

BYLAWS
Lucerne Area Town Hall
“LATH”
A Municipal Advisory Council for
Lucerne, Lake County

ARTICLE I – NAME AND PURPOSE

Section 1: Name

The name of the organization shall be the Lucerne Area Town Hall (of District 3) Town Hall and will be known as “LATH” (formerly known as “MRTH” Middle Region Town Hall). LATH is a Municipal Advisory Council. The elected members for LATH will hereinafter be referred to as the Council.

Section 2: Purpose

The Purpose of LATH is to increase the participation of the residents from the Lucerne Community Growth Boundary in the decision making processes that affect their area. The Council will serve as requested by the District 3 Supervisor or other agencies as needed to provide citizens input, direction and guidance on issues related to the unincorporated area of the county as defined by a map of the Lucerne community growth boundary developed for this purpose that accompanied the Board of Supervisors Resolution forming the entity.

The LATH will also make recommendations to the Board of Supervisors and other County decision makers through the District Supervisor on the following Advisory Topics when requested by the District Supervisor:

- a. Prioritization of transportation, transit, traffic calming, bicycle and pedestrian improvements
- b. Health and human safety-net services, including homelessness and housing
- c. Community projects such as art, clean ups and vegetation planting
- d. Fire services and community preparedness
- e. Additional topics as requested by the District Supervisor

ARTICLE II – CONDUCT AND PROCEEDINGS

Section 1. Proceedings. All proceedings shall be conducted in accordance with Rosenberg’s Rules of Order, except where those rules conflict with these bylaws

Section 2. Conduct. The duties of the LATH shall include:

- a. Hold regular open and public meetings;
- b. Study and analyze the Advisory Topics;
- c. Keep the District Supervisor informed of any issues related to Advisory Topics within the LATH Community Growth boundaries;
- d. Provide advisory recommendations on the Advisory Topics to the Board of Supervisors and other County decision makers through the District Supervisor, and annual reports to the Board in coordination with the District Supervisor;

Section 3. The LATH shall not represent the community or communicate on behalf of the LATH to any County of Lake body, any federal, state, other county, city, special district or school district, agency body or commission, or before any other organization on any matter concerning the community except as specifically provided in Sections 1 and 2 above.

ARTICLE III - MEMBERSHIP

Section 1. Membership. The membership of the LATH shall be five members.

Requirements for membership include: At least (4) four members must reside within the community growth boundaries of the Lucerne Area as their primary residence, and all members must be registered voters in Lake County. One (1) member can live outside the community growth boundary, however if no such person applies; all five (5) can be community growth boundary primary residents. Ideal candidates will create a diverse composition representative of the LATH community. No participation by proxy is permitted.

Section 2. Appointment Authority. The District Supervisor shall submit selected candidates to the Board of Supervisors for appointment. All applications shall come to the Board of Supervisors for confirmation.

Section 3. Terms. A membership term is a two-year period.

Section 4. Attendance. Members are expected to attend all meetings of LATH. Absence from two consecutive or four cumulative absences LATH meetings in a twelve-month period may result in removal.

Section 5. Removal. The District Supervisor may, in his or her discretion, recommend removal of a member to the Board of Supervisors. A majority vote by the Board of Supervisors is necessary to remove a member. LATH members may be reappointed as long as member was not removed for any serious misconduct or if the member failed to accurately represent LATH and ultimately the County of Lake.

Cause for Removal are as follows:

- Two (2) unexcused absences, or four absences in a twelve (12) month period
- For any serious misconduct including, but not limited to, criminal conviction, use of slurs or derogatory comments, or any other conduct, whether physical, verbal or written, directed at or based upon another person's race, color, origin, sex, religion, sexual orientation, disability or age.
- If the member no longer lives in the Community Growth Boundary of Lucerne
- Failure to accurately represent LATH's reasoned analysis and opinions as opposed to their own.

If there is a grievance against a LATH Council member the individual making the complaint shall notify the Chairperson and/or Vice Chairperson and District supervisor in writing of the alleged offense. At this time the District Supervisor reserves discretion to remove said council member or defer to the Chairperson and /or Vice-Chairperson.

A member removed for serious misconduct or in the failure to accurately represent LATH and the County of Lake is not eligible for reappointment.

Section 7. Vacancies. A vacancy shall exist when a member dies, or submits a written resignation to the District Supervisor, or has been removed as set forth in Section 5. When a vacancy occurs, the District Supervisor will fill the vacancy consistent with membership criteria and submit recommendations to the Board of Supervisors for appointment.

ARTICLE IV- MEETINGS

Section 1. Brown Act. All meetings of the LATH and, its committees and subcommittees, shall comply with the Brown Act (Government Code section 54950 et seq.).

Section 2. Regular Meetings. Regular monthly or quarterly meetings of the LATH shall be held regularly at an established date, time and place open to the public. Notice of the meeting time and place should be given to the public and the council members at least seventy-two (72) hours before the meeting. After conferring with the District Supervisor, the Chair may cancel any regular meeting by giving written notice of at least seventy-two (72) hours before the regularly scheduled meeting time. This requirement of notification prior to cancellation shall not be waived unless it is in the case of an emergency.

Section 3. Special Meetings. The Chair may call and preside over special meetings. The Chair may call a special meeting by providing notice of the time, place, and agenda to each council member and the public at least (twenty-four) 24 hours before the special meeting. Only items on the agenda of the special meeting may be considered at said special meeting. A special meeting may be requested by the District Supervisor.

Section 4. Quorum. A quorum LATH must be present at any regular or special meeting in order for a decision to be made on any matter. A quorum is defined as a majority of LATH membership (three members)

Section 5. Voting. While the LATH will strive for consensus, every official action taken by the LATH shall be adopted by a quorum vote. No motion may be approved without an affirmative majority vote of members present.

Section 6. Abstention. When any member abstains from participation in any matter before the LATH because of a conflict of interest, that member shall not be counted as present for purposes of determining whether or not there is a quorum.

Section 7. Notice. The LATH meetings will be open and public, with notice of the time and place given to the public and LATH members at least seventy-two (72) hours before the time of regular meetings and at least twenty-four (24) hours before special meetings.

- Notices shall be required of all meetings, and the notice/agenda shall be posted at a public board at Lakeview Market public board, the public board at the U.S. Post Office and other locations that notify the public
- Email, and any other electric contact list social media forum,(facebook, local websites, etc.)
- An updated phone list will be conducted annually, and implemented by any council member or ad-hoc committee; considering many of the constituency is comprised of the Senior Community who will need assistance or cannot navigate the new technological format

Section 8. Public Comment. At each LATH meeting, members of the public will be given the opportunity to directly address the items on the agenda before being voted on, and on Advisory Topics within the jurisdiction of the LATH. Opportunities must be provided for public comment and stated as such on the meeting agenda. Public input is to be encouraged and valued.

ARTICLE V – ADMINISTRATIVE ROLES

Section 1. Board Structure and Officer Duties. The LATH shall have a Chair, Vice Chair, a Records Keeper and Council members at large. The LATH will elect the Chair and Vice Chair annually. The Chair and Vice Chair will serve for one (1) calendar year, or until replaced by the District Supervisor.

Section 2. Chair. The Chair shall preside at all meetings of the LATH and shall be responsible for conducting all meetings in an orderly manner. The Chairperson or his/her designee shall decide all questions of order raised by any member. The Chairperson shall set the agenda for each meeting based on submission of agenda items from any Council member. At the request of the District Supervisor, the Chair shall represent LATH to the Board of Supervisors or other entities. The Chairperson shall also perform other duties as requested by a quorum vote of the Council.

Section 3. Vice Chair. In the Chair's absence, the Vice Chair shall assume the Chair's responsibilities.

Section 4. Records Keeper. – A records keeper shall be appointed from among the council members. The Records Keeper Shall act as records' custodian for LATH. The Records Keeper shall take and keep

records of Council determinations and prepare a summary written account of each meeting to be presented at the subsequent meeting for acceptance majority vote of the Council. The Records Keeper shall keep a contact list of residents that request notice via the internet or an account on Facebook, or other popular means as needed for that purpose.

Note: If no member of the Council can appoint this position, the Records Keeper Role can be selected and serve as a non-member of the Council and occupy an ex-officio, non-voting role.

Section 5. Council Members. The Council shall seek relevant technical information on agenda items, analyze the details of issues and make findings and recommendations where possible that serve to advise the Supervisor of the District and when needed the Board of Supervisors. This analytical function is to be considered an important part of building a record, prioritizing projects, correcting issues, repairing dysfunctional community qualities, sharing relevant information, and reviewing proposed District 3 projects and other agency actions.

Section 6. Community Opinion LATH shall seek to determine the opinion of as many residents as possible on items before the Council and submit those views for the record. The Council shall seek relevant technical information on agenda items, analyze the details of issues and make findings and recommendations where possible that serve to advise the Supervisor of the District and when needed the Board of Supervisors. This analytical function is to be considered an important part of building a record, prioritizing projects, correcting issues, repairing dysfunctional community qualities, sharing relevant information, and reviewing proposed District 3 projects and other agency actions.

ARTICLE VI - COMMITTEES AND SUBCOMMITTEES

Section 1. Ad-Hoc LATH may establish single-purpose committees or subcommittees, consisting solely of less than a quorum of MAC members on an as-needed basis by a quorum vote. All committees and subcommittees shall have a life of one year, with the possibility of extension by the MAC after review. The Scope of Work for a given committee or subcommittee shall also be approved by the MAC by a quorum vote. The committees and subcommittees can conduct research, meet with members of the community and develop recommendations to bring back to the MAC in an open and public meeting within one year. If the committees and subcommittees continue for a longer term, they will become standing committees and must comply with the open and public meeting requirements of the Brown Act. If the term of a council member appointed to the ad-hoc committee expires, the LATH will need to replace that committee member with a duly appointed council member of LATH.

ARTICLE VII – CONTRACTS AND COMPENSATION

Section 1. The LATH and/or members thereof shall not have the power or authority to bind the County of Lake, or any other local entity; by any contract, agreement, public statements or other actions.

Section 2. LATH Council members are community volunteers and as such deserve the appreciation and gratitude of the community and will serve without other compensation of any kind. The Council or any individual member shall incur no debt or obligation of any kind on behalf of LATH. LATH shall not be responsible for any liability of the Council or its individual members.

ARTICLE VIII - CONFLICT OF INTEREST

Section 1. Conflict of Interest. LATH members will not involve themselves in official LATH issues that could materially benefit them personally, their business interests, or the interests of organizations that they represent. In a conflict of interest, the member will abstain from voting, and the abstention will be recorded in the minutes.

ARTICLE IX - AMENDMENTS

Section 1. A recommendation to the Board of Supervisors to amend these bylaws may be made at any regular meeting of LATH by a quorum vote of LATH members, provided that copies of the proposed amendments are sent to all members of LATH at least ten (10) days prior to the meeting at which such action is taken. The amendment will not be effective until and unless it is approved by majority vote of the Board of Supervisors.

ARTICLE X – MINUTES

Section 1. There shall be minutes of the LATH meeting proceedings. The LATH Records Keeper shall be responsible for minutes and will be responsible for the sending of minutes to all LATH members, the District Supervisor, and members of the public who request them. A record of minutes will be maintained by the LATH Records Keeper.

ARTICLE XI – RECORDS

Section 1. Records of all LATH agendas, minutes, meeting materials, records of action, annual reports, and external communications from at least the prior two years shall be maintained by the LATH Records Keeper and retained at a location designated by the District Supervisor. These records shall be available for public inspection.

ARTICLE XII – LEGAL COMPLIANCE

Section 1. LATH shall comply with the legal requirements of the County of Lake, the State of California, and with federal funding sources. Nothing in these bylaws, adopted Recommended Policies and Procedures or parliamentary rules shall be interpreted to be inconsistent with the ordinances and/or other enactments of the Lake County Board of Supervisors.

ARTICLE XIII – COMMUNICATIONS

Section 1. The LATH members will establish a Community Engagement Plan at the start of each calendar year, to be approved by the District Supervisor.

Section 2. The LATH will coordinate requests to County staff for information with the District Supervisor. Any such request will be communicated through the Chair of LATH to staff of the District Supervisor's Office, and not by individual members of the MAC or by the Chair directly to other County staff members.

ARTICLE XIII - EFFECTIVE DATE

These bylaws and future amendments thereto, unless otherwise specified, shall become effective upon adoption by the Lake County Board of Supervisors.

Approved by the Lake County Board of Supervisors on.