

**BY-LAWS**

**VENTURA COUNTY  
AGRICULTURAL ADVISORY COMMITTEE**

**I. DUTIES AND RESPONSIBILITIES**

It shall be the duty of the Agricultural Policy Advisory Committee to: (a) advise and assist the Board of Supervisors by providing information on the County's agricultural industry; (b) evaluate matters referred to the Committee by the Board; (c) review, in cooperation with the Planning Department, proposed development projects having the potential to affect agriculture.

**II. MEETINGS**

- A. Regular meetings of the Agricultural Policy Advisory Committee shall be held monthly at a time and place determined by the Committee.
- B. No meeting of this Committee shall be held in any facility that prohibits the admittance of any person, or persons, on the basis of race, religion, religious creed, color, national origin, ancestry or sex (Government Code Section 54961). Meetings shall be held within a facility which is functionally for, usable and accessible to physically-handicapped persons.
- C. Special meetings may be called by the Chairperson, or by a majority vote of the Committee during any regular or special meeting.
- D. The public shall be notified in advance of the time and place of regular and special meetings.
- E. At least seventy-two (72) hours prior to each regular meeting, an agenda for the regular meeting shall be sent to each Committee member, and to each other person who has submitted a written request to the Committee for notification of the meetings, and shall be posted at least seventy-two (72) hours prior to the regular meeting at a location that is freely accessible to the public. The agenda shall contain a brief general description of each meeting. No action or discussion shall be undertaken on any item not appearing on the posted agenda except that members of the Committee may briefly respond to statements made or questions posted by persons exercising their public testimony rights or ask a question for clarification, refer the matter to staff or to the other resources for factual information, or request staff to report back at a subsequent meeting concerning any matter. Notwithstanding the foregoing, action may be taken on any item of

business not appearing on the posted agenda upon a determination by a two-thirds vote of the membership of the Committee, or if less than two-thirds of members are present, by unanimous vote of those members present, that there is a need to take immediate action and the need for action came to the attention of the County subsequent to the agenda being posted.

- F. At least twenty-four (24) hours prior to each special meeting, an agenda for the special meeting shall be sent to each Committee member and to each other person who has submitted written request to the Committee for notification of meetings; and shall be posted at least twenty-four (24) hours prior to the special meeting at a location that is freely accessible to members of the public. No business other than that listed on the agenda shall be considered at a special meeting.
- G. A person shall not be required to register his or her name or fulfill any other obligation as a condition to attendance at any meeting of this Committee (Government Code Section 549533.3).
- H. Any person wishing to speak before the Committee shall fill out a speaker card and hand it to the secretary of the Committee.

### **III. VOTING**

- A. Quorum. A majority of the members of the Committee shall constitute a quorum for the purposes of conducting all business.
- B. All official acts of the Committee shall comply with existing regulations, policies and procedures.
- C. Committee members qualified to vote to approve minutes are those Committee members who were present at the subject meeting.
- D. Motions shall be carried by a majority vote of Committee members.

### **IV. MEMBERSHIP**

- A. The Committee shall consist of five **members**, appointed by the Board of Supervisors. Each supervisor shall nominate one person to serve on the Committee. Membership on the Committee shall be open to those who are active in the production of agricultural commodities or a related agricultural industry **in Ventura County**.
- B. There shall be, in addition, two liaison members appointed: the **Director of the University Of California Cooperative Extension** for Ventura County and the County Agricultural Commissioner, who shall be non-voting members of the Committee.

- C. Committee members will serve without compensation, except if requested/directed to travel on official business by the Board of Supervisors.

## **V. TERMS OF OFFICE**

Each committee member shall serve for a term of **four years** or at the pleasure of the nominating supervisor.

## **VI. OFFICERS**

- A. The officers of the Committee are the Chairperson and the Vice-Chairperson.
- B. The Agricultural Commissioner shall serve as Committee Executive Secretary.
- C. The Committee shall elect its Chairperson and Vice-Chairperson. Committee officers shall be elected during the first meeting in April or the next scheduled meeting at which there are a majority if the Committee members present.
- D. The duties of the Chairperson are to preside over meetings, review agenda items in cooperation with the Agricultural Commissioner's Department, represent the Committee and be responsible for communication with the County Departments, Board or Commissions as directed by a majority of the members of the Agricultural Policy Advisory Committee. The Vice-Chairperson shall assume these same duties in the absence of the Chairperson.
- E. The duties of the Committee's Executive Secretary shall be to provide staff support for the committee. The Agricultural Commissioner or his designee, shall serve as administrative secretary to the Committee, and shall receive copies of all minutes, reports and recommendations submitted to the Board of Supervisors by the committee. **Recommendations will be sent to the case planner in a separate document to be included in the staff report.**
- F. The Agricultural Commissioner's Department shall cooperate in providing staff support for the Committee. Such support shall consist of application receipt and processing, staff report preparation and presentation of appeals of Agricultural Policy Advisory Committee decisions to the Board of Supervisors.
- G. Attendance by Committee members. Every Committee member **is requested to** notify the Agricultural Committee members 48 hours in advance, or as soon as possible, of any Agricultural Policy Advisory Committee meeting he or she is unable to attend. If any Committee member is absent from three consecutive meetings without legitimate reason, the Agricultural Policy Advisory Committee may request the Board of Supervisors to remove said Committee member from the Committee and request that a replacement Committee member be appointed.

## **VII. AGENDA**

- A. Committee members who wish to place items on the agenda shall give those items to the Agricultural Commissioner's Department staff at least **ten (10)** working days in advance of the meeting.
- B. Public participation in Committee meeting shall be allowed as follows:
  - 1. An opportunity for members of the public to directly address the Committee on any item on the agenda of interest to the public shall be provided before or during the Committee's consideration of the item.
  - 2. In addition, the agenda will provide for community oral communications on items not on the agenda which are within the subject matter jurisdiction of the Committee at the beginning of each regular meeting agenda.
  - 3. The Chairperson of the Committee may establish reasonable limits on the amount of time allotted to each speaker on a particular item; and the Committee may establish reasonable limits on the total amount of time allotted for public testimony on a particular item or the total amount of time allotted for community oral communications. When further discussion is required, the Committee members may vote to allot time in the agenda of the following meeting.
- C. All subcommittees shall comply with the notice and agenda requirements otherwise applicable to the Committee in these by-laws, except for subcommittees composed solely of less than a quorum of the members of the Committee which are not standing subcommittees of the Committee with either a continuing subject matter jurisdiction or a meeting schedule fixed by resolution or other formal action of the Committee.
- D. Minute orders. At the earliest practical opportunity after each Board of Supervisors meeting, the Committee Executive Secretary or designee shall furnish each Committee members with either a written summary or copies of newly-adopted rules or regulations affecting Agricultural Lands adopted by the Board of Supervisors and the brief statement of the Board of Supervisors.
- E. The business of the Agricultural Policy Advisory Committee shall be conducted according to **Robert's Parliamentary** Procedure.

## **VIII. MINUTES OF MEETING**

Official minutes recording the motion entertained and actions taken at each Committee meeting shall be prepared by the Committee's Executive Secretary and submitted to the Committee for their approval at subsequent meeting. Approved

minutes are to be submitted by the Executive Secretary to the Board of Supervisors, the Clerk of the Board and the County Executive Office (as required) and posted on the Agricultural Commissioner's website.

**IX. SUBCOMMITTEES**

Subcommittees may be established as needed by the Chairperson with the majority approval of the Committee. Subcommittees shall be terminated when their functions are no longer necessary.

**X. APPROVAL OF BY-LAWS**

Amendments to these Bylaws shall be recommended to the Board of Supervisors by a majority vote of the Committee.

Revised 1/11/23