

# **Fish Camp Town Planning Advisory Council**

## **By-laws**

### **Article I Name of Organization**

**Section 1:** The name of this organization shall be the Fish Camp Town Planning Advisory Council, as authorized by Section 2.50.100 of the Mariposa County Code hereafter referred to as the Fish Camp TPAC.

### **Article II Purposes of the Council**

The Fish Camp Town Planning Advisory Council has the following purposes:

**Section 1:** To review, maintain and provide recommendations on development within the Fish Camp Town Planning Area to the Mariposa County Planning Commission and the Mariposa County Board of Supervisors, and recommend updating as necessary the standards, programs and specifications of the Fish Camp Town Planning Area Specific Plan.

**Section 2:** To foster a comprehensive program of community preservation and enhancement aimed at providing for public participation and consensus on planning issues in the Fish Camp area.

**Section 3:** To represent community views in matters historically identified with realistic development including but not restricted to: land uses, public services, circulation, public improvements and other aspects of orderly town growth.

**Section 4:** To serve as a resource group, to provide guidance and assistance, to identify community issues and concerns, and to discuss possible solutions to the many planning and policy issues facing the community, the Planning Commission and the Board of Supervisors.

**Section 5:** To hold meetings and make recommendations to the Mariposa County Board of Supervisors and Mariposa County Planning Commission. Also to report to the Board of Supervisors and Planning Commission on matters, issues, projects and programs in the Fish Camp Town Planning Area.

### **Article III Members**

**Section 1:** Membership on the Council shall consist of nine (9) voting members appointed by the Board of Supervisors. The members of the Council will be comprised of property or business owners, employees of businesses, and residents all within the defined boundaries of the Fish Camp Town Planning Area.

**Section 2:** Ex-officio non-voting members may include: The Board of Supervisors member from the Supervisorial District which includes Fish Camp; the Planning Commissioner from the Supervisorial District which includes Fish Camp; the following Mariposa County Department heads or their designee: the Mariposa County Planning Department Director, the Mariposa County Public Works Director, the Mariposa County Health Department Director, the Mariposa County Fire Chief and the Mariposa County Sheriff; a representative from the National Forest Service and a National Parks Service representative (as designated by the Yosemite National Park Superintendent).

**Section 3:** Council members shall be appointed to two-year terms and may be reappointed by the Board of Supervisors without term limitations. All terms shall expire upon the last day of February of the appropriate year. Council members' terms shall be governed by Mariposa County Code, Section 2.50.100.E. (Note: county ordinance has two-year terms, Fish Camp TPAC resolution has three-year terms).

**Section 4:** A Council member shall provide advance notice to the Chairperson if they are unable to attend a meeting. If a member fails to attend two consecutive meetings without a valid excuse for those absences, then the Chairperson shall refer the matter to the County Supervisor, District 5, with a recommendation as to whether the member should remain on the Council.

#### **Article IV Officers**

**Section 1:** Officers of the Council shall consist of the Chairperson, the Vice-Chairperson and the Secretary to serve one year terms or until the successor of each is elected or appointed in accordance with Mariposa County Code, Section 2.50.100.F.

**Section 2:** At the first scheduled meeting of each year, the Council shall elect officers. Members will assume office immediately at that time.

#### **Article V Ad-Hoc Study Committees**

**Section 1:** At its discretion, and by a majority vote, the Council may appoint members of the Council to study specific items as determined by the Council.

**Section 2:** These Ad-Hoc Study Committees may make recommendations and submit them to the Council for review and possible action.

**Section 3:** Ad-Hoc Study Committees may include participants who are not Council members, but whose participation is deemed valuable to the subject being studied.

#### **Article VI Meetings**

**Section 1:** All meeting of the Council are open to the public. Members of the public may bring matters to the attention of the Council, express opinions and request action. No action will be taken on items not on the agenda. Meetings of the Council shall be subject to the provisions of the California Open Meeting Law (Brown Act) and be conducted in accordance with Robert's Rules of Order.

**Section 2:** Regular quarterly meetings shall be held at the call of the Chairperson or at the request of the majority of the Council members per Mariposa County Resolution No. 00-96, Section IV. A), dated 21 March 2000. The Council shall consider an annual schedule of meetings for the coming year at its final meeting of the calendar year.

**Section 3:** Notice of the Council meetings shall be posted and published not less than fourteen days prior to the date of the meeting at one or more the following locations:

- The Mariposa County Government Center
- One or more centralized posting locations (such as the Fish Camp Post Office) within the area served by the Council
- The meeting location (at least 72 hours prior)

Publication shall occur in a newspaper of general circulation and on the Mariposa County Planning website. The Planning Director may supplement required notifications in any manner deemed appropriate for the content of the proposed agenda.

**Section 4:** A quorum for a duly held meeting shall consist of a majority of the voting Council members.

**Section 5:** The Chairperson may call a special (not regularly scheduled) meeting after proper notification of Council members and with proper advance posting and published notification.

**Section 6:** At the discretion of the Chairperson, or upon request of a Council member to the Chairperson, public input on matters being considered by the Council may be limited in order to allow for participation from all members of the public present who would like to speak, or for adequate deliberation by the Council before making a decision.

**Section 7:** Every act or decision performed or made by a majority of the members present at a duly held meeting, at which a quorum is present, shall be regarded as an act of the entire Council.

**Section 8:** An item on the agenda may, unless otherwise provided by ordinance, be continued to the next scheduled or to a subsequent regular or special (not regularly scheduled) meeting of the Council. A regular or special (not regularly scheduled) meeting will be adjourned when all of the agenda items have been discussed.

## **Article VII Duties of Officers**

**Section 1:** The Chairperson shall preside at all meetings of the Council and shall perform all duties necessary or incidental to the office, including approval of the agenda topics for all such meetings. The Vice-Chairperson is Chair in the absence or inability of the Chairperson to act.

**Section 2:** The Secretary shall prepare and distribute minutes of the meetings thirty days in advance of and with the following meeting's agenda. The Council may request that the Planning Director (or the Planning Director's designee) serve as Secretary, provided that the Planning Director has staff and resources available for the purpose of preparing

brief minutes. The Planning Director (or the Planning Director's designee) is responsible for recording the meeting and the archival storage of the meeting tapes.

### **Article VIII Authorities**

**Section 1:** The Chairperson (or designee) shall represent the Council at other public meetings and community events. The Chairperson shall only provide such representation based upon action taken by the Council at a regularly scheduled or special meeting of the Council in which a quorum was present.

**Section 2:** All correspondence received by any Council member regarding matters being considered by the Council shall be referred to the Chairperson.

### **Article IX Amendments**

**Section 1:** These By-laws and amendments to these By-laws may be approved only at a regular meeting of the Council by the two-thirds majority approval of the nine appointed voting members of the Council, providing that the proposed amendment has been previously presented at a meeting of the Council for consideration.

**Section 2:** By-laws and amendments approved by the Council will be submitted to the Board of Supervisors for review and final approval. Upon approval, the Council shall review these By-laws at its discretion.