

ANDERSON VALLEY
COMMUNITY SERVICES DISTRICT BYLAWS

1. DIRECTORS

- 1.1 A legislative body of five members known as the Board shall govern the district.
- 1.2 The term of office of each member of the Board is four years or until his or her successor qualifies and takes office. Directors are elected at the general election in November in even numbered years, with the terms staggered so that three are elected in one year, the other two elected two years later.
- 1.3 Directors are volunteers and will serve without compensation.
- 1.4 Any vacancy in the office of a member elected to the Board shall be filled pursuant to Government Code Section 1780.
- 1.5 The Board is the unit of authority within the AVCSD. Apart from their normal function as a part of this unit, Directors have no individual authority. As individuals, Directors may not commit the AVCSD to any policy, act or expenditure.
- 1.6 Directors do not represent any fractional segment of the community, but are, rather, a part of the body, which represents and acts for the community as a whole.
- 1.7 The primary responsibility of the Board of Directors is the formulation and evaluation of policy. Routine matters concerning the operational aspects of the AVCSD are to be delegated to professional staff members of the AVCSD.
- 1.8 Directors are responsible for monitoring the AVCSD's progress in attaining its goals and objectives, while pursuing its mission.

2. DISTRICT POWERS

- 2.1 The purposes for which the District is formed shall be those set forth in Section 61600 of the Government Code and Mendocino County Board of Supervisors Resolution 70-100. The active powers are: (a) fire protection, (b) recreation, (c) street lighting, (d) Ambulance Services and (e) airport services. Latent powers, which may be activated with the approval of the Local Area Formation Commission, are: (a) water supply, (b) waste water treatment and disposal, (c) solid waste disposal and (d) police protection.

3. OFFICERS

- 3.1 The officers of the Board of Directors are the President and Vice President.
- 3.2 The President of the Board of Directors shall serve as chairperson at all Board meetings. The President shall have the same rights as the other members of the Board in voting, introducing motions, resolutions and ordinances, and any discussion.
- 3.3 In the absence of the President, the Vice President of the Board of Directors shall serve as chairperson over all meetings of the Board. If the President and Vice President are both absent, the remaining members shall select one among themselves to act as chairperson for the meeting.
- 3.4 The President and Vice President of the Board shall be elected annually at the regular meeting in December and the term of office shall commence immediately upon election and continue until replaced.

4. MEETINGS

- 4.1 Regular meetings of the Board of Directors shall commence at 3:00 p.m. on the third Wednesday of each calendar month at the Boonville Fire Station located at 14281 Highway 128, Boonville, California, unless otherwise directed by the Board of Directors.
- 4.2 Special meetings of the Board, for any purpose whatsoever, may be called at any time by the President, or by the Vice President or by any three members of the Board.
- 4.3 All meetings shall be open and public, and notice thereof shall be given to the Board members and the public in accordance with the Brown Act, Sections 54950-54962m as amended, of the Government Code.
- 4.4 Members of the Board of Directors shall attend all regular and special meetings of the Board unless there is good cause for their absence. Directors shall prepare themselves to discuss agenda items at meetings of the Board of Directors. Information may be requested from staff or exchanged between Directors before meetings. Information that is exchanged before meetings shall be distributed through the Administrative Assistant, and all Directors will receive all information being distributed.
- 4.5 All sessions of the Board shall be conducted in accordance with the Ralph M. Brown Act (California Government Code section 54950, *et seq.*) Public sessions shall be conducted in accordance with Roberts' Rules of Order, subject only to these Bylaws and applicable statutes.
- 4.6 A majority of the Board shall constitute a quorum for the transaction of business. When there is no quorum for a regular meeting, the President, Vice President, or any Board member shall adjourn such meeting, or, if no Board member is present, the District Administrative Assistant shall adjourn the meeting. No ordinance, resolution or motion shall be passed or become effective without the affirmative vote of at least three members of the Board. The Board may establish policy to require a four-vote majority for certain actions.
- 4.7 No Board action may be taken on an item not on the posted agenda, except those matters deemed to be emergencies or of an urgent nature may be added to the agenda under the procedures of the Brown Act.
- 4.8 The District Administrative Assistant, in cooperation with the Board President, shall prepare an agenda for each regular and special meeting of the Board of Directors. Any Director may call the District Administrative Assistant and request an item to be placed on the regular meeting agenda no later than 11 am the Friday before the meeting date.
- 4.9 A block of time shall be set aside to receive general public comment. Members of the public shall state their name and their general place of residence prior to giving their comment. Public comment shall direct to the President of the Board and limited to three minutes unless extended or shortened at the President's discretion.
- 4.10 The minutes of the Board shall be kept by the District Administrative Assistant and shall be neatly produced and kept in a file for that purpose, with a record of each particular type of business transacted.
- 4.11 The District Administrative Assistant shall be required to make a record only of such business as was actually passed upon by a vote of the Board and shall not be required to record any remarks of Board Members or any other person.

5. COMMITTEES

- 5.1 The Board may create standing committees at its discretion. Standing committees shall be advisory committees to the Board of Directors and shall not commit the AVCSD to any policy, act or expenditure. Each

standing committee may consider AVCS D related issues, on a continuing basis, assigned to it by the Board. The Board of Directors shall appoint committee members at its December meeting.

- 5.2 All standing committees shall be conducted as public meetings in accordance with the Brown Act and these Bylaws. Minutes for each meeting of each committee shall be forwarded to the Board of Directors as a public record.
- 5.3 The Board shall appoint such ad hoc committees as may be deemed necessary or advisable. The duties of the ad hoc committee shall be outlined at the time of appointment, and the committee shall be considered dissolved when its final report has been made.

6. CONFLICT OF INTEREST

- 6.1 The Board shall follow the adopted Conflict of Interest policy contained in the Policies and Procedures Manual.

7. AMENDMENTS

- 7.1 These bylaws supersede any previous bylaws. These Bylaws may be altered, amended, repealed, in whole or in part, and new Bylaws may be adopted by the Board from time to time as said Board shall deem necessary. Any changes must be proposed in writing at least one regular meeting before adoption may be completed. Changes must be approved by at least a majority vote in accordance with sections 6122 and 61225 of the Government Code.

8. RESTRICTIONS ON RULES

- 8.1 The rules contained herein are guidelines only and shall govern the Board in all cases to which they are applicable, and in which they are not inconsistent with State or Federal laws.

