

- DRAFT-

## COMMUNITY ACTION COUNCIL (CAC) MEMBERSHIP 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 SELECTION PROCESS

#### **Public Sector Members**

Per CAC bylaws, Public Sector members 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).

#### **Low-Income Sector and Community Sector Members**

Per CAC bylaws, these members shall be selected by democratic process. The democratic selection process is designed to assure that Low-Income Sector members are representative of low-income individuals and families in El Dorado County, and so that the Council will benefit from the community involvement and resources of Community Sector members.

#### Steps to Fill Low-Income and Community Sector Member Vacancies:

- 1) *Member applications and information will be available on the CAC website.*
- 2) *Announcements regarding member vacancies will be posted on the CAC website for at least 30 days. Announcements will specifically be focused to the Low-Income and Community Sectors.*
- 3) *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.*
- 4) *Council members will be encouraged to share vacancy announcements with their contacts and partner agencies.*
- 5) *The CAC Membership Committee will review applications to determine that they meet minimum qualifications in conformance with the CAC Bylaws; and will contact applicants to provide information about the CAC and member responsibilities, answer questions and explain the democratic selection process.*
- 6) *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.*
- 7) *Candidate names and narrative submissions will be posted to the CAC website, along with a link to a 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 posed to the CAC website.

- 8) Applicants will be invited to speak at an upcoming CAC meeting, with an opportunity for members of the CAC and community to ask questions.
- 9) 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.
- 10) 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. During a length of service each member is encouraged to be active in the community by attending at least three events a year.
- b. Community engagement is important to understand the needs. Council members are encouraged to be active in their respective communities and report out 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 recommendation.
- b. Training shall be documented by 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.