

**SAN LUIS OBISPO FLOOD CONTROL AND WATER COSERVATION DISTRICT**  
**ZONE 3 ADVISORY COMMITTEE**  
**BYLAWS**

I. Name

The name of this organization shall be San Luis Obispo County Flood Control and Water Conservation District Zone 3 Advisory Committee, hereinafter referred to as Committee.

II. Purpose, Responsibility and Authority

1. The purpose of the Committee is to determine the needs, desires and financially supportive capabilities of the water contractors, residents and property owners in Zone 3, and upon deliberation, to convey these needs, desires and capabilities to the Board of Supervisors and other County officials.

2. In carrying out its purpose, the Committee shall be responsible for reviewing proposed additions to, changes in, or extensions or deletions of services; gathering and evaluating data relative to services and zones of benefit; forming and conveying to appropriate parties opinions or recommendations and informing the community on matters of importance.

3. The Committee's authority is that of leadership, advocacy and guidance regarding the needs and desires of water contractors, residents, agriculture and property owners in Zone 3.

4. The Board of Supervisors may approve, alter, or return any said recommendation of the Committee. Furthermore, in every case that the Board of Supervisors alters or returns to the Committee any item or proposition recommended by the Committee, the Board of Supervisors shall set forth in writings its findings that caused the Board of Supervisors to alter or return said item or proposition and shall do so only after holding a public hearing, at which time the members of the Committee shall have the right to appear and address the Board of Supervisors.

III. Membership

1. The Committee shall consist of one representative from each water contractor; one representative from agriculture, and one member at large.
2. There shall also be an alternate member for each representative, authorized to serve in his absence, selected in the same manner as the representative.
3. Membership is by appointment by the Board of Supervisors.

IV. Term of Membership

1. Membership shall be at the pleasure of the agency or the group being represented and confirmed by the Board of Supervisors.
2. The term for the agriculture and at large representatives shall be four (4) years, and shall be appointed at staggered 2 (two) year intervals. However, there are no term limits for any member.
3. If a representative or an alternate is not present at three consecutive meetings, the agency that he represents will be requested to nominate a new representative for the Board of Supervisors to consider appointing a replacement.

V. Officers

1. Members of the Committee shall, at the first meeting each fiscal year, rotate the position of Chairman and Vice-Chairman, who will serve 12-month terms, in the following order – City of Arroyo Grande, City of Grover Beach, City of Pismo Beach, Oceano CSD, CSA 12, agriculture member and at large member. The Vice-Chair shall start with the City of Grover Beach. Any member can elect to skip their term as Chairman or Vice-Chairman.
2. The Secretary duties will be handled by staff of the County Public Works Department.

VI. Meetings

1. Regular meetings shall be held bimonthly on the third Thursday of the month. More frequent meetings or special meetings or changes in meeting dates shall

be deemed necessary by either the Chairman, Vice-Chairman, or at the request of two or more members. Notification of Special Meetings shall be written or be given orally by telephone or in person a minimum of 24 hours in advance of the special meeting. If all members are present at a meeting when the special meeting is scheduled, then written notification will not be necessary. Meeting location shall be determined by the Committee.

VII. Meeting Conduct

1. The Chairman shall preside at all meetings. In the absence of Chairman, the Vice-Chairman will preside.
2. All meetings shall be open to the public.
3. Four members shall constitute a quorum.
4. In the absence of specific rule or procedure, Roberts Rules of Order, Revised, shall be followed.

VIII. Revisions, Deletions and Additions

1. Proposed revisions to, deletions of, and additions to these bylaws shall be submitted to the Committee at least one meeting in advance of voting. An exception to this shall prevail where the sentiment to accept the change is unanimous. In all other cases, simple majority vote shall decide.
2. Changes shall become effective upon receiving a favorable vote and the Board of Supervisors' approval.
3. The initial set of bylaws and all adopted revisions, deletions, and changes shall be subject to the approval of the County Board of Supervisors.

IX. Minutes and Other Records of Business

1. The Secretary shall keep notes of all meetings and be responsible for correspondence, files, and other matters normally associated with the office.
2. A recording will be made of all meetings. These recordings will be kept on file in the County Public Works Department's office, or their delegate, for a period of one year.

X. Sub Committees

1. Sub Committees shall be formed for the purpose of developing and maintaining expertise in the services provided by Zone 3.
2. The Sub Committees shall be appointed by the Chairman of the Committee and members so appointed will serve until removed, replaced, or have resigned.

XI. Liaison with Other Bodies

1. The principal liaison with the County and other governmental bodies shall be through the County Director of Public Works.
2. Only the Chairman, or in his absence, the Vice-Chairman, or other Committee member specifically identified shall speak formally for the Committee or officially convey the Committee's option, requests, and recommendations. Such speaking for the Committee shall be done with the Committee's prior concurrence.

XII. Limitations on Authority

1. Inasmuch as the Committee is a County entity operated by and under the authority of the County, no member of the Committee is empowered to commit the Zone, or the County to any action, participation, or financial involvement.
2. The Committee shall have no authority to contract, employ persons, or make expenditures.