

BYLAWS FOR THE SAN BENITO COUNTY GENERAL PLAN ADVISORY COMMITTEE

GENERAL PROVISIONS

SECTION I PREAMBLE

§1.1 General Plan Advisory Committee Preamble

These Bylaws govern the proceedings of the San Benito County General Plan Advisory Committee (GPAC), an advisory committee established by the San Benito County Board of Supervisors. The following sets forth the operating rules and procedures of the General Plan Advisory Committee.

§1.2 Construction of Bylaws

The information set forth in this document shall serve as the bylaws for the General Plan Advisory Committee, subject to approval by the Board of Supervisors. These bylaws can be amended by a majority vote of the General Plan Advisory Committee members and subsequent approval by the Board of Supervisors.

§1.3 Definitions

- a. As used in these Bylaws, “chairperson” means the chairperson of the Committee.
- b. As used in these Bylaws, “secretary” means the secretary of the Committee.
- c. As used in these Bylaws, “Board of Supervisors” means the San Benito County Board of Supervisors.

SECTION II DUTIES AND AUTHORITY

§2.1 Purpose and Functions

The General Plan Advisory Committee (GPAC) has been created by the Board of Supervisors to advise the Planning Commission and the Board of Supervisors on needs and concerns for the comprehensive revision of the San Benito County General Plan.

The purpose of the General Plan Advisory Committee shall be to:

- a. Guide the Planning Commission and the Board of Supervisors in understanding San Benito County community members’ preferences for policies that need to be considered in the new, comprehensively updated General Plan;
- b. Examine the County’s needs for planning in the areas of land use, circulation, housing, open space, conservation, noise, safety, economic development, sustainability, agriculture and other topics of need, recognizing that policy changes in these areas may necessitate modifications to the General Plan’s regulatory implementations, such as the subdivision ordinance;
- c. Make suggestions in the form of recommendations to the Planning Commission and the Board of Supervisors.
- d. Serve as the Countywide General Plan Advisory Committee for the County of San Benito.
- e. Otherwise assist the County in publicizing and encouraging public comment and involvement in this process.

§2.2 Limitations

The Committee shall serve in an advisory capacity to the Planning Commission and the Board of Supervisors. It shall have no independent duties and no authority to take actions that bind the Planning Commission and the Board of Supervisors. No expenditures or requisitions for services and supplies shall be made by the Committee and no individual member thereof shall be entitled to reimbursement for travel or other expenses except as authorized by the Board of Supervisors. The Committee shall complete its work when the draft General Plan is completed for review by the Planning Commission and Board of Supervisors.

SECTION III MEMBERSHIP

§3.1 Membership

The Committee shall be composed of a minimum of fifteen (15) members. The Committee shall consist of members, appointed by a majority vote of the San Benito County Board of Supervisors. The Committee members shall serve at the pleasure of the Board of Supervisors. County employees are not eligible for membership.

§3.2 Members' Terms

Committee members shall continue to serve until replaced by a qualified successor. Terms begin upon the members' initial appointments and end upon completion of the Committee's recommendations.

§3.3 Vacancies

A vacancy in a member's position shall be filled for the remainder of the term by the Board of Supervisors at their convenience. The Board may elect to have the County Planning Department collect letters of interest in this regard for the Board's consideration. Each new Committee member chosen to fill a vacancy shall be nominated by the respective Board member, or successor of the Board member, who chose that Committee member's predecessor.

SECTION IV OFFICERS

§4.1 Chairperson and Vice Chairperson

The Committee shall elect from its membership a chairperson and a vice chairperson at its first meeting of the calendar year, to serve a one year term. The chairperson shall preside at all meetings of the Committee. The chairperson, in consultation with the County's Director of Planning, may identify items of interest for future agendas that are relevant to the Committee's duties and responsibilities. The vice chairperson shall perform the duties of the chairperson when the chairperson is absent. In the event that both the chairperson and the vice chairperson are absent, and the Committee otherwise has a quorum for purposes of conducting a meeting, the Committee shall elect from its membership a chairperson pro tempore to perform the duties of the chairperson while both the chairperson and the vice chairperson are absent.

In the event of a vacancy in the chairperson's position, the vice chairperson shall succeed as chairperson for the balance of the chairperson's term and the Committee shall elect a successor to fill the vacancy in the vice chairperson's position as provided below. In the event of a vacancy in the vice chairperson's position, the Committee shall elect a successor from its membership to fill the vice chairperson's position for the remainder of the vice chairperson's term.

The Committee may appoint a nominating committee to nominate Committee members for the positions of chairperson and vice chairperson. The nominating committee shall verify that members whose names have been submitted are willing to serve in those positions. The nominating committee shall submit to the Committee the names of those members whom it has nominated and recommends for election. Notwithstanding these procedures, any member may nominate a member from the floor.

§4.2 Secretary

The Director of the County Planning Department will provide staff services to prepare and distribute the Committee's agendas, notices, minutes, correspondence, and other documents and will assign an employee to attend each meeting of the Committee to serve in the capacity as the Committee's secretary. The secretary shall be an employee of the County Planning Department or the County's General Plan consultant as designated by the Director of Planning and maintain a record of all proceedings of the Committee as required by law and shall perform other duties as provided by these Bylaws.

SECTION V MEETINGS

§5.1 Regular Meetings

Regular meetings of the Committee shall be held at a time and place designated by the Committee chair in coordination with the Director of Planning.

§5.2 Special Meetings

A special meeting may be called by the chairperson with the approval of the Director of Planning. The meeting shall be called and noticed as provided in Section 5.3 below. (For a general description of the noticing procedures, see the Rules of Procedure of the Board of Supervisors.)

§5.3 Calling and Noticing of Meetings

All meetings shall be called, noticed, and conducted in accordance with the applicable provisions of the Ralph M. Brown Act (commencing with Section 54950 of the Government Code). The Director of Planning shall be given notice of all meetings. The Committee shall meet as directed by the chairperson, unless the Committee's activities are suspended.

§5.4 Quorum; Vote; Committee of the Whole

The presence of the majority of members shall constitute a quorum for the transaction of business. All acts of the Committee shall require the presence of a quorum and the affirmative vote of a majority of the total membership. At any regularly called meeting not held because of a lack of quorum, the members present may constitute themselves a "committee of the whole" for the purpose of discussing matters on the agenda of interest to the Committee members present. The committee of the whole shall automatically cease to exist if a quorum is present at the meeting.

§5.5 Thirty Minute Rule

If a quorum has not been established within thirty minutes of the noticed starting time for the meeting, the clerical support staff may be excused from further attendance at the meeting.

§5.6 Absences

If a member is absent from three regular Committee meetings in any twelve-month period, the Board of Supervisors may dismiss the member, and a successor shall be appointed by the Board of Supervisors to fill the remainder of that member's term.

§5.7 Time Limits for Speakers

Each member of the public appearing at a Committee meeting shall be limited to three minutes in his or her presentation, unless the chairperson, at his or her discretion, permits further remarks to be made. Any person addressing the Committee may submit written statements, petitions, or other documents to complement his or her presentation.

§5.8 Disturbance of Meeting

No person attending a Committee meeting will be allowed to cause a disturbance or interfere with the conduct of the meeting. If a person causes a disturbance or interferes with the conduct of a meeting, the chairperson shall admonish the person and instruct them to stop causing the disturbance or interfering with the conduct of the meeting. If the person continues to cause a disturbance or interfere with the conduct of the meeting, the chairperson may order him/her removed from the Committee meeting.

SECTION VI AGENDAS AND MEETING NOTICES

§6.1 Agenda Preparation

The secretary shall prepare the agenda for each meeting in consultation with the chairperson and the Director of County Planning. Material intended for placement on the agenda shall be delivered to the secretary on or before 12:00 Noon on the date established for the submittal deadline for the forthcoming meeting. The secretary may withhold placement on the agenda of any matter which is not timely received, lacks sufficient information, or is in need of staff review and report prior to Committee consideration. Any member of the Committee may request that such withheld matter be placed on the agenda by contacting the secretary in advance of the meeting.

SECTION VII MISCELLANEOUS

§7.1 Adoption and Amendment of Bylaws

These Bylaws may be amended by the Committee by the affirmative vote of a majority of its total authorized membership and with the approval of the Board of Supervisors.