

BYLAWS
FIRE DEPARTMENT ADVISORY COMMISSION

I. **DUTIES AND RESPONSIBILITIES**

The Commission shall exercise those duties and responsibilities set forth for the Commission in Santa Cruz County Code Chapter 2.120.

II. **MEETINGS**

- A. The regular meeting of the Commission shall be held on a quarterly basis each calendar year, by schedule, as determined by a majority of Commission members each January.
- B. No meeting of this Commission shall be held in any facility that prohibits the admittance of any person, or persons on the basis of race, religion, color, national origin, disability, medical condition (cancer related), marital status, sex, sexual preference, age (over 40), or veteran status. All meetings shall be held at locations which are accessible to the public and which are functional for, usable, and accessible to persons with disabilities.
- C. Special meetings may be called by the Chair, or by a majority vote of the Commission, during any regular or special meeting. A quorum is represented by a simple majority of those Commissioners currently appointed.
- D. At least seventy-two (72) hours prior to each regular meeting, an agenda shall be mailed to each Commission member and to any person or organization which has submitted a written request to the Commission for notification of meetings and shall be posted 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.
- E. Notice for a special meeting must be received at least twenty-four (24) hours prior to the time of the meeting. An agenda for the special meeting shall be mailed to each Commission member and to each person or organization which has submitted a written request to the Commission for notification of meetings and shall be posted at least twenty-four (24) hours prior to the special meeting at a location that is freely accessible to members of the public. No business other than that listed on the agenda shall be considered at a special meeting.

- F. A person shall not be required to register his or 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 minutes.
- G. The meetings will be conducted in accordance with Roberts Rules of Order Revised unless otherwise specified by the authorizing legislation or these bylaws.

III. OFFICERS

- A. The officers of the Commission are the Chair, Vice-Chair, and Secretary.
- B. The duties of the Chair are to preside over the meetings, prepare agendas, and execute all documents on behalf of the Commission. The Vice-Chair shall assume these same duties in the absence of the Chair. The Secretary shall keep minutes of each meeting.
- C. Election of officers shall take place at the annual organizational meeting held in January of each year at a day, time and place to be announced in its meeting notice. Term of office is limited to one year.

IV. AGENDAS

- A. No action or discussion shall be undertaken on any item not appearing on the posted agenda except that members of the Commission may briefly respond to statements made or questions posed by persons exercising their public testimony rights or ask a question for clarification, refer the matter to staff or to other resources for factual information, or request staff to report back at a subsequent meeting concerning any matter.
- B. Notwithstanding, the foregoing action may be taken on a item of business not appearing on the posted agenda upon a determination by two-thirds vote of the membership of the Commission, or if less than two-thirds of the members are present, by unanimous vote of those members present, that there is a need to take immediate action and that the need for action came to the attention of the Commission subsequent to the agenda being posted.

C. Community oral communication will be heard as the first item of business on each agenda. Oral communication shall be limited to non-agenda items which are within the subject matter jurisdiction of the Commission.

1. Public comments presented during oral communication will be limited to three minutes.
2. The Chair of the Commission may establish reasonable limits on the amount of time allotted to each speaker on a particular item.
3. The Chair may establish a reasonable limit on the total amount of time allotted for public testimony of a particular item or the total amount of time allotted for community oral communications.
4. When further discussion is required, the Commission may vote to allot time in the agenda of the following meetings.

V. COMMITTEES

- A. Committees or task forces may be appointed as needed by the Chair with the majority approval of the Commission. The Chair, with the majority approval of the Commission, shall terminate the committee when its function is no longer necessary.
- B. All committees shall comply with the notice and agenda requirements otherwise applicable to the Commission in these Bylaws, except for committees 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.

VI. PUBLIC INPUT

Beside public input on non-agenda items as described in Item 4 (c), the public may comment on agenda items before or during the Commission consideration of the item. Comments should be directly related to the agenda item and be concise. The Chair shall regulate such comments to insure they come at an appropriate time to be considered in Commission

deliberations and are not too long or duplicative. Written materials may also be submitted related to agenda items. These shall be considered as part of the Commission deliberations.

VII. AMENDMENTS TO BYLAWS

- A. Amendments to these Bylaws may be recommended to the Board of Supervisors by a majority vote of the Commission.
- B. These Bylaws, and any subsequent amendments thereto, shall be approved by the Board of Supervisors pursuant to Santa Cruz County Code Section 2.38.140.
- C. Proposed amendments shall be sent out with the agendas.

Chair, Santa Cruz County Fire Department Advisory Commission

Date Adopted by Commission: _____

Chair, Santa Cruz County Board of Supervisors

Date Adopted by
Board of Supervisors: _____