

**THE BOARD OF SUPERVISORS OF THE COUNTY OF STANISLAUS
BOARD ACTION SUMMARY**

DEPT: Chief Executive Office

BOARD AGENDA:5.B.5
AGENDA DATE: July 17, 2018

SUBJECT:

Approval to Amend the Bylaws of the Keyes Municipal Advisory Council Changing the Meeting Frequency from Monthly to Quarterly

BOARD ACTION AS FOLLOWS:

RESOLUTION NO. 2018-0361

On motion of Supervisor Chiesa _____, Seconded by Supervisor Withrow _____
and approved by the following vote,

Ayes: Supervisors: Olsen, Chiesa, Withrow, Monteith, and Chairman DeMartini _____


Noes: Supervisors: None _____

Excused or Absent: Supervisors: None _____

Abstaining: Supervisor: None _____

- 1) Approved as recommended
- 2) Denied
- 3) Approved as amended
- 4) Other:

MOTION:

ATTEST:  _____
ELIZABETH A. KING, Clerk of the Board of Supervisors

File No. MAC-04-21

**THE BOARD OF SUPERVISORS OF THE COUNTY OF STANISLAUS
AGENDA ITEM**

DEPT: Chief Executive Office

BOARD AGENDA:5.B.5
AGENDA DATE: July 17, 2018

CONSENT:

CEO CONCURRENCE: YES

4/5 Vote Required: No

SUBJECT:

Approval to Amend the Bylaws of the Keyes Municipal Advisory Council Changing the Meeting Frequency from Monthly to Quarterly

STAFF RECOMMENDATION:

1. Amend the Keyes Municipal Advisory Council bylaws changing the meeting frequency from monthly to quarterly.

DISCUSSION:

On March 12, 1991 the Stanislaus County Board of Supervisors approved the formation of the Keyes Municipal Advisory Council (MAC) in Supervisorial District 2. At that time, the Board also approved the required boundaries and bylaws. The Keyes MAC is charged with advising, "the Stanislaus County Board of Supervisors on matters of public health, welfare, safety, planning, and public works, and other such matters as the Board may designate which affect the territory and inhabitants of Keyes; and, represent this community to any governmental agency or other organization on matters concerning the community."

In the past, the Keyes MAC was instrumental in participating in a variety of community initiatives including community development projects infrastructure improvements, beautification efforts, public outreach, government access, and strategic planning. In addition, MAC meetings provide a consistent forum for information exchange. Recently, MAC meetings have not been well attended by the public and there are no matters requiring a monthly meeting. In turn, the MAC Council considered amending its bylaws to meet on a quarterly basis.

The bylaw amendments will change the meeting frequency requirements from monthly to at least quarterly. The MAC may call for a special meeting if the situation arises. Of the nine MACs in Stanislaus County, Valley Home MAC meets quarterly and Hickman MAC meets every other month. The Empire MAC is currently in the process of amending its bylaws to meet on a quarterly basis. The remaining MACs meet monthly.

Keyes MAC bylaws detail the amendment process. In summary, bylaw amendments must be first submitted in writing at a monthly meeting with a copy for each member. At the next monthly meeting, the amendment shall be approved by the majority of the Council. Amendments to the bylaws must be approved by the Board of Supervisors. The bylaw amendments were submitted in writing to each of the Council members at the May 17, 2018 meeting, with the majority of the Council voting to approve the bylaws at its June 21, 2018 meeting.

The Keyes MAC bylaws were last updated June 29, 2010. The June 29, 2010 changes included:

- Clarifying the bylaw amendment process;
- Specifying that only residents or property owners within the Keyes MAC boundaries may vote on issues before the Council and any such vote is for advisory purposes only; and
- Clarifying what actions constitute a vacancy and how that vacancy is filled.

POLICY ISSUE:

Amendments to the Keyes Municipal Advisory Council (MAC) bylaws must be forwarded to the Board of Supervisors for approval. In doing so, the Board should determine whether the amendment to the bylaws is consistent with the MAC's objectives and purposes.

FISCAL IMPACT:

There is no direct fiscal impact associated with the proposed bylaw changes. Municipal Advisory Councils are currently allocated \$150 annually within the Chief Executive Office – Operations and Services budget for administrative and meeting expenses.

BOARD OF SUPERVISORS' PRIORITY:

Approval of the recommended actions supports the Board of Supervisors' priority *Delivering Efficient Public Services and Infrastructure* through the continued support of Municipal Advisory Councils.

STAFFING IMPACT:

County departments attend the Keyes Municipal Advisory Council meetings periodically. In some cases, as with the Library and public safety departments, County staff is in attendance on a monthly basis.

CONTACT PERSON:

Patrick Cavanah, Community Manager

Telephone – 209-525-6333

ATTACHMENT(S):

1. Keyes MAC Bylaws

Keyes Municipal Advisory Council By-Laws

I. FORMATION AND ORGANIZATION

SECTION 1. COUNCIL NAME

This Council shall be known as the Keyes Municipal Advisory Council, as established by Stanislaus County Board of Supervisors resolution #91-399, March 12, 1991, amended on April 28, 1992 and December 8, 1992. The Keyes Municipal Advisory Council will be referred to as “Keyes MAC” in the remainder of the By-Laws.

SECTION 2. BOUNDARIES OF THE KEYES MUNICIPAL ADVISORY COUNCIL

Boundaries shall be identified in Attachment One.

II. PURPOSE

SECTION 1. OBJECTIVES AND PURPOSES

The Council will advise the Board of Supervisors on matters of public health, welfare, safety, planning, and public works, and other such matters as the Board of Supervisors may designate which affect the territory and inhabitants within Keyes MAC; and, represent this community to any governmental agency or other organization on matters concerning the community.

III. COUNCIL MEMBERSHIP

SECTION 1. MEMBERSHIP

Members shall be registered voters within the Keyes MAC boundaries. Council is composed of five members who reside in the Keyes MAC boundaries.

SECTION 2. TERM OF MEMBERSHIP

The term of each member is four (4) years or until their successors are elected. The terms of members initially elected are staggered with two (2) member’s terms expiring December 31. These elections shall conform to state general election procedure (California Election Code 23500 et seq.).

SECTION 3. VACANCIES

Members may resign effective upon written notice or specified date. Council may declare seat vacant when member has three unexcused absences over a twelve month period. Members must notify chair when they will be absent. The Board of Supervisors will be notified of absences and declared vacancy within seven working days. Vacancies on the Council shall exist: 1) on the death, resignation or removal of any member, and 2) whenever the number of authorized members is increased. The council members may declare vacant the seat of a council member who has three unexcused absences

from the regular meeting dates during any twelve month period, or has been declared of unsound mind by a final order of court, or has been convicted of a felony. Any member may resign effective upon giving notice to the Chairperson of the Council or the Stanislaus County Board of Supervisors, unless the notice specifies a later time for the effectiveness of such resignation.

SECTION 4. COUNCIL SEAT REPLACEMENT

If a council position should become vacant, the Board of Supervisors shall appoint a person to serve the remainder of the term.

IV. OFFICERS AND DUTIES

SECTION 1. ELECTION OF OFFICERS

The Council shall, at its first official meeting each calendar year, nominate and elect a Chair, Vice Chair, and Secretary. These persons shall serve for (1) one year.

SECTION 2. DUTIES OF CHAIR

The duties of the Chair are: to be spokesperson for the Keyes MAC; and, to assume duties of the officers when a vacancy is declared or when the duties are not performed in a timely manner.

SECTION 3. DUTIES OF THE VICE-CHAIR

The duties of the Vice-Chair are: to assume the duties of the Chair when he/she is absent; and, to assume all duties of the Chair if the Chair is unable to fulfill those duties.

SECTION 4. DUTIES OF THE SECRETARY/TREASURER

The duties of the Secretary/Treasurer are: to read the minutes at request of the Council; to maintain a complete and official copy of all agendas and minutes of the Keyes MAC; to send agenda and minutes of each meeting to the chair and Board of Supervisors; and, to conduct correspondence of the Council.

V. MEETINGS

SECTION 1. REGULAR MEETINGS

The Keyes MAC shall hold at least four meetings a calendar year (a minimum of one every quarter) to be held ~~meet once each month~~ in a public building which is accessible and can accommodate all those residents and/or property owners within the Keyes MAC boundaries. A regular time and place for each meeting will be established and announced by the Council.

SECTION 2. SPECIAL MEETINGS

The Council may, through public notification, call for those special meetings it deems necessary.

SECTION 3. CANCELLATION OF MEETINGS

Chair may cancel regularly schedule regularly scheduled meetings with prior notice and consent of two other members.

SECTION 4. VIEWS OF THE PUBLIC

If the Council wishes, it may seek the views of those present at a meeting by calling for a vote by those in attendance. Only residents or property owners within the Keyes MAC boundaries may vote on issues before the Council. Any such vote is for advisory purposes only. Residents within the Keyes MAC boundaries are allowed to address the MAC per cited Government Code.

SECTION 5. QUORUM

A majority of the Council Membership shall constitute a quorum for the conduct of business. All special and regular meetings of this Council shall comply with California Government Code Sections 454950 et seq. (The Brown Act)

VI. COMMITTEES

SECTION 1. COMMITTEE APPOINTMENTS

The Chair may appoint, as needed, standing committees that exist for a specified period of time, or special committees that are created to consider special issues. The committees may include one member, but not more than two members of the Keyes MAC.

VII. AMENDMENTS

SECTION 1. AMENDMENTS

The Keyes MAC may amend its By-Laws in the following manner: (1) the amendment must be submitted in writing at the monthly meeting proceeding the one at which it is to be voted upon, with a copy for each Council member; (2) at the next monthly meeting, the amendment shall be approved by the majority of the Council. Amendments to the By-Laws must be approved by the Board of Supervisors.

VIII PARLIAMENTARY AUTHORITY

The Keyes MAC adopts the rules contained in the Robert's Rules of Order to govern it in all situations not governed by the By-Laws or any special rules of order of the Council.