

**AGRICULTURAL COMMISSION**  
**of the**  
**County of El Dorado**

**BY-LAWS**

1. AUTHORITY

The following By-Laws of the Agricultural Commission of El Dorado County, hereinafter referred to as the Commission, are hereby adopted pursuant to Section 2.18.080 of the El Dorado County Ordinance Code.

2. OFFICE

(a) The principal office of the Commission shall be at the Bethell-Delfino Agriculture Building, 311 Fair Lane, Placerville, California.

3. MEETINGS

(a) Regular meetings of the Commission shall be held at the Board of Supervisors Meeting Room, 330 Fair Lane, Placerville, California or where designated by the Chair of the Commission, on the second Wednesday of each month. When the regularly scheduled meeting of the commission this falls on a legal holiday, the meeting shall be held at an alternative date set by a majority of the Commission.

(b) Special meetings of the Commission may be called by the Chair or any three members of the Commission by notifying the Commission Clerk, stating the purpose, time and place of the meeting at least 48 hours before the time set forth. The Commission Clerk shall thereupon give to each member written notice of the purpose, time and place of the meeting by personal service or first class mail at least 24 hours before the time of the meeting.

(c) Meetings may be adjourned to another time and place by the Chair. He/she shall give public notice of the time and place during the meeting so adjourned.

(d) All meetings shall be open to the public pursuant to the provisions of §54950 *et seq* of the Government Code.

(e) Stipend, All officers-members of the Commission excepting the ex-officio Secretary shall be receive a stipendimbursed in accordance with the current resolution adopted by the Board of Supervisors.

4. SELECTION AND APPOINTMENT

(a) An independent review panel will be established to review and screen applications and make recommendations for the appointment to the Agricultural Commission when a vacancy occurs. The Review Panel shall consist of one representative ~~each~~ from: El Dorado County Farm Bureau, Apple Hill Growers Association, El Dorado County Farm Trails, El Dorado County Cattlemen's Association, El Dorado Christmas Tree Growers Association, El Dorado Winery Association, Wine Grape Growers Association, one Registered Professional Forester and two members of the Agricultural Commission. The County Agricultural Commissioner shall serve as the facilitator.

(b) The notification process for appointment upon expiration of term of office of current incumbent shall be as follows: On behalf of the Agricultural Commission, the El Dorado County Department of Agriculture ~~shall provide public notice of will publicize~~ upcoming vacancies 30 days prior to the expiration date of the current incumbent's term in local newspapers and notify in writing county agricultural organizations of the expected vacancy. The ~~published~~ vacancy notices ~~and publicity items will shall~~ include the following:

- (1) ~~The~~ effective date of the vacancy;
- (2) ~~The~~ agricultural interest group which the position will represent (~~i.e.,~~ Livestock Industry, Agricultural Processing Industry, Forestry/Related Industry, Fruit and Nut Farming Industry, Livestock Industry and Other Agricultural Industry;
- (3) ~~Information~~ regarding the selection process and how interested parties can obtain and submit applications; and (4) ~~The~~ term to be served by the appointee.

When it becomes known that a seated member will be unable to complete the term of his/her appointment and a resulting vacancy will occur prior to the expiration date of the term, the County Department of Agriculture within fourteen (14) days of the known vacancy, ~~will shall, as described above, publicize publicly notice~~ the vacancy in local newspapers and send notification ~~in the same manner as described in 4(b) above as herein~~ described to agricultural organizations regarding the vacancy.

(c) The independent review panel ~~will shall~~ review all applications received by the Department of Agriculture and interview the candidates. Based upon their review of the application submittals and oral interviews of candidates, the independent review panel

shall forward their recommendation for appointment along with all applications to the Board of Supervisors.

(d) After consideration of the independent review panel's recommendation and applications, the Board of Supervisors shall make appointments to the El Dorado County Agricultural Commission as stated in El Dorado County Code, Chapter 2.18.

5. OFFICERS

(a) The officers of the Commission shall consist of a Chair, a Vice-Chair and a Commission ex-officio Secretary.

(b) The Chair and Vice-Chair shall be elected for a one year term from and by the voting members of the Commission at the regular meeting in January of each year and shall take office at the next regular meeting. Vacancies shall be filled in the same manner at the first regular meeting immediately following the time the vacancy occurs.

(c) The Chair shall act as the presiding officer at all meetings of the Commission.

(d) The Vice-Chair shall preside and exercise all the duties of the Chair in his/her absence. In the absence of both the Chair and Vice-Chair, a temporary eChair shall be elected to act as eChair until the return of the Chair or Vice-Chair.

(e) The Agricultural Commissioner shall be ex-officio Secretary of the Commission. He/she shall prepare an agenda for each regular meeting of the Commission, keep minutes of the proceedings and prepare, sign and deliver the budget, correspondence, reports and other matters on behalf of the Commission.

(f) The Farm Advisor shall serve as an ex-officio member.

(g) Whenever the one (1) representative of the Forest and Related Industries is not a Registered Professional Forester, a Registered Professional Forester shall serve a four (4) year term as an ex-officio member. The Commission shall consider the recommendations of the local branch of the California Licensed Foresters Association (CLFA) when appointing a primary and/or alternate Registered Professional Forester as an ex-officio member.

6. PROCEDURES

(a) Meetings shall be conducted in such manner as the Chair directs, within the rules herein set forth and any regularly adopted agenda therefore.

(b) A majority of the authorized voting membership of the Commission shall constitute a quorum for the transaction of business. The only action which can be taken

at a meeting attended by less than a quorum is to adjourn the meeting to a certain time or sine die.

(c) To be passed, all motions and resolutions must receive the affirmative votes of no less than the majority of voting members present and constituting a quorum, unless otherwise required by law.

(d) Members of the Commission who are unable to attend a meeting shall, if possible, so inform the Clerk in advance of said meeting, in order to determine a quorum in advance.

(e) All votes upon any item being considered by the Agricultural Commission shall be by roll call vote. All officers of the Commission excepting the ex-officio ~~members~~ Secretary shall be able to vote.

(f) Any person desiring to appear before the Commission, except at public hearings, may have the matter placed on the Commission's agenda by making the request at least a week ten (10) business days prior to the meeting, to the Clerk, who shall then set a time on the agenda, stating the name of the party and the purpose of the appearance.

(g) Any question of procedure not governed by the rules herein set forth, shall be decided by the Chair of the Commission.

(h) The Commission may repeal, amend, or add to these rules by the adoption of a resolution and the approval of the Board of Supervisors.

7. POWERS AND DUTIES

(a) The Commission shall be an advisory body to and for the Board of Supervisors and the Planning Commission on all matters pertaining to agriculture.

(b) The Commission shall advise the Board of procedures and techniques requiring legislative or policy sections that will encourage and promote agricultural activities that are conducive to the continued well being of El Dorado County.

(c) The Commission shall formulate and recommend to the Board, general policies related to the purposes of the Commission, and adopt by-laws subject to the approval of the Board, as ~~the Commission~~ may be required to facilitate the work of the Commission.

Board Approved (entirety) 8/31/04  
Amended 5/6/08  
Board Approved (entirety)  
Amended

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