Fish and Wildlife Commission
of the
County of El Dorado
BYLAWS

CHAPTER I
GENERAL PROVISION

SECTION 1. The official name of this Commission shall be the El Dorado County Fish and Wildlife Commission hereinafter referred to as the Commission. The Principal Address will be 311 Fair Lane, Placerville, CA 95667. These bylaws shall apply to the Commission.

CHAPTER II
MEMBERSHIP

SECTION 1. The Commission shall be composed of seven (7) members.
SECTION 2. Seven (7) members shall be appointed by the Board of Supervisors and shall serve at the pleasure of the Board of Supervisors. The term of District specific appointees to expire upon the conclusion of the nominating Supervisor's term in office. Members at Large have six (6) years from the date of appointment.

CHAPTER III
COMMISSION MEETINGS

SECTION 1. The regular meetings of the Commission shall be held on the last Wednesday of each month, commencing at the hour of 3:00 PM. Two meetings are scheduled to be held in South Lake Tahoe in May and September. The meeting location will be listed on the agenda and posted on the County Legistar website at this link: County of El Dorado - Calendar (legistar.com). If any regular meeting falls on a holiday, the regular meeting of the Commission shall be held at the same place and at the same time on the following day.
SECTION 2. Any meeting of the Commission may be continued to any future day other than a holiday.
SECTION 3. Any continued regular meeting is a part of the regular meeting, and any continued special meeting is a part of the special meeting.
SECTION 4. Written notice of all regular and special meetings shall be posted in a conspicuous location at the meeting location. In addition, written notice shall be given to all members of the Commission at least 72 hours before a regular meeting. The

Commission shall post a meeting agenda containing a brief general description for each agenda item and specify the time and location of the meeting.
SECTION 5. The Chair or the Vice Chair may call special meetings of the Commission. A written notice calling for a special meeting shall specify the time and the place of the meeting and the business to be transacted at such meeting. No other business shall be considered at that meeting. The notice shall be accessible to the general public. In addition, each member of the Commission must be notified in writing of all special meetings, including business to be discussed.
SECTION 6. All regular and special meetings shall be public meetings.
SECTION 7. Any member of the Commission that has failed to appear at four consecutive regular meetings may be asked to resign and be replaced via the selection process practiced by the Board of Supervisors.
SECTION 8. If a member of the Commission is unable to attend a regular or special meeting, they shall notify the Secretary, Chair, or Vice Chair.
SECTION 9. The written minutes of the meeting shall be kept by the Secretary, or substitute, and retained in files in accordance with Commission policy. The Secretary is a representative of the Office of Record.
SECTION 10. Members of the public attending Commission meetings shall observe the same rules of order and decorum required of Commissioners.
SECTION 11. Commissioners shall display the utmost courtesy to each other and to the visiting public.
SECTION 12. Meetings of this Commission shall be conducted in accordance with "Rosenberg’s Rules of Order."

CHAPTER IV
CONDUCT OF MEETINGS

SECTION 1. The members of the Commission shall elect a Chair, Vice Chair and Secretary at the first meeting of the year.
SECTION 2. The Chair, when present, shall preside at all meetings, and shall conduct the meetings in the manner prescribed by these bylaws. The Chair shall preserve order and decorum while governing meetings.
SECTION 3. In the absence of, or inability to act by the Chair, the Vice Chair shall act in the capacity of the Chair. The Vice Chair, when acting in such capacity, shall have all the powers and duties of the Chair.
SECTION 4. A majority of the members of the Commission shall constitute a quorum for the transaction of business. A majority of the Commission must concur in all findings of fact, advice, and recommendations to the Board of Supervisors.
SECTION 5. The business at each regular and special meeting shall be transacted in accordance with a pre-published agenda.
SECTION 6. When requested by a member, the roll must be called in voting upon a motion. When the roll is called on any motion each voting member present shall be called in alphabetical order, with the chairman last, and shall answer "aye”, “no" or "abstain".

SECTION 7. All meetings shall be open to the public, except those closed sessions permitted by law, pursuant to the provisions of Government Code Section 54950 et seq (or better known as the Brown Act.)

CHAPTER V
TREASURER AND SECRETARY

SECTION 1. The Treasurer to the commission shall be elected by a majority of the members of the commission at the first meeting of the year or if a vacancy occurs during the year and shall oversee all financial aspects of the commission which includes preparing invoices and financial reports.
SECTION 2. The Secretary of the Commission shall be staffed by the Clerk of the Board of Supervisor's office.
SECTION 3. The Secretary shall be present at all regular and special meetings. The Secretary shall be responsible for preparing the minutes of all meetings in accordance with the business transacted before the Fish & Wildlife Commission. The Secretary shall be responsible for necessary correspondence.
SECTION 4. The Secretary shall be responsible for giving all written notices required by these bylaws and shall formulate a draft agenda and provide it to the members of the commission for all meetings.
SECTION5. The Secretary will prepare and distribute meeting agendas, and minutes.

CHAPTER VI
SUB-COMMITTEES

SECTION 1. The Chair may assign Commission members to sub-committees to address specific issues such as fisheries, wildlife, legislation, budget matters, etc. The Chair may request and approve participation on a sub-committee by interested members of the public.

CHAPTER VII
COMPENSATION AND EXPENSE REIMBURSEMENT

SECTION 1. All members shall serve without compensation but may be reimbursed for actual and necessary expenses in accordance with Board of Supervisors Policy D-1 "Travel and Expense Reimbursement".