other duties as the Commission shall prescribe.

Vice-Chair

VICE-CHAIR

The Vice-Chair shall perform the duties of the Chair in the absence or incapacity of the Chair. In case of the resignation or death of the ~~chair~~Chair, the Vice-Chair shall perform the duties of the Chair until a new Chair is elected by the Commission.

Chair Pro Tempore

CHAIR PRO TEMPORE

In the event that both the Chair and the Vice-Chair are absent from a meeting, the Commission shall elect a Chair Pro Tempore to preside over ~~the~~that meeting ~~and he or she will have~~with no other duties.

SECTION VII – ADMINISTRATIVE SECRETARY – VACANCIES

Any Commissioner who has two consecutive unexcused absences or four absences for any reason within a twelve-month period shall be considered to have resigned from the Commission and the Board of Supervisors shall be notified. A replacement commissioner shall be appointed by the Board of Supervisors. All notices of resignation shall be sent to the Board of Supervisors and the Clerk of the Board.

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Should the office of Chair or Vice-Chair become vacant during the term of such office, the Commission shall elect a successor from its membership at the earliest meeting at which such an election would be practicable and such election shall be for the unexpired term of such office.

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SECTION VI – STAFF SUPPORT

~~The Planning Environmental Health Services Division of the Health Services Agency shall provide staff support for the Commission. The Environmental Health Director, or his/her/their designated representative will, shall serve as Administrative Secretary to the Commission. The Administrative the Staff shall take liaison to the Commission and shall receive copies of all minutes of each meeting, reports and mail a copy of the minutes recommendations submitted to each Commissioner, the office of the Board of Supervisors and the Clerk of the Board with the notice of the next meeting by the Commission.~~

~~The Administrative Staff shall provide maximum possible assistance to the Commission. In addition, staff members from the Public Works Community Development and Infrastructure Department, Environmental Health Services and the Office of Response, Recovery and Resiliency, and the County Counsel Counsel's office shall provide services to the Commission and shall attend Commission meetings upon request.~~

Agendas

~~Commissioners who wish to place items on the agenda shall give those items to the Administrative Secretary at least one week in advance of the meeting.~~

~~The agenda will begin with community oral communications. Citizens shall be given approximately five minutes each to express their concerns. When further discussion is required, the Commission may vote to allot time in the agenda of the following meeting.~~

SECTION VII – ALLOCATION OF FISH AND GAME FUNDS

~~California Fish and Game Code Sections 13003 (b) and 13100, the Santa Cruz County Fish and Game Advisory Commission Code Sections, and Regulations of the California Department of Fish and Game set forth the requirements for expenditures from the County Fish and Game Propagation Fund which are for propagation. The Commission, therefore, adopts the following procedures for allocation of fish and game funds:~~

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~~A. The Commission, various Santa Cruz County Departments, and the California Department of Fish and Game may request allocation of funds pursuant to the following procedures:~~

~~1.1. A written request is to be placed on the agenda at least one week in advance of the meeting.~~

~~2. At the first Commission meeting, the Commission is to determine whether the Commission desires to have the project funded as a Commission project, a County project, or a Department of Fish and Game project.~~

~~3. If the Commission determines that the project is to be considered for funding as such a project, the item is then to be placed on the next Commission meeting for a County Department, or Department of Fish and Game project.~~

~~4. In cases of emergency, as determined by the Commission, funding requests can be made by a two-thirds (2/3) vote of the Commission.~~

~~B. Funding of Public Grant Requests (for non-Commission, County or Department of Fish and Game Requests):~~

1. PUBLIC GRANT FUNDING CYCLE:

~~1.1. The Commission shall adopt funding procedures and funding request forms, and a funding calendar cycle for consideration of all public funding requests, which shall apply to all funding requests other than as set forth in Paragraph A above. The purpose of such policies in the by laws contained in this paragraph which is to allow the public to be advised of the opportunity to request funding for the restricted purposes and to submit funding requests on a consistent and on-going basis.~~

1.2. Funding requests shall be submitted on a Grant Funding Request Form as devised by the Commission and pursuant to the criteria and instructions adopted by the Commission.

1.3. No funding request may be acted upon by the Commission at the meeting during which the item is first presented (except as emergency grant allocations as discussed below).

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~~Should the office of Chair or Vice Chair become vacant during the term of such office, the Commission shall elect a successor from its membership at the earliest meeting at which such an election would be practicable and such election shall be for the unexpired term of such office.~~

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~~Any Commissioner who has three consecutive unexcused absences or four absences for any reason within a twelve month period from the meetings shall be considered to have resigned from the Commission and the Board of Supervisors shall be notified and a replacement member shall be appointed by the Board of Supervisors. All notices of resignation shall be sent to the Board of Supervisors and the Clerk of the Board.~~

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3.2. At the meeting at which the emergency funding request is presented, the Commission shall approve, deny, or modify the funding request and forward its recommendation to the Santa Cruz County Board of Supervisors for approval.

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SECTION XVIII – SUBCOMMITTEES

~~The Commission may authorize and instruct the Chair to appoint ad hoc subcommittees, members of which may include persons who are not members of the Commission. The Chair of such subcommittees shall be elected by the members of the subcommittee. Each subcommittee shall have a liaison Commission member designated by the Commission Chair.~~

~~1. All subcommittees~~ Ad Hoc sub-committees may be appointed by the Chair to implement a discrete action, such as writing a letter to the Board. Requirements for an Ad Hoc sub-committee are:

- ~~1.1. Cannot be composed of more than a quorum of Commissioners.~~
- ~~1.2. Cannot be established for more than six (6) months.~~
- ~~1.3. Upon completion of the discrete action, the sub-committee shall be terminated by the Chair, with the majority approval of the Commission.~~

~~2. Standing sub-committees may be appointed by the Chair, with the majority approval of the Commission, to address a continuing subject in the Commissions jurisdiction and will therefore be established for more than six (6) months. Requirements for a standing sub-committee are:~~

- ~~2.1. Cannot be composed of more than a quorum of Commissioners.~~
- ~~2.2. The Chair shall report the name, purpose, and membership of each standing sub-committee to the Board.~~
- ~~2.3. Standing sub-committee meetings 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.~~
- ~~2.4. The Chair, with the majority approval of the Commission, shall terminate the standing sub-committee when its function is no longer necessary.~~

SECTION XIX – APPROVAL OF BY LAWSBYLAWS

~~Amendments to the By LawsBylaws~~ may be recommended by the vote of a majority of the Commissioners. Such amendments must then be approved by the Board of Supervisors.

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Copies of proposed amendments shall be ~~mailed~~provided to all Commissioners not less than two weeks prior to the meeting at which a vote on said amendments is to be taken.

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