



County of Santa Cruz

Health Services Agency - Environmental Health

Fish and Wildlife Advisory Commission



Approved 08/13/2024
Board of Supervisors
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BYLAWS OF THE SANTA CRUZ COUNTY FISH AND WILDLIFE ADVISORY COMMISSION

The Fish and Wildlife Advisory Commission is organized under the Santa Cruz County Board of Supervisors as authorized under Government Code Section 31000.1 and in compliance with Chapter [2.38](#) and Chapter [2.90](#) of the Santa Cruz County Code. Procedures for the conduct of business by the Fish and Wildlife Advisory Commission, hereinafter "the Commission", not specified in those Chapters are contained in these bylaws.

SECTION I – DUTIES AND RESPONSIBILITIES

1. Advise the Board of Supervisors (Board) on all matters relating to fish and wildlife in the county, while taking into account matters of recreation and watershed preservation.
2. Develop policies for recommendation to the Board to ensure the preservation, protection, and enhancement of fish and wildlife, and essential habitats for public benefit.
3. Make recommendations, consistent with the policies and regulations of the California Department of Fish and Wildlife, to the Board concerning expenditures from the County Fish and Game Propagation Fund for the propagation and conservation of fish and wildlife in the county.
4. Promote education of the public related to fish and wildlife issues.

SECTION II – MEETINGS

The public shall be notified in advance of the time and place of regular and special meetings. Regular and Special Meetings shall comply with the requirements of the Ralph M. Brown Act (Government Code Section [54950](#)).

REGULAR MEETINGS

At least seventy-two (72) hours prior to each regular meeting, an agenda for the regular meeting shall be provided to each Commissioner and made publicly available by posting the agenda at a location freely accessible to the public. The agenda shall contain:



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1. A brief general description of each item of business to be discussed at the meeting.
2. Any written material to be discussed at the meeting.
3. Minutes of the last meeting

Commissioners who wish to place items on the agenda shall notify the Staff Liaison at least one week in advance of the meeting.

No action or discussion shall be undertaken on any item not appearing on the posted agenda. Commissioners may briefly respond to statements or questions from a member of the public, including to ask a question for clarification, refer the matter to staff or to other resources, or request staff to report back at a subsequent meeting.

Notwithstanding the forgoing, action may only be taken on an item of business not appearing on the posted agenda when two-thirds (2/3) of the members present (or all members if less than two-thirds are present) determine that there is a need to take immediate action and that the need for action came to the attention of the County after the agenda was posted.

SPECIAL MEETINGS

Special meetings may be called by the Chair or at the request of a majority of Commissioners. When scheduling a special meeting, Commissioners should not discuss the merits of what is to be taken up at the special meeting.

At least twenty-four (24) hours prior to each special meeting, an agenda for the special meeting shall be provided to each Commissioner and made publicly available by posting the agenda at a location freely accessible to the public.



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SECTION III – CONDUCT OF BUSINESS

PUBLIC PARTICIPATION

Public participation in Commission meetings shall comply with the requirements of the Ralph M. Brown Act (Government Code Section [54950](#)).

Public participation in Commission meetings shall be managed as follows:

1. An opportunity for members of the public to directly address the Commission on any item on the agenda shall be provided before or during the commission's consideration of the item.
2. The agenda will provide for a public comment period at the beginning of each regular meeting for items not on the agenda, within the subject matter jurisdiction of the Commission.
3. The Chair may establish reasonable limits on the amount of time allotted to each speaker on a particular item and the Commission may establish reasonable limits on the total amount of time allotted for public comment on a particular item or the total amount of time allotted for public comment. When further discussion is required, the Commission may vote to allot time to the agenda of the following meeting.

VOTING

Voting on all matters shall be by voice vote except the election of officers or when a roll call vote is requested by any member in attendance.

CONDUCT

Meetings will be conducted with the degree of formality necessary to conduct orderly business. At the discretion of the Chair or the request of any member, particular business will be conducted in accordance with Rosenberg's Rules of Order.



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IV. DUTIES OF OFFICERS

CHAIR

The chair shall preside at all meetings of the Commission and be responsible for communication with the Staff Liaison, the County Administrative Officer and the Board of Supervisors concerning Commission business. The Chair shall sign all reports or resolutions made or promulgated by the Commission and shall perform such other duties as the Commission shall prescribe.

VICE-CHAIR

The Vice-Chair shall perform the duties of the Chair in the absence or incapacity of the Chair. In case of the resignation or death of the Chair, the Vice-Chair shall perform the duties of the Chair until a new Chair is elected by the Commission.

CHAIR PRO TEMPORE

In the event that both the Chair and the Vice-Chair are absent from a meeting, the Commission shall elect a Chair Pro Tempore to preside over that meeting with no other duties.

SECTION V – VACANCIES

Any Commissioner who has two consecutive unexcused absences or four absences for any reason within a twelve-month period shall be considered to have resigned from the Commission and the Board of Supervisors shall be notified. A replacement commissioner shall be appointed by the Board of Supervisors. All notices of resignation shall be sent to the Board of Supervisors and the Clerk of the Board.

Should the office of Chair or Vice-Chair become vacant during the term of such office, the Commission shall elect a successor from its membership at the earliest meeting at which such an election would be practicable and such election shall be for the unexpired term of such office.



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SECTION VI – STAFF SUPPORT

The Environmental Health Services Division of the Health Services Agency shall provide staff support for the Commission. The Environmental Health Director, or their designated representative, shall serve as the Staff Liaison to the Commission and shall receive copies of all minutes, reports and recommendations submitted to the Board of Supervisors by the Commission. Staff members from the Community Development and Infrastructure Department, the Office of Response, Recovery and Resiliency, and the County Counsel's office shall provide services to the Commission and shall attend Commission meetings upon request.

SECTION VII – ALLOCATION OF FISH AND GAME FUNDS

California Fish and Game Code Sections 13003 (b) and 13100 set forth the requirements for expenditures from the County Fish and Game Propagation Fund. The Commission, therefore, adopts the following procedures for allocation of fish and game funds:

1. PUBLIC GRANT FUNDING CYCLE:

- 1.1. The Commission shall adopt funding procedures, request forms, and a funding calendar cycle for consideration of all public funding requests. The purpose of which is to allow the public to be advised of the opportunity to request funding for the restricted purposes and to submit funding requests on a consistent and on-going basis.
- 1.2. Funding requests shall be submitted on a Grant Funding Request Form as devised by the Commission and pursuant to the criteria and instructions adopted by the Commission.
- 1.3. No funding request may be acted upon by the Commission at the meeting during which the item is first presented (except as emergency grant allocations as discussed below).
- 1.4. At the second meeting at which the funding request is presented, the Commission shall approve, deny, or modify the funding request and forward its recommendation to the Santa Cruz County Board of Supervisors for approval.



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2. OUTSIDE OF THE PUBLIC GRANT FUNDING CYCLE:

- 2.1. The Commission, various Santa Cruz County Departments, and the California Department of Fish and Wildlife may request allocation of funds outside of the Public Grant Cycle. Other groups wishing to apply outside the Public Grant Cycle must have a commissioner sponsor the project.
- 2.2. A written request is to be placed on the agenda at least one week in advance of the meeting.
- 2.3. Funding requests shall be submitted on a Grant Funding Request Form as devised by the Commission and pursuant to the criteria and instructions adopted by the Commission.
- 2.4. No funding request may be acted upon by the Commission at the meeting during which the item is first presented (except as emergency grant allocations as discussed below).
- 2.5. At the second meeting at which the funding request is presented, the Commission shall approve, deny, or modify the funding request and forward its recommendation to the Santa Cruz County Board of Supervisors for approval.

3. EMERGENCY FUNDING REQUESTS:

- 3.1. In cases of emergency, as determined by the Commission, funding requests may be approved by a two-thirds ($2/3$) vote on items that are properly placed on the Commission agenda at least seven days prior to any agenda meeting.
- 3.2. At the meeting at which the emergency funding request is presented, the Commission shall approve, deny, or modify the funding request and forward its recommendation to the Santa Cruz County Board of Supervisors for approval.



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SECTION VIII – SUBCOMMITTEES

1. Ad Hoc subcommittees may be appointed by the Chair to implement a discrete action, such as writing a letter to the Board. Requirements for an Ad Hoc subcommittee are:
 - 1.1. Cannot be composed of more than a quorum of Commissioners.
 - 1.2. Cannot be established for more than six (6) months.
 - 1.3. Upon completion of the discrete action, the subcommittee shall be terminated by the Chair, with the majority approval of the Commission.

2. Standing subcommittees may be appointed by the Chair, with the majority approval of the Commission, to address a continuing subject in the Commissions jurisdiction and will therefore be established for more than six (6) months. Requirements for a standing subcommittee are:
 - 2.1. Cannot be composed of more than a quorum of Commissioners.
 - 2.2. The Chair shall report the name, purpose, and membership of each standing subcommittee to the Board.
 - 2.3. Standing subcommittee meetings shall comply with the notice and agenda requirements otherwise applicable to the Commission in these by-laws.
 - 2.4. The Chair, with the majority approval of the Commission, shall terminate the standing subcommittee when its function is no longer necessary.

SECTION IX – APPROVAL OF BYLAWS

Amendments to the Bylaws may be recommended by the vote of a majority of the Commissioners. Such amendments must then be approved by the Board of Supervisors.

Copies of proposed amendments shall be provided to all Commissioners not less than two weeks prior to the meeting at which a vote on said amendments is to be taken.