

Calaveras County Hardwood Advisory Committee Bylaws

Article I – Authorization and Objectives

The Hardwood Advisory Committee (Committee) was established as an advisory committee to the Calaveras County Board of Supervisors on August 26, 1996, by Resolution No. 96-284. It is currently governed by the updated Calaveras County Board of Supervisors Resolution No. 20220510r046, which was last amended May 10, 2022, and officially refers to this Committee as the “Hardwood Advisory Committee” (Exhibit A). The Committee discusses the condition of the oak woodlands in the county and the effectiveness of the Calaveras County Oak Woodland Management Plan in sustaining oak woodlands. The primary activity of the Committee is to advise the Board of Supervisors on issues relating to oak woodlands in the county.

Article II – Membership, Composition and Attendance

1. The Committee meets on a quarterly basis, with additional meetings as needed. Regular meetings are held at the San Andreas County Library, but special meetings on different dates/times may be held elsewhere as needed. The Committee is composed as follows and terms are four years in length. The Committee shall select a chair and vice-chair (hereinafter referred to as “Co-Chairs”, who shall serve a minimum of 12 months in that role). A member may serve more than one term:
 1. A member of the Agricultural Advisory Committee
 2. A member of the Calaveras County Resource Conservation District
 3. A land developer/realtor
 4. A woodcutter/certified arborist
 5. A registered professional forester
 6. A member of the Calaveras County Farm Bureau
 7. A Calaveras County commercial rancher/farmer
 8. A member of the Calaveras County Master Gardener’s Program
 9. A member of the Calaveras County Board of Supervisors
 10. A member at large

In addition to the foregoing, ex-officio members with no term length or voting rights are:

1. The Cooperative Extension’s Natural Resources Advisor for Calaveras County
 2. The Calaveras County Agricultural Commissioner
 3. The Calaveras County Planning Director or his/her delegee
2. In order to ensure a quorum (6 or more members) is present, any committee member who is unable to attend a meeting is asked to contact one of the Co-Chairs by noon on the day before the meeting.
3. If a committee member has missed more than two meetings, the Co-Chairs shall agendize the matter for consideration by the Committee. Upon a majority vote of the members present, the Committee may recommend the member be removed.
4. Members of the Committee shall be registered voters in Calaveras County or part of an entity that owns land or conducts business in Calaveras County.

5. The Clerk of the Board shall forward any application for membership received to the Agricultural Commissioner for vetting and recommendation in order to assist in the appointment of members with applicable background and knowledge to contribute to the discussions.

Article III - Committees

1. Matters requiring additional research or attention may be delegated to a Temporary/Ad Hoc Committee, made up of less than a quorum of members and meeting for a limited amount of time to discuss only a particular issue. The Committee shall report all findings back to the Committee.

Article IV – The Brown Act

1. All members shall attend the Brown Act training provided by County staff each year.
2. Agendas for meetings will use the required agenda template, as provided by the Clerk of the Board of Supervisors (Exhibit B).
3. Agendas will be provided to the Clerk of the Board of Supervisors for posting to the general meeting calendar on the County's website, according to the timelines specified by the Ralph M. Brown Act.
4. Meetings shall be conducted as prescribed by the bylaws and the HAC authorizing resolution, and in compliance with the Ralph M. Brown Act and other applicable laws.
5. A meeting may only commence when a quorum is present (six (6) voting members). A quorum shall consist of a majority of the total members. In the event a quorum is not present, there shall be no meeting nor any discussion of Committee business.
6. All agendas must state the meeting time and location and provide a brief description of the items to be discussed by the Committee, the distinct action to be taken following the template provided (Exhibit B) and be posted in a location that is freely accessible to the public.
7. Public Comment:
 - a. Items on the Agenda – The Committee must provide an opportunity for the public to comment on each item on the Agenda before or while the Committee is considering the item.
 - b. Items not on the Agenda – The Committee must also provide at least one (1) general public comment period for the public to speak on any item within the jurisdiction of the Committee. The Committee may not act upon a non-agenda item arising during public comments.
 - c. Time limits are at the discretion of the Co-Chairs and are generally limited to three (3) to five (5) minutes per person.
8. Regular meeting agendas shall be posted online on the County website's general meeting calendar so as to be made available to the Committee and public at least 72 hours prior to the meeting time.
9. Special meeting agendas shall be posted and made available on the County website's general meeting calendar so as to be made available to the Committee and Public at least 24 hours prior to the meeting time.

10. All agendas must be emailed to the Clerk of the Board of Supervisors for inclusion on the County Meeting Calendar.

Article V – Duties and Responsibilities of Officers

1. The Committee shall select a Chair, Vice-Chair, and Secretary among their voting members. The Secretary is responsible for clerking the meetings and ensuring that they are being noticed and agendized in accordance with the Brown Act. In the event no voting member is willing to act as Secretary, the Agricultural Commissioner and the Natural Resources Advisor shall cooperate to perform these duties as available.
2. Each Co-Chair shall conduct the other Co-Chair's responsibilities in their absence.
3. The Secretary, or the ex officio members performing these duties, shall prepare the agenda for each meeting, assure the agenda is posted on the County website's general meeting calendar, email the agenda to all Committee members and mail agendas to those without email access via US Mail, create and retain the meeting minutes, and disseminate the minutes to all committee members prior to the next meeting.
4. The ex officio members acting as meeting facilitators shall be the lead in composing an annual, written report to the Board of Supervisors on behalf of the Committee.

Article VI - Annual Report

1. The Committee shall provide a written report to the Clerk of the Board of Supervisors for inclusion in the Annual Clerk of the Board's Report to the Board of Supervisors to keep the Board apprised of the Committee's activities.

Article VII – Bylaws

1. Bylaws shall be reviewed by the Committee on an annual basis. Any suggestions for changes will be provided to the Agricultural Commissioner for staff and legal review prior to being adopted by the Committee.
2. Bylaws are not effective until reviewed as described above approved by the Committee.

Co-Chair, Hardwood Advisory Committee

Date

Co-Chair, Hardwood Advisory Committee

Date

APPROVED AS TO FORM:

County Counsel

Date