



Mariposa County Fire Advisory Committee MEETING AGENDA December 15, 2021

DATE: Wednesday December 15, 2021

TIME: 9:30 AM

HOST LOCATION Teleconference Only (see below for call in participation information)

<https://www.gotomeet.me/MariposaCountyVR04>

Dial in- United States: +1 (786) 535-3211

Access Code: 135-062-653

Members of the public who wish to participate in the meeting are invited to do so by submitting written comments (instructions follow) or by joining the teleconference by:

MCFAC Advisory Committee written commenting processes are as follows

WRITTEN COMMENTS: Written comments may be submitted via U.S. Postal Service, email or may be dropped off at the Planning Department. In your written communication please note in the subject line: Which Advisory Committee you are commenting to and indicate which "PUBLIC COMMENT ITEM #" (insert the item number relevant to your comment) or "PUBLIC COMMENT NON-AGENDA ITEM" that you are commenting on.

1) Mail • Send written communication to:

Mariposa County Fire Department
PO Box 2039
Mariposa CA 95338

2) Email • Send an email to the mcfac@mariposacounty.org

3) Drop Off: • Written communication can be dropped off at:

No matter which of these formats you choose to use for written communication (Mail, Email or Drop Off) please know that in order to ensure distribution to the committee prior to their consideration of the agenda, and in order for your written comments to be placed into the record it must be received no later than 8:00 a.m. on the day of the meeting.

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Fire Department at 209-966-4330.
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Mariposa County Fire Advisory Committee

MEETING AGENDA

December 15, 2021

1. Roll Call

2. **Resolution:** A resolution of the Mariposa County Fire Advisory Committee proclaiming a local emergency, ratifying the proclamation of a state of emergency by the Governor of the State of California on March 4, 2020 regarding an outbreak of respiratory illness due to a novel coronavirus (a disease now known as Covid-19), and authorizing remote teleconference meetings of the legislative bodies of the Mariposa County Fire Advisory Committee for the period December 15, 2021 to January 19, 2022 pursuant to Brown Act provisions.

3. Approval of Minutes: November 17, 2021

4. Public comments

5. Discussion and Possible Action:

- a. Consideration of the draft Mariposa Committee Policy and Resolution Ver. 2.0.,
 - b. Discussion and committee direction on membership
 - i. Recommend to BOS to add STI seat to committee and appoint Laura Norman
 - c. Countywide Community Wildfire Protection Plan (CWPP)
 - i. Report out CWPP Implementation progress - CWPP ADHOC report. Work Plan
 - ii. Next steps for CWPP Implementation-. CWPP ADHOC report. Work Plan
- Final CWPP is available here: <http://www.mariposacounty.org/2448/Community-Wildfire-Protection-Plan>
- a. Firesafe regulations update.
 - b. MCFAC update to the BOS was completed December 7
 - c. Grant Applications Coordination updates

6. Updates, Activity Reports and Future Items

- a. Members
- b. Any future agenda items

7. Adjourn

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in meeting, please contact the Fire Department at 209-966-4330

RESOLUTION NO. 2021-01

Mariposa County Fire Advisory Committee

A RESOLUTION OF THE MARIPOSA COUNTY FIRE ADVISORY COMMITTEE PROCLAIMING A LOCAL EMERGENCY, RATIFYING THE PROCLAMATION OF A STATE OF EMERGENCY BY THE GOVERNOR OF THE STATE OF CALIFORNIA ON MARCH 4, 2020 REGARDING AN OUTBREAK OF RESPIRATORY ILLNESS DUE TO A NOVEL CORONAVIRUS (A DISEASE NOW KNOWN AS COVID-19), AND AUTHORIZING REMOTE TELECONFERENCE MEETINGS OF THE LEGISLATIVE BODIES OF THE MARIPOSA COUNTY FIRE ADVISORY COMMITTEE FOR THE PERIOD DECEMBER 15, 2021 TO JANUARY 19, 2022 PURSUANT TO BROWN ACT PROVISIONS.

WHEREAS, the Mariposa County Fire Advisory Committee is committed to preserving and nurturing public access and participation in meetings of the Planning Advisory Committee; and

WHEREAS, all meetings of the Mariposa County Fire Advisory Committee's legislative bodies are open and public, as required by the Ralph M. Brown Act (Cal. Gov. Code 54950 – 54963), so that any member of the public may attend, participate, and watch the District's legislative bodies conduct their business; and

WHEREAS, the Brown Act, Government Code section 54953(e), makes provisions for remote teleconferencing participation in meetings by members of a legislative body, without compliance with the requirements of Government Code section 54953(b)(3), subject to the existence of certain conditions; and

WHEREAS, a required condition is that a state of emergency is declared by the Governor pursuant to Government Code section 8625, proclaiming the existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by conditions as described in Government Code section 8558; and

WHEREAS, a proclamation is made when there is an actual incident, threat of disaster, or extreme peril to the safety of persons and property within the jurisdictions that are within the District's boundaries, caused by natural, technological, or human-caused disasters; and

WHEREAS, it is further required that state or local officials have imposed or recommended measures to promote social distancing, or, the legislative body meeting in person would present imminent risks to the health and safety of attendees; and

WHEREAS, such conditions now exist in the District, specifically, COVID-19 has spread and is continuing to spread at rates that threaten the capacity of the health care system and the health of the community, and

WHEREAS, in-person meetings that include members Mariposa County Fire Advisory Committee as well as members of the public would expose attendees to transmission of COVID-19 in ways that present imminent risks to health and safety; and

WHEREAS, the Mariposa County Fire Advisory Committee does hereby find that community transmission of COVID-19 has caused, and will continue to cause, conditions of peril to the safety of persons within the community that are likely to be beyond the control of services, personnel, equipment, and

facilities of the Fire Advisory Committee, and desires to proclaim a local emergency and ratify the proclamation of state of emergency by the Governor of the State of California; and

WHEREAS, as a consequence of the local emergency, the Mariposa County Fire Advisory Committee does hereby find that the Mariposa County Fire Advisory Committee shall conduct their meetings without compliance with paragraph (3) of subdivision (b) of Government Code section 54953, as authorized by subdivision (e) of section 54953, and that such legislative bodies shall comply with the requirements to provide the public with access to the meetings as prescribed in paragraph (2) of subdivision (e) of section 54953; and

WHEREAS, efforts are being made to ensure public access to the Mariposa County Fire Advisory Committee meetings, including providing public call-in numbers which are part of the meeting packet and public noticing materials.

NOW, THEREFORE, THE MARIPOSA COUNTY FIRE ADVISORY COMMITTEE DOES HEREBY RESOLVE AS FOLLOWS:

Section 1. Recitals. The Recitals set forth above are true and correct and are incorporated into this Resolution by this reference.

Section 2. Proclamation of Local Emergency. The Committee hereby proclaims that a local emergency now exists throughout the community, and that meeting in-person as a committee and with members of the public in attendance would present an imminent risk to the transmission of COVID-19.

Section 3. Ratification of Governor's Proclamation of a State of Emergency. The Committee hereby ratifies the Governor of the State of California's Proclamation of State of Emergency, effective as of its issuance date of March 4, 2020.

Section 4. Remote Teleconference Meetings. The County of Mariposa and legislative bodies of the Mariposa County Fire Advisory Committee are hereby authorized and directed to take all actions necessary to carry out the intent and purpose of this Resolution including, conducting open and public meetings in accordance with Government Code section 54953(e) and other applicable provisions of the Brown Act.

Section 5. Effective Date of Resolution. This Resolution shall take effect immediately upon its adoption and shall be effective until the earlier of (i) December 15, 2021, or such time the Mariposa County Fire Advisory Committee adopts a subsequent resolution in accordance with Government Code section 54953(e)(3) to extend the time during which the Mariposa County Fire Advisory Committee may continue to teleconference without compliance with paragraph (3) of subdivision (b) of section 54953.

PASSED AND ADOPTED by the Mariposa County Fire Planning Advisory Committee this 15th day of December 2021, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:



Mariposa County Fire Advisory Committee

MEETING DRAFT MINUTES

DATE: Wednesday NOVEMBER 17, 2021
TIME: 9:30 AM
LOCATION: Go To Meeting/Call in – Conference Meeting (see below for participation information)
Host Location – Mariposa County Government Center
5100 Bullion Street, Mariposa, CA 95338
Lower Floor, Development Services

- 1. Roll Call:** Steve Ward, Steve Engfer, Barbara Cone, Dave Angelini, Tom Sweeney, Cathy Garrett, Russ Marks, Wes Smith, Fadzayi Mashiri, Chris Bernard, Patience Good, Ronald Plummer, Hannah Harrison, Dan Buckley, Kelly Singer and Laura Norman.

Meeting called to order at 9:34.

- 2. Resolution:** At the beginning of each meeting we will vote on whether we want to have an all in-person meeting or only teleconference. The public will have the option to call in for either format.

ACTION- Motion to meet by teleconference on this day. Approved.

- 3. Approval of Minutes:** Minutes of October 20, 2021.

ACTION- Minutes approved.

- 4. Public comments - none**

5. Discussion and Possible Action:

- a. **Allen Johnson recognition update.** Steve Ward was not able to get recognition through the BOS based on County policy. As a committee we are allowed to send a letter to the Johnson family. Ward provided a draft letter and is looking for edits or suggestions.

ACTION- Motion to approve draft letter. Approved

- b. Board of Forestry Survey of subdivisions of more than 30 dwellings with 1 road in and out. Concerns about Mariposa Pines, Bronco Hollow and Jerseydale missing from list and being high fire risk neighborhoods. Only subdivisions developed after 1990 are included. Prior to that date were omitted and are most at risk. Ward will contact Jeff Hakala for clarification. Provide feedback to MCFAC by Nov 30 before the BoF meeting on Dec 8th.
- c. Next MCFAC update to BOS on Nov 23rd- provide Ward with topics
- d. Countywide Community Wildfire Protection Plan (CWPP)
- i. Next steps for CWPP implementation – Work has been done going through implementation document and making updates. Progress has been made on software implementation.
 - ii. Hannah Harrison from Climate Action Corp has joined the County. She is from Kentucky and started work on Monday. She will be working on the CWPP and Creek Projects. She has an 11-month contract keeping her here until the end of September. Barbara offered to take her on a tour of the FSC projects. Hannah has started on the template for community plans and town hall meetings
 - iii. Discussion on public outreach and recommendation to BOS on town hall meeting. Include community members to populate the framework. Midpines is good example. Yosemite West is making progress on theirs. Each will be developed by members of the communities to personalize them. Projected timetable would be very helpful to schedule future work.



Mariposa County Fire Advisory Committee

MEETING DRAFT MINUTES

- e. Discussion and committee direction on Public Education Adhoc

Since we don't currently have a Public Education adhoc it was suggested we move those duties in Public Outreach.

ACTION- Motion to table the Education Adhoc for time being. Approved.

- f. Discussion and committee direction on membership and participation

Encourage peers to participate so we have a quorum. Southern Sierra Miwuk representative Acacia Coates has been added to the distribution list.

- g. Grant Application Coordination updates

County Fire: CCI Grant awarded on Nov 23rd BOS agenda for acceptance so equipment can be purchased. Also some other grants for PPE. No conflicts with FSC.

FSC: Waiting for signatures to proceed. Held the Bid Walk; waiting on bids. Tom Sweeney provided new opportunity with OES Grants available. No conflicts with Sheriff's Office.

Fadzayi: UCNR approached to have a Fire Specialist assigned to Mariposa County. Applications close in January. Mikey is hoping for volunteers to help with Creek project. So far volunteers are mostly Master Gardeners to identify invasive plants. Plans to hire back Mark as PBA coordinator.

6. Updates, Activity Reports and Future Items

- a. Members

Next meeting discussion for December 15th. On for now.

- b. Any future agenda items

- Field trip to South Mariposa projects

7. Adjourn

Adjourned at 10:52 a.m.

Agenda Documents Download link: <https://www.mariposacounty.org/DocumentCenter/Index/2715>

- If you require a hard copy of the agenda please notify Cathy Garrett, County Fire Department: cgarrett@mariposacounty.org



COUNTY of MARIPOSA

P.O. Box 784, Mariposa, CA 95338 (209) 966-3222



MARSHALL LONG, CHAIR
ROSEMARIE SMALLCOMBE, VICE-CHAIR
TOM SWEENEY
WAYNE FORSYTHE
MILES MENETREY

DISTRICT III
DISTRICT I
DISTRICT II
DISTRICT IV
DISTRICT V

MARIPOSA COUNTY BOARD OF SUPERVISORS MINUTE ORDER

TO:	RENÉ LaROCHE/Clerk of the Board
FROM:	DANIELLE BONDSHU/Deputy Clerk of the Board II
SUBJECT:	Discussion and Direction Regarding Development of a New Policy Specifying Guidelines and Standing Rules for All County Committees, Commissions, and Boards
RESOLUTION:	N/A

The following action was taken by the Mariposa County Board of Supervisors on **August 24, 2021**:

J.14. Clerk of the Board of Supervisors (ID # 12079)

Discussion and Direction Regarding Development of a New Policy Specifying Guidelines and Standing Rules for All County Committees, Commissions, and Boards

René LaRoche/Clerk of the Board gave the staff report. No public comment. Ms. LaRoche noted speaking to Supervisor Forsythe and that he was in support of a policy and that he liked the San Diego policy. Board discussion ensued. Supervisor Smallcombe requested that any communication regarding changes in legislature or any notices to Department Heads be extended to the Chair of the appropriate committee or commission, as well.

Direction:

The Clerk of the Board is to draft and return with a policy for Committees and Commissions that includes:

- ***Sunset date of four years with a review to take place at year two.***
- ***Submittal of annual committee reports to the Board of Supervisors.***
- ***Regular submission of the meeting minutes to the Clerk of the Board to provide to the Board of Supervisors.***
- ***A provision that the committee and commission members be provided with the policies of the County and that the Zero Tolerance be enforced. Human Resources is to work with the Clerk of the Board to develop and create the policy of enforcement.***
- ***Policy on nepotism to include no persons of the same household and/or husband/wife, which is to take effect immediately.***
- ***All Committees and Commissions will be required to have bylaws. If they***

Discussion and Direction Regarding Development of a New Policy Specifying Guidelines and Standing Rules for All County Committees, Commissions, and Boards; August 24, 2021

currently do not have bylaws, they will have 90 days from the adoption of the final policy to create and have their bylaws adopted by the Board of Supervisors.

RESULT:DIRECTION GIVEN

**RESOLUTION NO. 2021-
RESOLUTION OF THE MARIPOSA COUNTY BOARD OF SUPERVISORS
ESTABLISHING A NEW POLICY SPECIFYING GUIDELINES, PROCEDURES, AND
STANDING RULES FOR COUNTY ADVISORY BOARDS, COMMISSIONS, AND
COMMITTEES**

WHEREAS the County of Mariposa depends on many boards, commissions and advisory committees (hereinafter referred to as “committees”), to conduct the public business and to comply with applicable statutory mandates; and

WHEREAS, as a matter of public interest, the Board of Supervisors deems it advisable to establish guidelines for the establishment, dissolution, and operation of committees, as well as to clarify procedures and standing rules for the committees and the members of these bodies; and

WHEREAS these guidelines are applicable to all discretionary committees established by the Board of Supervisors, regardless of whether formation was via resolution, ordinance, or other Board action.

NOW, THEREFORE, BE IT RESOLVED that the Mariposa County Board of Supervisors, a political subdivision of the State of California, does hereby establish the Policy Specifying Guidelines, Procedures, and Standing Rules for County Advisory Boards, Commissions, and Committees which is attached hereto as Exhibit “A”.

PASSED AND ADOPTED by the Board of Supervisors of Mariposa County on this ____ day of January, 2022, by the following vote:

AYES:
NOES:
EXCUSED:
ABSTAIN:

MARSHALL LONG, Chair
Mariposa County Board of Supervisors

ATTEST:

APPROVED AS TO FORM

René LaRoche, Clerk of the Board

Steven W. Dahlem, County Counsel



Policy Specifying Guidelines, Procedures, and Standing Rules for County Advisory Boards, Commissions, and Committees

1. PURPOSE

The County of Mariposa depends on many boards, commissions, and discretionary committees (hereinafter referred to as "committees") to conduct the public business and to comply with applicable statutory mandates. Consequently, the Board of Supervisors deems it advisable and a matter of public interest to establish guidelines for the establishment, dissolution, and operation of committees, as well as to clarify procedures and standing committee rules for the members of these bodies, as well as for staff, and the public.

2. POLICY INTENT

These guidelines are intended to be applied to all committees established by the Board of Supervisors regardless of whether creation was via resolution, ordinance, or other Board action.

3. POLICY LIMITATIONS

This policy is not meant to change any statutory authority or requirement. Where a conflict exists between statutory authority and this policy, the statutory authority shall prevail.

4. DEFINITIONS

○ Ad hoc Committee

A committee or sub-committee that is created for a particular project or task and/or for a specific limited timeframe, and which is automatically dissolved upon completion of the project or task, or when the specified timeframe has elapsed.

○ Discretionary Committees

Advisory Boards, Commissions, and Committees that are not mandated by State or federal law or regulation.

○ Majority

One-half of the committee membership, plus one, unless defined otherwise by law.

○ Quorum

One-half of the committee membership, plus one, unless defined otherwise by law.

○ Sunset Date

The date on which a committee's authorization to function expires, unless a Board action is taken to extend it another term.

○ Unscheduled Vacancy

A vacancy that occurs for any reason prior to the end of a member's term.

5. ESTABLISHMENT AND DISSOLUTION OF DISCRETIONARY COMMITTEES

5.1 To conserve County resources, the Board of Supervisors may direct the use of Ad hoc committees, advisory councils, or town hall meetings prior to establishing a new



Policy Specifying Guidelines, Procedures, and Standing Rules for County Advisory Boards, Commissions, and Committees

discretionary committee.

5.2 New discretionary committees shall be established by a resolution of the Board which includes:

- A) A statement of purpose.
- B) Membership requirements, if any. (Demographics, experience, etc.)
- C) Membership term lengths.
- D) Member compensation.
 - a. A clause noting that members serve without compensation; or
 - b. A clause that addresses compensation, stipends reimbursement of mileage or other expenses.
- E) A "sunset date," or other date of dissolution, for the committee which is no more than four years from the date that the Board creates the committee.

5.3 No committee shall have powers other than advisory to the Board of Supervisors or Planning Commission except as may be contained in the Mariposa County Code.

5.4 Initial sunset dates, staggered across four years, are hereby established for existing committees via Appendix 1, which is attached hereto and incorporated herein by reference.

5.5 A committee shall cease to exist upon the accomplishment of the special purpose for which it was created, upon reaching an unextended sunset date, or when dissolved by a majority vote of the Board of Supervisors. The Board of Supervisors may dissolve a committee prior to a discretionary committee's established sunset date.

5.6 The Board of Supervisors shall retain discretion to remove any committee member as it deems necessary, for any cause.

6. APPLICATION AND APPOINTMENT PROCEDURES

6.1 County committees are meant to inform policy regarding the needs of Mariposa County residents. Consequently, committee members must reside or work within Mariposa County, unless otherwise defined by the establishing authority.

6.2 All new committee members must submit a completed County Committees application to the Clerk of the Board, along with answers to any supplemental questions, prior to any advertised deadline. The Clerk shall log valid applications and forward them to the administering department to vet qualifications and prepare a Board item. Applications received after the deadline are invalid and will not continue in the process.

6.3 In the event that multiple applications are submitted for a position, applications may be vetted by a committee composed of the Board liaisons for that department, the department head, and the Clerk of the Board, with a recommendation made to the



Policy Specifying Guidelines, Procedures, and Standing Rules for County Advisory Boards, Commissions, and Committees

Board of Supervisors. Any such recommendation will be presented to the Board of Supervisors along with all valid applications, redacted to protect sensitive personal information.

- 6.4 No committee member will be appointed/reappointed to a term longer than four years.
- 6.5 Committee members, except for those who have resigned or been removed, may continue to serve until an appointment or reappointment is made.
- 6.6 Members of committees who wish to continue serving in their appointed capacity for additional terms are required to complete and submit a new application, or may update and resubmit their original application if no pertinent information has changed. All qualifying applications for the vacancy will be submitted to the Board of Supervisors along with any recommendation from the administering department.
- 6.7 In the event of a resignation by a committee member, it is the responsibility of the resigning member to communicate the resignation to the Clerk of the Board or the administering department.
- 6.8 In the event of an unscheduled vacancy on any discretionary committee, a Notice of Special Vacancy shall be posted in the Clerk of the Board's office, and on either the County's website or at the library designated pursuant to California Government Code Section 54973 et seq. (the Maddy Act). In the case of At Large vacancies, a press release may also be sent to the local newspapers, at the discretion of the head of the administering department. Final appointment to the committee may not be made by the legislative body until at least 10 working days have elapsed since the posting of the notice in the Clerk's office.
- 6.9 Applicants for District appointments may be nominated by the District Supervisor, but require concurrence and approval by a majority of the full Board.
- 6.10 When a vacancy exists on a committee and no applications have been submitted by the deadline, the vacancy will be continued by the administering department until such time as an appointment can be made. The Board of Supervisors may, at any time, move to continue an appointment to a subsequent date.
- 6.11 Upon initial appointment, and at each reappointment, committee members shall receive a copy of all County policies provided to new hires, and shall acknowledge their receipt. The administering department shall be responsible for providing the policies, obtaining signed acknowledgements, and for keeping all acknowledgements until two years past the member's resignation or removal from the committee.

7. NEPOTISM

The role of advisory committees is to provide diverse input from throughout the county.



Policy Specifying Guidelines, Procedures, and Standing Rules for County Advisory Boards, Commissions, and Committees

Consequently, no more than one member of a household or family unit may serve on the same committee.

8. ORIENTATION

Each advisory committee will prepare an orientation for new members which includes:

- A. A copy of this Board Policy.
- B. Copies of any laws, regulations, and/or other applicable Board policies pertaining to the operation of County committees in general, and the advisory committee specifically, including the establishing authority, By-Laws, and plans and goals of the committee.
- C. A copy of County Counsel's memorandum regarding duties, responsibilities, and requirements of the Ralph M. Brown Act.
- D. Copies of the last three (3) committee minutes and recent reports prepared for Board review.
- E. A roster of all current committee members, as well as the County staff which regularly interacts or presents to the advisory committee.
- F. Information regarding any Ad-Hoc or subcommittees including, but not limited to, descriptions, list of Ad-Hoc or subcommittee members, or other pertinent materials.

It shall be the responsibility of the Committee Chairperson, or his or her designee, to provide these orientation materials to new committee members prior to their being seated as a member.

9. BY-LAWS

- 9.1 Each committee, whether created by resolution or ordinance, shall prepare By-Laws, which, nominally, shall contain the sections and information contained in Appendix 2, attached hereto, and must be approved by the Board of Supervisors.
- 9.2 Newly formed Committees shall have adopted By-Laws approved by the Board of Supervisors within 90 calendar days of the committee's first meeting.
- 9.3 Existing committees named in Appendix 1, attached hereto, shall have adopted By-Laws approved by the Board of Supervisors not later than 90 days after the committee's next scheduled meeting that occurs after the adoption of this policy.

10. REPORTING AND REVIEWS

- 10.1 Each committee shall select a member to prepare and maintain meeting Minutes. Within thirty days of each meeting, Minutes shall be submitted to the Clerk of the Board who will prepare an informational agenda item for submission to the Board of Supervisors.



Policy Specifying Guidelines, Procedures, and Standing Rules for County Advisory Boards, Commissions, and Committees

- A. If the selected committee member fails to produce the meeting Minutes within the required timeframe, then it will be up to the Committee Chair to immediately prepare and submit the Minutes.
- 10.2 Each committee shall prepare and submit an annual written report to the Board of Supervisors, through the Clerk of the Board, by April 1st of each year that includes a summary of their activities and accomplishments during the last year, as well as committee goals and initiatives for the next year.
 - A. Each annual report shall nominally include:
 - A. An overview of the Projects/Issues/Topics considered by the committee in the preceding year
 - B. How the Projects/Issues/Topics fall within the committee's purpose.
 - C. Any issues impeding committee effectiveness
 - D. Goals and objectives for the next year
- 10.3 It is the intent of this policy that written reports are communications between the committees and the Board of Supervisors and will, consequently, be written and prepared by the committee members rather than staff.
- 10.4 Written reports should be submitted to the Clerk of the Board of Supervisors who will schedule and prepare a Board of Supervisors item in coordination with the committee chairperson.
- 10.5 Committees that do not submit a report by May 1st of each year shall be reviewed by the Board of Supervisors and appropriate actions, including dissolution of the committee prior to the sunset date, may be considered.
- 10.6 An agenda item for a mid-term review of each committee shall be scheduled and prepared by the Clerk of the Board before the Board of Supervisors in the second year of the committee's four year term.
- 10.7 Agenda items for Sunset Reviews shall be scheduled and prepared by the Clerk of the Board before the Board of Supervisors in the last year of the committee's four year term, but prior to its sunset date, to allow the Board to consider the committee's purpose, effectiveness, and possible sunset date extension.
- 10.8 Mid-term and Sunset Board Reviews will nominally include consideration of the annual reports, and will provide the committee members the opportunity to provide feedback regarding the committee's objectives relative to its purpose, as well as to allow the Board to provide direction.



Policy Specifying Guidelines, Procedures, and Standing Rules for County Advisory Boards, Commissions, and Committees

11. STANDING RULES

- 11.1 All committee members shall take a loyalty Oath of Office upon appointment or reappointment and prior to voting on any matter presented to the committee on which they serve. Oaths of Office may be administered by the Clerk of the Board, or the head of the administering department.
- 11.2 Any committee members who receive any type of compensation, salary, stipend, or reimbursement for actual and necessary expenses incurred in the performance of official duties, are required to complete Ethics Training as required by California Government Code Title 5, Chapter 2, Article 2.4, Sections 53234-53235.2.
- 11.3 Discretionary committees and their members are responsible for conducting public business for the County of Mariposa and are, therefore, subject to provisions of California Government Code Section 54950 et seq. (the Ralph M. Brown Act), which mandates open meetings for local legislative bodies.
- 11.4 Committee members shall be responsible for having a working knowledge of the establishing ordinance, resolution, by-laws, federal or state mandates, or any other governing regulations that define and set forth the intent and purpose of their assigned committee, and shall only represent and take action on matters related thereto.
- 11.5 Meeting Minutes can only be approved by members who attended the meeting, or by those who have reviewed existing meeting audio.
- 11.6 If the committee membership changes enough to prevent a set of Minutes from being approved by original members in a number that equals or exceeds a quorum of the committee, and if no recording exists for new members to review to become qualified to vote on the Minutes, then Minutes may be deemed approved and marked as a "Technical Approval" under this policy.
- 11.7 Draft and Approved Minutes are to be posted to the agenda management system.
- 11.8 Comments, decisions, or actions by discretionary committees are wholly advisory and it is not the responsibility, or within the authority, of an advisory committee to make decisions, manage, or direct the delivery of services or facilities.
- 11.9 Committee members represent the County of Mariposa and shall avoid impropriety and the appearance of impropriety, and shall not use their appointed position to further their own financial/pecuniary gain or for any other purpose not directly related to the governmental function they have been appointed to perform.
- 11.10 Committee members shall not misrepresent the scope of their influence or authority in



Policy Specifying Guidelines, Procedures, and Standing Rules for County Advisory Boards, Commissions, and Committees

matters assigned to their committee or represent recommendations of their respective advisory body as official County policy until such time as formal action, such as adoption of a resolution, has been taken by the Board of Supervisors.

- 11.11 Committee members shall not represent the committee before any other committee, commission, outside agency, to the press, or the general public unless authorized as the designated spokesperson by the Committee.
- 11.12 The County is committed to providing a safe and dignified environment for all employees and volunteers, alike. Consequently, committee members are subject to all County Human Resource policies including, but not limited to, the Policy Against Discrimination and Harassment in the Workplace and the Injury, Illness, and Prevention Program. All new and returning committee members are responsible for understanding these policies and for conducting themselves in a professional and inclusive manner. Zero Tolerance will be exhibited in any instance where a committee member is found to be out of compliance with a County policy.
- 11.13 In the event that any committee member fails to adhere to one or more County Human Resource policies, staff shall document the issue, whether observed or reported by others, and submit the matter to the Human Resources division for investigation.

Written documentation shall specifically address the following:
 - A. The allegation of misconduct or wrongdoing in detail.
 - B. Citation of relevant policy.
 - C. Dates, times, and places where event or events occurred.
 - D. Names of persons of the people involved, as well as their contact information where available.
 - E. Any other relevant information which would help determine whether there is a basis for any charge of misconduct, wrongdoing, or policy noncompliance.
- 11.14 Upon receipt of a complaint against a committee member, the Human Resources division shall so inform the department head of the administering department as well as the Board of Supervisors, and shall commence an investigation. The committee member in question shall be automatically suspended from his or her committee duties while the investigation is being conducted.
- 11.15 The Human Resource division shall conclude its investigation within forty-five (45) days, and shall issue a Finding.
- 11.16 Any Finding of noncompliance shall result in automatic removal of the committee member from all County committees upon which the member serves.

Policy Specifying Guidelines, Procedures, and Standing Rules for County Advisory Boards,
Commissions, and Committees

APPENDIX 1 – INITIAL SUNSET DATES

DRAFT

Policy Specifying Guidelines, Procedures, and Standing Rules for County Advisory Boards,
Commissions, and Committees

APPENDIX 2 – BYLAWS

Article 1 – Purpose and Authority

Section A – The committee is established under authority of <State Code, Ordinance, Board Resolution with date, or Joint Powers Agreement with date.>

Section B – Its purpose is <as set forth in the establishing authority.>

Section C – <Advisory Committee's name> is a non-partisan, non-sectarian, non-profit making organization which shall not take part officially in, nor does it lend its influence to, any political causes or issues.

Section D – <Advisory Committee's name> is advisory to <list department(s)> and the Board of Supervisors only. Committee recommendations are advisory only and are meant to inform the decisions of decision-makers who may accept, modify, or reject them. The <Advisory Committee's name> is not empowered by ordinance, establishing authority, or policy to render a decision of any kind on behalf of the County of Mariposa, or its appointed or elected officials.

Article 2 – Membership and Term of Office

Section A – The <Advisory Committee's name> is limited to <number> members in accordance with the establishing authority. (Add membership categories, if necessary.)

Section B – Each term is for a period of <as set forth in the establishing authority.>

Section C – If a member of the <Advisory Committee's name> is absent without cause from three successive regular meetings of the Advisory Board, the office becomes vacant automatically. The Advisory Board shall immediately notify the Board of Supervisors of the vacancy so that advertising and recruitment of a replacement can commence.

Article 3 – Officers

Section A – The advisory committee shall annually elect a Chairperson, and a Vice-Chairperson. A Secretary may be elected if none is otherwise available to the advisory committee.

Section B – The Chairperson provides general supervisory guidance to the advisory committee and presides over its meetings. The Chairperson may assign coordinating duties to the Vice Chairperson, as necessary. The Chairperson is the sole official spokesperson for the advisory committee unless this responsibility is delegated in writing.

Section C – In the absence of the Chairperson, the Vice Chairperson assumes the duties and responsibilities of that office.

Section D – The Secretary, or assigned staff, records the minutes of all advisory committee meetings and handles committee correspondence. The Secretary keeps the roll, certifies the presence of the quorum, maintains a list of all active representatives, and keeps records of actions as they occur at each meeting. County staff assigned to the advisory committee shall be responsible for posting all meeting notices and agendas as required by the Ralph M. Brown Act,



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and to keep a record of such postings, and to reproduce and distribute the advisory committee notices, agendas, and minutes for all meetings, if needed

Article 4 – Meeting Procedures

Section A – All meetings, meeting notices, and meeting actions must be in compliance with the Ralph M. Brown Act and all other laws and policies. Notice of all meetings shall be posted on the County's agenda management system, at the meeting location, and other applicable publicly accessible places, no less than 72 hours prior to each regular meeting, or 24 hours prior to each special meeting. Additionally, each notice shall be mailed upon request.

Section B – Meetings that are not noticed correctly under the Ralph M. Brown Act, as noted in Section A above, may not occur and must be rescheduled to a future date.

Section C – Meetings may only occur when a quorum of committee members is present. A quorum, unless otherwise defined by the establishing authority, is a majority of the members, normally calculated as half the membership plus one. If a quorum is not present within ten minutes of the advertised meeting start time, committee members are to exit the meeting place and disperse to avoid an accidental, unauthorized meeting.

Section D - All meetings of the advisory committee and any subcommittees shall be open to the public to the extent required by the Brown Act. Meetings are to be held in public places which are in compliance with the Americans with Disabilities Act.

Section E – The Chairperson shall be the Presiding Officer at all <Advisory Committee's name> meetings and is responsible for the maintenance of order and decorum at all times. In the absence of the Chairperson, the Vice-Chairperson shall preside.

Section F – Rosenberg's Rules of Order <or, alternatively, Robert's Rules of Order> shall govern the operation of the committee in all cases not covered by these by-laws. The advisory committee may formulate specific procedural rules of governance when required by resolutions, ordinances, or laws.

Section G – Each voting member has one vote and no proxy.

Change Log

Date	Feedback Received:	Change:
11-19-21	Sometimes minutes can't be adopted if there has been a change in committee members.	Added provision 11.5 and 11.6
11-19-21		Added quorum definition to Section 4
11-19-21	Sometimes the committee member responsible for preparing minutes doesn't produce.	Amended 10.1 and Added provision 10.1 A.
11-19-21	Should draft minutes be posted?	Added provision 11.7
11-19-21	It would be helpful to have some kind of outline for the annual report.	Added provision 10.2 A
11-19-21	Is the annual report meant to be a staff-prepared report?	Added provision 10.3
11-19-21	What will the mid-term review be? Is it another written review or an item scheduled for the Board agenda?	Added provision 10.8
11-19-21	Is the mid-term review scheduled by staff?	Added provision 10.4 and Amended 10.6
11-19-21	What will the sunset review look like? Is it another written review or an item scheduled for the Board agenda?	Added to 10.8
11-19-21	Is the Sunset Review produced/scheduled by staff?	Amended 10.7 and 10.8 Clarifies duties.
11-24-21	Not all committees meet regularly enough to guarantee approval of bylaws within a stated deadline.	Amended 9.3 to provide a deadline that is 90 days after the committee's next scheduled meeting, rather than a set date or deadline.
12/6/2021	Some committees already use Robert's Rules of Order.	Added Robert's Rules of Order as an alternative to Rosenberg's Rules of Order in Section F of Article 4 (Meeting Procedures) of the Bylaws template (Appendix 2)