

**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 agricultural lands, as designated on the County's Agricultural Resources Map. Such review could consist of buffer setback determinations, recommendations regarding land division proposals for Type AE:40,0S20 Agricultural Land, and recommendations regarding proposed amendments to the Agricultural Land Type Designations as shown on the Agricultural Resources Map (as required by County Code \_\_\_\_\_). The Committee shall also perform the functions specified in Chapter \_\_\_\_\_ of this code.

**II. MEETINGS**

- A. Regular meetings of the Agricultural Policy Advisory Committee shall be held on the fourth Thursday of each month, convening at 1:30 p.m. at a location/s yet to be determined. Should the meeting date, time and/or place be in conflict with a holiday or at a time when the regular meeting site is not available, the Committee shall fix an alternate meeting time and/or place at the meeting preceding the anticipated conflict.
- 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, 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 mailed to each Committee member, and to each representative of the news media and to each other person who has submitted a written request to the Committee for notification of 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 posed by persons exercising their public testimony rights or ask a question for clarification, refer the matter to staff or to 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 two-thirds vote of the membership of the Committee, or if less than two-thirds vote of the membership of the Committee, or if less than two-thirds of the members are present, by unanimous vote of those members present, that there is a need to take immediate action and that 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 mailed to each Committee member and to each representative of the news media 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 54953.3).
- 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, residents of the County, 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.
- B. There shall be, in addition, two liaison members appointed: the County Director of Agricultural Extension Service, 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, commencing on April 1st of the year in which such Committee member's nominating supervisor begins a full term 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. Each Committee shall elect its Chairperson and Vice-Chairperson. Committee officers shall be elected during the first meeting in April of each year at which there are a majority of the Committee members present.
- D. The duties of the Chairperson are to preside over meetings, determine agenda items and prepare agendas 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.
- 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 members must notify the Agricultural Committee members 48 hours in advance of any Agricultural Policy Advisory Committee meeting he or she is unable to attend. If any Committee members is absent from three consecutive meetings without legitimate reason, the Agricultural Policy Advisory Committee shall request the Board of Supervisors to remove said Committee members from the Committee and request that a replacement Committee members 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 fifteen (15) 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 Sturgis Rules of Parliamentary Procedure.

#### **VIII. MINUTES OF MEETING**

Official minutes recording the motions 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 the 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 Administrative Office (as required).

#### **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 By-Laws may be recommended to the Board of Supervisors by a majority vote of the Committee.

BY-LAWS.