

**BY-LAWS**  
**El Dorado County Community Action Council**

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**ARTICLE I**  
**NAME OF THE ADVISORY BOARD**

The name of this Advisory Board shall be the El Dorado County Community Action Council.

**ARTICLE II**  
**PURPOSE**

The purpose of this Advisory Board is to advise the El Dorado County Board of Supervisors, as the designated Community Action Agency, and Board of Directors thereto, for the County, and the Health and Human Services Agency, as the County Department designated by the Board of Supervisors to administer Community Action programs and activities, including the Community Services Block Grant, about the needs of the community on issues relating to human services needs for low-income residents of El Dorado County and to provide an avenue of participation for local government, private organizations, and private citizens of the community in serving the most vulnerable populations. The Council will provide advice and recommendations to the Board of Supervisors, provide assistance in educating the community on human services and available resources in El Dorado County and participate in developing collaborative solutions to meet ongoing community needs, while working together to meet the basic needs and to improve the quality of life for residents of El Dorado County.

**ARTICLE III**  
**MEMBERSHIP AND EXPECTATIONS**

The term “members” in these By-Laws will include both representatives and alternates unless the contrary is specifically indicated. The representative is the principal member, and the alternate shall only vote in the absence of the representative. Although alternates shall be encouraged to attend all meetings and to participate in orientation and special training sessions, it shall be the responsibility of each principal member to notify and encourage alternate attendance in the event of the representative’s absence.

Council members shall actively participate in efforts to resolve issues of poverty in El Dorado County and shall be responsible for representing their constituencies, as well as informing the Board of Supervisors regarding problems and activities in their areas. **The council will also create and address annual goals that correlate with the biannual needs assessment.**

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The Council shall be a tripartite board and consist of fifteen (15) members with five (5) members in each of the three (3) categories. Criteria for representation on the Council shall be as follows:

1. **Public Official Sector**

- a. Shall consist of 1/3 (5) of the Council and shall be elected officials or their designated representatives. The Board of Supervisors of El Dorado County shall appoint three (3), the City Council of South Lake Tahoe shall appoint one (1) and the City Council of Placerville shall appoint one (1).
- 2. Low-Income Sector
  - a. Shall consist of 1/3 (5) of the Council as Low-Income Representatives. Representatives of the low-income population shall be elected by democratic process in accordance with procedures adequate to assure that these members are representative of low-income individuals and families in El Dorado County. Each low-income representative that is elected to represent a specific low-income group of people must reside in El Dorado County. **The democratic process is defined in Article IV.**
- 3. Community Sector
  - a. Shall consist of 1/3 (5) of the Council as Community Representatives. Representatives of the community shall be **elected by majority vote of the Council. To assure that the Council will benefit from community involvement and resources, the Council will take into consideration specific areas and communities within the county that may benefit from representation on the Council.** Priority shall be given to Community organizations demonstrating a commitment to advancing the purposes and activities of the Council.
- 4. No person may be a member of the Council who is an officer or an employee of an organization contracting to perform a component of the Community Action Agency (CAA) work program funded by the federal Community Services Block Grant, nor may any employee of the El Dorado County Health and Human Services Agency be a member of the Council.

**ARTICLE IV  
DEMOCRATIC SELECTION PROCESS**

- 1. Definition
  - a. The Democratic Selection Process is the process in which Low-Income Sector Council members are elected by the public to fill a vacancy on the Council.
- 2. Selection Process
  - a. Member applications and information will be available on the CAC website.
  - b. Announcements regarding low-income sector vacancies will be posted on the CAC website for at least 30 days. Announcements will specifically be focused to the Low-Income Sector.
  - c. Vacancy announcements will be also distributed via community outreach and/or public notices, which may include activities such as distribution of press releases to local media, announcements on social media, flyers posted at the El Dorado County Community Services/Senior Services office, emailed flyers to community-based organizations and agencies serving low-income residents with a request for them to post the flyers at their site, and information shared during community outreach events.

- d. Council members will be encouraged to share vacancy announcements with their contacts and partner agencies.
- e. The CAC Membership Committee will review applications to determine that they meet minimum qualifications in conformance with the CAC Bylaws. ~~With the support of Health and Human Services Staff, and~~ will contact applicants to provide information about the CAC and member responsibilities, answer questions and explain the democratic selection process.
- f. Qualified applicants interested in continuing with the process will be asked to write and submit a short narrative explaining why they are the best candidate to fill the vacancy.
- g. Candidate names and narrative submissions will be posted to the CAC website, along with a link to ~~an online survey-Survey Monkey~~ with instructions on voting. Voting shall be conducted exclusively online through a survey posted on the Community Action Council webpage. The voting period will be at least two weeks and the closing date for voting shall be posted to the CAC website.
- h. Applicants will be invited to speak at an upcoming CAC meeting, with an opportunity for members of the CAC and community to ask questions.
- i. After the voting period has closed, the CAC Membership Committee will tally votes and share the results with the CAC members, identifying the individual(s) with the highest votes. The individual, or individuals in the event multiple seats on the CAC within the same sector are vacant or available, with the highest votes received shall be declared the newly elected Council member(s). Council member-elects will be seated at the next CAC meeting.
- j. All new members will receive a Membership packet that includes the bylaws, governance document, meeting calendar, and attendance and training requirements

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#### **ARTICLE V** **TERMS OF OFFICE**

1. Public Official Sector
  - a. Public Official Representatives and their alternates shall serve on the Council a term conterminous with their elected term or until recalled by the electing body.
2. Low-Income Sector
  - a. Low-Income Representatives shall serve on the Council for one (1) term. A term is three (3) years in duration. In the event a representative is unable to complete his/her term of office, a new representative will be elected by democratic process and appointed by the Council.
3. Community Sector
  - a. Community Representatives shall serve on the Council for one (1) term. A term is three (3) years in duration. In the event a representative is unable to complete his/her term of office, a new representative will be elected by majority vote of the current seated Council members and appointed by the Council.
4. Limitations on Council Service

- a. Public Official Representatives and their alternates shall serve on the Council a term limit conterminous with their elected term.
- ~~b. Representatives of the Low Income and Community Sector may serve up to three (3) consecutive terms. A representative who has served a maximum term limit of twelve (12) years is eligible to apply for council membership after sitting out for one (1) year.~~
- ~~e.b. Reappointments of Low Income and Community Representatives shall take place in May.~~
- d.c. Any member who is absent for three (3) consecutive meetings or is absent from more than fifty (50) percent of the last twelve (12) regularly scheduled meetings, unless otherwise excused, may be deemed to have resigned from the Council and may be removed from the Council by a majority vote.

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**ARTICLE VI**  
OFFICERS

- 1. The Officers of the Council shall be a Chair and Vice Chair.
- 2. Officers will be nominated by the Council and elected by a majority vote.
- 3. The Officers shall be elected in May and take office at the subsequent meeting.
- 4. Elected Officers shall hold office for a maximum of three consecutive (3) terms. Each term is one (1) year in duration.
- 5. The Chair shall preside over all meetings of the Council, and perform such additional duties as required by the Council.
- 6. In the absence of the Chair, the Vice Chair shall preside at meetings, and perform such additional duties required by the Council.
- 7. El Dorado County shall provide support staff to keep correct records of all meetings of the Council, keep a record of representatives, and mail notices of special meetings and perform such other support duties, as may be needed.

**ARTICLE VII**  
VACANCIES

Vacancies in the membership shall be filled by the Community Action Council employing the following procedures:

- 1. Vacancies at the end of a term
  - a. All vacancies at the end of a term shall be filled in the same manner as the original appointment.
  - b. Low-Income and Community Sector representatives shall be chosen from among individuals or organizations that meet the specified criteria.
  - c. Vacancies among Low-Income and Community Sectors shall be posted and publicized for at least thirty (30) days to allow for adequate public notice and to ensure that Low-Income and Community Representatives have equal access to the

process. Publicity will continue until at least one (1) membership application has been received.

- d. Membership applications will be reviewed at the subsequent Community Action Council meeting following the application deadline.
- e. Appointments to the Council for Low-Income and Community Sectors must be approved by a majority vote by the Council. Appointment term will commence on ~~approval~~ the date members are seated.

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2. Other Vacancies

- a. In the event a member representing a Low-Income or Community Sector resigns, or for any reason is unable to complete their term, a replacement shall be sought within thirty (30) days of such vacancy pursuant to Article III of these bylaws.

**ARTICLE VIII**  
**MEETINGS**

The El Dorado County Community Action Council shall schedule nine (9) regular meetings per year at the convenience of the Council. Meetings will be held the fourth (4<sup>th</sup>) Wednesday of each month, except months which are declared “dark” (June and August) by the Council. The November and December meetings shall be combined into one meeting to be held the second Wednesday in December.

Notice of meetings shall be published at least five (5) days prior to the meeting. However, in case of a special meeting, the notification period may be set at three (3) days. An agenda will be sent to all Council members.

A quorum of the Council shall be at least fifty (50) percent of the total current seated members of the Community Action Council.

Unless otherwise specified herein, actions taken by the Council shall be by majority vote of the members present at a regularly scheduled meeting, with a quorum in attendance.

Written minutes, including record of all votes on all motions, shall be kept for each meeting and distributed to all Council members prior to the next meeting. Minutes shall also be made available for public inspection.

**ARTICLE IX**  
**EXECUTIVE DIRECTOR**

The Director of the Health and Human Services Agency for El Dorado County, or designated appointee, shall serve as Executive Director of the El Dorado County Community Action Council. The Executive Director shall serve as an ex-officio member, without vote, on the council and all committees.

The Executive Director or designee shall be responsible for keeping the Council informed on Community Action Agency program activities.

The Executive Director or designee shall be responsible for assuring that written minutes of all meetings are kept; and that all minutes include a record of votes on all motions; and those minutes of all meetings are mailed prior to the next meeting; and that minutes shall be made available for inspection by the public where applicable.

**ARTICLE X**  
**AMENDMENTS TO BYLAWS**

These By-Laws, which have been adopted by El Dorado County Community Action Council, may be amended by the Council in accordance with the following procedures: An amendment to these By-Laws may be proposed by a Council member for discussion at any regular meeting. The amendment shall then be presented in writing in for review at the next two (2) regular meetings. The By-Laws may be amended by a two-thirds vote of the members present at a regularly scheduled meeting, with a quorum in attendance, or at a meeting especially called for the purpose of amending these by-laws, with a quorum in attendance. Amendments shall then be submitted for approval of the El Dorado County Board of Supervisors as the designated Community Action Agency.

**ARTICLE XI**  
**PROCEDURES**

All Council activities shall be conducted in accordance with the Brown Act and the Board of Supervisor Policies, Section I-Boards, Commissions, & Committees.

Reviewed and approved by the El Dorado County Community Action Council January 25, 2012, February 22, 2012, and July 28, 2021, October 26, 2022

Approved by the El Dorado County Board of Supervisors January 3, 2023