



GUALALA MUNICIPAL ADVISORY COUNCIL

POST OFFICE BOX 67, GUALALA, CALIFORNIA 95445

BYLAWS OF THE  
GUALALA MUNICIPAL ADVISORY COUNCIL  
(GMAC)

(Adopted: 6 November 2003)

(Amendments Approved: 4 March and 1 July 2010)

ARTICLE I

Name, Organization, and Purpose

SECTION 1.01 Name, Organization, and Purpose

The name, organization, and purpose of the Gualala Municipal Advisory Council are as stated in Resolution No. 91-076 of the Mendocino County Board of Supervisors.

ARTICLE II

Council Members

SECTION 2.01 Qualifications, Number, and Terms of Office

(j)a As stated in Resolution No. 91-076 of the Mendocino County Board of Supervisors, the Council shall be appointed by the Board of Supervisors and shall consist of seven (7) persons residing within the geographic area shown in Exhibit A. Three (3) of the Council Members would be appointed for two (2) year terms and four (4) of the Council Members would be appointed for three (3) year terms.

(j)b Following completion of initial terms, the term of office for Council Members is four (4) years.

(j)c A Council Member may apply for reappointment at the conclusion of a membership term.

(j)d There shall be one (1) Alternate Member of the Council at all times. The Alternate Member shall be appointed by the Board of Supervisors under the same qualifications and term as a regular Council Member.

(j)e The Alternate Member shall fill a vacancy created by a resignation or dismissal of a regular Council Member.

(j)f The Alternate Member shall participate in the discussion and debate at all meetings. Voting qualifications for an Alternate Member are stated in *Article V, Section 5.06*.

ARTICLE III

Meetings

SECTION 3.01 Place of Council Meetings

The Council Members shall hold meetings at such place within the geographic area shown in Exhibit A as may be designated in the notice of meeting.

SECTION 3.02 Organizational Meeting

At an appropriate meeting of the Council, the Council Members shall organize by electing from their number a Chair, Vice-chair, Secretary, and Treasurer.

SECTION 3.03 Regular and Special Meeting: Time and Place: Notices

Regular meetings shall be scheduled for the first Thursday of every month. Special meetings may be called at any time by the Chair or by three (3) members of the Council. Written notices shall be posted in a public place and mailed or delivered to local media at least seventy-two (72) hours before the time of such meeting. The notice of the meeting shall set forth the time and place of regular and special meetings and the business to be transacted.

SECTION 3.04 Open to the Public

All regular and special meetings of the Council shall be open to the public as set forth in the Brown Act. (*Government Code Section 54950*)

SECTION 3.05 Adjournment

The Council may adjourn a regular or special meeting to a time and place specified in the order of adjournment. Member attendance equaling less than a quorum shall adjourn to a time and place certain of a quorum.

## ARTICLE IV

### Officers

SECTION 4.01 Presiding Officer

The Chair shall preside at all meetings of the Council. With the aid of the Secretary, the Chair shall prepare the agenda for meetings. The Chair shall appoint chairs of committees, with the approval of a majority of the Council Members, and be an ex-officio member of any Council committee.

SECTION 4.02 Vice-chair

The Vice-chair shall assist the chair in the performance of his/her duties and act in replacement of the Chair under circumstances defined by majority of the Council. The Vice-chair shall assist the Secretary in the establishment and maintenance of the established office of the council.

SECTION 4.03 Secretary

a. SUPERVISION RECEIVED:

Council Administrator is responsible to the Council Chair. As sanctioned by the Council Chair or, when appropriate, a majority vote of the Council, the Council Secretary may perform tasks/duties independent of the direct supervision of the Chair or greater Council; however, the Chair and/or Council must be kept updated on all projects in process and completed by the Council Secretary; this, unless directed otherwise, will transpire at each regularly scheduled monthly GMAC meeting.

b. ESSENTIAL DUTIES AND RESPONSIBILITIES:

Council Secretary shall:

- ⌚ Administer all documents, correspondence, and records of the GMAC.
- ⌚ Serve as central communications and information source between the Council and the public.
- ⌚ Maintain a file of maps and graphic records as reference for Council Activities.
- ⌚ Supervise and work closely with Council Administrator (Recording Secretary) in every sector of their duties and responsibilities.
- ⌚ Be responsible for preparing annual review of the Council Administrator (Recording Secretary).

c. CORRESPONDENCE:

Council Secretary shall:

- ⌚ Provide copies of correspondence to Council Members, as appropriate.
- ⌚ Prepare and itemized report of correspondence for posting and filing with the minutes at each regular meeting.

d. GMAC AGENDAS:

Council Secretary shall:

- ⌚ Prepare agenda for each regular and special meeting in conjunction with the Council Chair.
- ⌚ Post copy of agenda, as legally required, at the designated meeting place, and at the local Gualala post office.
- ⌚ Prepare a news release for each regular, special, and GMAC-sponsored meeting/event, deliver/e-mail it to all parties that have requested placement on the GMAC Press Release Notification List.

e. PROJECT SUBMITTALS:

Council Secretary shall:

- ⌚ Distribute copies of all projects submitted for GMAC review to each Council Member.
- ⌚ Following a project's hearing, at a GMAC meeting, write and receive letter content from designated Council Member, as approved by a vote of the Council. Said content to be proofread for accuracy, applied to the GMAC approved referral letter template, adding, among other details, project description and Council vote, and sent to the designated "Project Coördinator" and the GMAC website.

SECTION 4.04      Treasurer

The Treasurer shall keep and maintain the financial records of the Council by recording in the Council's general ledger all bills to be paid and submitting them in a timely manner to the Mendocino County

Auditor for payment, entering in the Council's general ledger all financial reports received from the Mendocino County Auditor, balancing the Council's general ledger, and preparing and presenting a financial report at each Council meeting.

SECTION 4.05            Administrator

a.        GENERAL PURPOSE:

Perform a variety of routine and complex clerical, secretarial, and administrative work. These duties to include keeping official records, providing administrative support to the GMAC Members, and assisting in the administration of the standard operating policies and procedures of the Council.

b.        SUPERVISION RECEIVED:

Council Administrator shall work under close supervision of the Council Secretary.

c.        ESSENTIAL DUTIES AND RESPONSIBILITIES:

- ⌚ Performs routine clerical and administrative work
- ⌚ Responds to citizens and others, and refers, when necessary, to appropriate persons.
- ⌚ Assists in the procurement of necessary Council materials and supplies.
- ⌚ Receives, stamps, and distributes incoming mail to the Council Secretary and Treasurer; sends out notifications to applicants of hearing/meeting date(s) for Agency-referred projects; transcribes notes of meetings and copies for distribution.
- ⌚ Prepares Council minutes for regular and special meetings using recording devices and notes. Transcribes and makes draft copies for distribution to council Members for their comments, corrections, omissions, and errors. Presents the final draft minutes for Council approval at each subsequent regularly-scheduled, monthly, public meeting. Sends approved minutes to appropriate County and governmental departments/agencies.
- ⌚ Composes, types, and distributes a variety of correspondence upon the direction of Council Members and/or council Secretary.
- ⌚ Inputs electronic files regarding status of permit applications and Council Member assignments.
- ⌚ Arranges meeting venues, as required.
- ⌚ Acts as custodian of Council documents and records. Establishes and maintains filing systems using modern independent judgment. Refers all Public Records Act requests to the Council Chairperson and Council Secretary.
- ⌚ Files with the Treasurer each month (or as necessary) a record of his/her expenses for reimbursement. Retain receipts and diaries for the record.

## ARTICLE V

### Conduct of Meetings

SECTION 5.01            Agenda

(ja      Presentation and Posting of Agendas: All reports, communications, or other matters to be submitted to the Council at a regular meeting shall be delivered to the Secretary not later than twelve noon (12:00 p.m.) seven (7) working days preceding the meeting. Nothing in this Section shall prohibit the Secretary from providing the Council, on or before any regular or special meeting, with any additional documents not previously delivered to the Council that pertain to any items on the agenda for its consideration.

        The Secretary shall prepare an agenda of all such matters in cooperation with the Chair or Vice-chair. Individual Council Members or members of the general public may request that specific items be placed on the agenda. The agenda and supporting documents shall be made available to the members of the Council by 5:00 p.m. on the Monday proceeding the day of the Council meeting to which the agenda pertain.

(jb      Public Input -- Non-agenda Items: Every agenda for a regular meeting of the Council shall provide an opportunity for members of the public to directly address the Council on items of interest to the public that are within the subject-matter jurisdiction of the Council. No action shall be taken on any item not appearing on the agenda.

SECTION 5.02            Correspondence

(ja      Availability to the Public: Correspondence addressed to the Council and received by the Secretary, or any other officer or employee of the Council, shall become a public record when received by the Council. Correspondence shall not be read aloud at a Council meeting unless requested by a majority vote for the Council. The Secretary shall keep a log of all incoming and outgoing correspondence and make it available at each meeting.

(jb      Authority of the Secretary: The Secretary is hereby authorized to open and examine all mail or other written communications addressed to the Council and to give them immediate action. All administrative business referred to in such communications, and not necessarily requiring Council action, may be acted upon between meetings. Official correspondence received by a Council Member shall be forwarded to the Secretary.

SECTION 5.03            Minutes:            Reading

Unless the reading of the minutes of a Council meeting is ordered by a majority vote of the Council, such minutes may be approved without reading if the Secretary has previously furnished each Council Member with a copy.

SECTION 5.04            Entry of Protests

Any Council Member shall have the right to have the reasons for his/her dissent from, or his/her protest against any action of the Council entered into the minutes in the following manner: "I would like the minutes to show that I am opposed to this action for the following reasons...."

SECTION 5.05            Roll Call Voting

Roll call voting shall be at the discretion of the Chair.

SECTION 5.06            Voting Procedure

In the absence or disqualification of any Council Member, the Alternate Member shall participate as a member.

SECTION 5.07            Voting Procedure:            Disqualification



## ARTICLE VI

### Amendment of the Bylaws

#### SECTION 6.01      Required Majority

These Bylaws may be amended by the affirmative vote of five (5) Council Members.

#### SECTION 6.02      Procedure

Amendments to the Bylaws shall be circulated to Council Members at least fourteen (14) days in advance of the meeting at which they are to be voted.