

**SAN LUIS OBISPO COUNTY FLOOD CONTROL  
AND WATER CONSERVATION DISTRICT  
WATER RESOURCES ADVISORY COMMITTEE  
BYLAWS**

**ARTICLE I Purposes of the Committee**

1. To advise the County Board of Supervisors concerning all policy decisions relating to the water resources of the San Luis Obispo County Flood Control and Water Conservation District. The Committee shall determine the needs and financial capabilities of the District with respect to water resources and upon deliberation shall convey their recommendations to the Board of Supervisors.
2. To recommend to the Board of Supervisors specific water resource and water conservation programs with recognition of the economic and environmental values of the programs. Further, to recommend to the Board of Supervisors other programs concerning the objectives and purposes of the San Luis Obispo County Flood Control and Water Conservation District Act.
3. To recommend methods of financing water resource programs.

**ARTICLE II Members**

1. Membership on the Committee shall be available to the following agencies or groups (agencies):
  - a. Each Incorporated City
  - b. Each Supervisorial District
  - c. Each Water Serving Independent Special District
  - d. Each California Water District
  - e. Each Groundwater Sustainability Agency not otherwise represented on this Committee
  - f. Each Resource Conservation District
  - g. Atascadero Mutual Water Company
  - h. California Men's Colony
  - i. Camp San Luis Obispo
  - j. Cuesta Community College
  - k. Golden State Water Company
  - l. County Farm Bureau
  - m. Environmental At-Large (3 members)
  - n. Agriculture At-Large (2 members)
  - o. Development At-Large (1 member)
2. Each agency or group may have a member and an alternate. No member or alternate shall represent more than one agency or group.
3. Members (and alternates) for agencies shall be nominated by their agency and confirmed by the Board of Supervisors.

4. Members (and alternates) for the Supervisorial Districts shall be nominated by the Supervisor of that district and confirmed by the Board of Supervisors. Such representatives shall reside in, and represent their District at the pleasure of the District's supervisor.
5. The two Agricultural At-Large members (and their alternates) shall be selected by the Board of Supervisors from applicants engaged in production agriculture. Their terms shall be for two years, to be replaced or reaffirmed in February of odd numbered years.
6. The three Environmental At-Large members (and their alternates) shall be selected by the Board of Supervisors from applicants with a record of membership in one or more environmental groups and/or independent environmental activism. Their terms shall be for two years, to be replaced or reaffirmed in February of odd numbered years.
7. The Development At-Large member (and alternate) shall be selected by the Board of Supervisors from applicants engaged in the building and construction industry. Preference shall be given to applicants that have written support from an organization that represents the home or commercial building industry. Their terms shall be for two years, to be replaced or reaffirmed in February of odd numbered years.
8. Members are encouraged to provide an update on water resource issues relevant to their group or agency at least once per year.
9. Three successive unexcused absences of a member without notifying the Committee, if no alternate is representing the member, shall be cause for the member to be dropped from the Committee and the member and the member's agency shall be notified and nomination of a new representative requested. If the agency is non-responsive, the membership position for that member will be terminated two months after notification. The agency may reapply for a representative at a later date. For At-Large positions the seat on the committee may be opened for nomination of a replacement member after the second month has passed since notification.
10. This Committee shall comply with all applicable laws, including the Ralph M. Brown Act.
11. Members and alternates serve at the pleasure of the Board of Supervisors.

### **ARTICLE III Meetings**

1. Meetings shall be held on the first Wednesday of each month except for July and August. If a majority vote of members present in a regular meeting approve, the July and/or August meeting may be held, and any regular meeting may be postponed if it would fall on a holiday.
2. Meetings shall begin at 1:30 p.m. and shall continue for no more than two hours unless extended time is approved by a majority vote.
3. The Chairperson, or the Vice Chairperson in the Chairperson's absence, may call a Special Meeting after proper notification of the Committee members. Proper notification shall be deemed to have been met if such notification is written and is delivered

personally, by mail, by email with a confirmation receipt, or by direct contact by telephone at least 24 hours in advance of the scheduled meeting.

4. Meetings may be canceled by vote of the committee in a meeting. If there are insufficient items to justify a meeting it may be canceled by agreement between the Chairperson and Secretary. Notice of canceled meetings shall be the same as for special meetings.
5. Twelve members, or their alternates in their absence, shall constitute a quorum.
6. Any decision or recommendation to the Board of Supervisors shall require a majority vote by Committee members present, or their alternates, for passage.
7. Every member agency shall have one vote. This vote may be cast by the member or the alternate.
8. Meetings shall be open to the public and members of other governmental agencies. Visitors may express opinions or make requests during public comment. The Chairperson may open and close the meeting to public comment.
9. The Committee may create an ad hoc subcommittee for a specific period of time to review specific matters before the Committee. The subcommittee shall be appointed by the Chair and consist of members and alternates of the Committee. The Chair may also appoint members of the public to a subcommittee, subject to majority approval by the WRAC and the Brown Act and provided that such members of the public do not constitute a majority of the subcommittee. The Chair will ensure that the subcommittee does not contain a quorum of the Committee. The subcommittee shall report its findings and conclusions to the Committee for further consideration by the Committee.

#### **ARTICLE IV Officers**

1. Officers of the Committee shall consist of the Chairperson, Vice-Chairperson and Secretary.
2. The Chairperson and Vice-Chairperson of the Committee shall be selected from the members of the Committee and elected by a majority vote of the members present. The Secretary shall be County Public Works staff assigned annually by the County Public Works Department Director.
3. Election of Officers shall be done annually at the March meeting of the Committee.
4. Vacated elected offices shall be filled by election/appointment by the Committee. The Vice-Chairperson shall assume the Chairpersonship in the event of absence of the Chairperson.

#### **ARTICLE V Administration**

## WRAC BYLAWS

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1. The Secretary, in cooperation with the Chairperson, shall prepare the agenda for each regular and special meeting of the WRAC. Any WRAC member may contact the Secretary and Chairperson and request that an item be placed on the regular meeting agenda no later than 4:30 p.m. twelve calendar days prior to the applicable meeting date. Such a request must be also submitted in writing either at the time of communication with the Secretary or delivered to the County Public Works Department within the next working day. Consideration of the request by the Secretary, in cooperation with the Chairperson, for inclusion on the agenda will be limited to include review for consistency with District and Board of Supervisors priorities, the mandate of the WRAC, and available time.
2. The Chairperson, in cooperation with the Secretary, shall prepare an Annual Report for review by the WRAC no later than the March meeting date. The Annual Report shall include a summary of WRAC activities, actions and outcomes for the previous year, and current status of continuing efforts. The Annual Report shall be forwarded to the Board of Supervisors after review by the WRAC.
3. Bylaws shall be reviewed biannually for recommended updates or more often if requested by the Board of Supervisors.