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## COMMUNITY ACTION COUNCIL GOVERNANCE DOCUMENT

The information below is a supplemental document that explains in detail the membership process as well as what to expect in becoming a member of the Community Action Council (CAC).

### 1. MEMBERSHIP PROCESS

#### **Step One:** Publish Notice of Vacancy and Outreach (NOV)

Staff will publish NOV. The council members are encouraged to share the NOV through social media and with organizations, churches, and other social service agencies within El Dorado County.

*To comply with the Democratic Process for members representing the Low-Income sector, announcements regarding vacancies for the Low-Income sector will also be issued via press release and other means of outreach to current Low-Income individuals in the community.*

#### **Step Two:** Submission and Review

The CAC applicant submits their application, and the staff will forward the application to council members for review. The Membership Committee will reach out to the applicant to thank them for their interest, seek clarification of any questions, discuss membership expectations and the membership packet, and invite the applicant to the next CAC meeting.

*To comply with the Democratic Process for members representing the Low-Income sector, if the council has an applicant applying for the Low-Income sector, the council will provide the applicants with an opportunity to speak at a CAC meeting and provide information about themselves to members of the community who will be voting for the candidates.*

#### **Step Three:** Meeting and Introduction

The membership committee presents eligible applicants at the CAC meeting, which allows the CAC members to inquire about the applicant's desire to join CAC and provides a time for open conversation and discussion of the CAC's purpose, terms, attendance, and training requirements. CAC members vote to either accept or decline the application.

*To comply with the Democratic Process for members representing the Low-Income section, if the applicant is applying for the Low-Income sector, the council will ensure that there is an opportunity for the low-income community to vote on the candidates.*

\*All new members will receive a Membership packet that includes the bylaws, governance document, meeting calendar, and attendance and training requirements.

## **2. MEMBERSHIP EXPECTATIONS**

- a. All members are expected to serve at least one term, three years.
- b. During a length of service each member is encouraged to be active in the community by attending at least three events a year.
- c. Community engagement is important to understand the needs. Council members are encouraged to be active in their respective communities and report each month on their community's needs and events that can lead others to resources.

## **3. MEMBERSHIP TRAINING**

- a. Membership Committee is to provide one-on-one training for all new members. Training shall consist of education on the Brown Act, By-Laws, meeting requirements, attendance, and active participation recommendations.
- b. Training shall be documented by a signed completion document stating that the individual has reviewed and been trained on the above. The document shall be sent to HHSA staff to file and report back to the state's Community Service Department representative.