



**Diamond Springs and El Dorado Community Advisory Committee  
of the  
County of El Dorado  
BYLAWS**

**ARTICLE I. NAME AND ADDRESS**

The official name of this Committee shall be the Diamond Springs and El Dorado Community Advisory Committee hereinafter referred to as the Committee. The principal address will be: 330 Fair Ln, Placerville, CA 95667.

**ARTICLE II. AUTHORITY**

The following bylaws of the Committee are hereby adopted pursuant to Board of Supervisors Resolution 124-2024.

**ARTICLE III. PURPOSE/OBJECTIVES**

The purpose of the Committee is to review and make recommendations to Staff, Zoning Administrator, Planning Commission, and the Board of Supervisors regarding the following in the Area of Responsibility:

1. All development projects within the Diamond Springs El Dorado Community Region.
2. General Plan updates pertaining to the area of responsibility.
3. Project adherence to the Missouri Flat Design Guidelines, Diamond Springs Historical Overlay, and/or Board of Supervisors approved Design Standards.
4. Other issues as directed by the Board of Supervisors.

#### **ARTICLE IV. MEMBERSHIP**

1. The Committee shall be comprised of seven (7) members. All members shall either live, own a business, or own property within the El Dorado Diamond Springs Community Region or within one mile outside the Community Region boundary line.
2. The term of office of all members shall be four years, unless removed earlier by the Board of Supervisors. All members serve at the pleasure of the Board of Supervisors.
3. No member of the Committee shall represent their personal views as that of the Committee. Any member wishing to represent the Committee before a group or individual shall seek authorization from the Chair prior to doing so.
4. In all instances of a vacancy, the Chair or Vice Chair shall immediately notify the Office of the Clerk of the Board requesting they post a Notice of Vacancy. The Notice of an unscheduled vacancy shall be posted for a minimum of 10 working days, pursuant to Government Code section 54974.

#### **ARTICLE V. MEETINGS**

1. Regular meetings of the Committee shall be held at an approved facility, starting at 6:00 P.M. on the third Thursday of the month. When the regularly scheduled meeting falls on a legal holiday, the meeting shall be held on an alternate date set by a majority of the Committee unless cancelled.
2. Special meetings of the Committee may be called by the Chair or a quorum of the Committee by notifying staff, stating the purpose, time, and place of the meeting at least 72 hours before the time set forth. Staff shall thereupon notify each member of the purpose, time, and place of the meeting at least 48 hours before the time of the meeting. An agenda of said meeting shall be posted at least 24 hours prior to the meeting.
3. Meetings may be adjourned to another time and place by the Chair with majority concurrence. The Chair shall give public notice of the time and place during the meeting so adjourned.
4. All meetings shall be open to the public pursuant to the provisions of Government Code Section 54950 et seq (or better known as the Brown Act).
5. All members shall serve without compensation but may be reimbursed for actual and necessary expenses.

#### **ARTICLE VI. OFFICERS**

1. The officers of the Committee shall consist of a Chair and Vice Chair.

2. At the first Committee meeting held after January 1<sup>st</sup> in each calendar year, a Chair and Vice Chair shall be elected for a one-year term, with no limit on the number of terms, by the voting members of the Committee at a regularly scheduled meeting with a quorum present and shall take office at that meeting. Vacancies for officers shall be filled in the same manner at the first meeting immediately following the time the vacancy occurs.
3. The Chair shall act as the presiding officer at all meetings of the Committee and shall represent the Committee at functions of a ceremonial nature.
4. In the absence of the Chair, the Vice Chair shall preside and exercise all the duties of the Chair.

## **ARTICLE VII. PROCEDURES**

1. Meetings shall be conducted in such manner as the Chair directs, within the rules herein set forth and any regularly adopted agenda.
2. A majority of the authorized voting members of the Committee shall constitute a quorum of 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 day and time or indefinitely. All individual members have equal voting rights.
3. To be passed, all motions must receive the affirmative votes of no less than the majority of the Committee unless otherwise required by law.
4. Members of the Committee who are unable to attend a meeting shall, if possible, so inform the Chair or staff in advance of said meeting to determine a quorum in advance.
5. Committee members are expected to attend all regularly scheduled meetings. The Committee may recommend removal to the Board of Supervisors of any Committee member who is absent from three (3) consecutive regular or special meetings.
6. Voting may be done by verbal vote; the Chair will call for "all in favor" or "any opposed". If any member is attending remotely, votes shall be by roll call.
7. The Committee may repeal, amend, or add to these bylaws only by receiving approval of the Board of Supervisors.
8. Member requests for future agenda items are to be submitted to the Chair or requested during a committee meeting.

## **ARTICLE VIII. POWERS AND DUTIES**

1. The Committee shall be an advisory body to and for the Board of Supervisors and should therefore conduct themselves in a professional manner to appropriately represent the Board and the County.