

BY-LAWS
of the
MARIN COUNTY FISH AND WILDLIFE COMMISSION

ARTICLE I
GENERAL

SECTION 1. The name of the Commission shall be the MARIN COUNTY FISH AND WILDLIFE COMMISSION (Commission) as previously established by Resolution of the Marin County Board of Supervisors. The principal office of the Commission is hereby fixed and located at the office of the Marin County Farm Advisor presently located at 1682 Novato Blvd, Novato, California.

SECTION 2. The purpose of the Commission shall be to advise and make recommendations to the Marin County Board of Supervisors through the Marin County Farm Advisor on the expenditure of funds to projects that benefit fish and wildlife in Marin County pursuant to California Fish and Game Code Section 13100, to advise and make recommendations to the Board of Supervisors on all matters pertaining to fish and wildlife propagation, habitat and conservation, recommend ways and means for achieving any recommended goals, and to provide recommendations on any specific matters referred to the Commission by the Board of Supervisors for study and report.

ARTICLE II
MEMBERSHIP

SECTION 1. Number: The Commission shall be seven (7) in number and all residents of Marin County for at least the previous six months. The University of California Cooperative Extension Marin County Director shall serve as ex-officio.

SECTION 2. Method of Appointment: The Commission members shall be appointed at-large by the Board of Supervisors from applications received through a public notice process and shall serve at the pleasure of the Board.

SECTION 3. Qualifications: At least one, but not more than two, of the Commissioners shall represent each of the following areas of expertise, specialized interest and experience:

- Conservation
- Sport Fishing
- Commercial Fishing
- Hunting

SECTION 4. Term: Each Commissioner shall serve at the pleasure of the Board of Supervisors for a term of three (3) years. A Commissioner may seek and be

reappointed for a successive term or terms, subject to approval by the Board of Supervisors.

SECTION 5. Vacancies: Should a Commissioner resign, die, or be removed from office, the vacancy shall be filled by the Board of Supervisors from those qualified to fill the vacancy, through the public notice process.

SECTION 6. Resignation: Any Commissioner wishing to resign shall provide written notice to the chair of the Commission, and the President of the Board of Supervisors at least fifteen (15) days prior to the next regularly scheduled meeting of the Commission. Such resignation shall be effective upon receipt of the notice by the President of the Board of Supervisors and the Chair of the Commission, unless otherwise specified in the notice.

SECTION 7. Removal: A Commissioner may be removed at any time for just cause as determined by the Board of Supervisors, in its sole discretion. The clerk of the Board shall notify the Farm Advisor and Chair of the Commission, in writing, of such removal.

SECTION 8. Attendance: Any Commission member with three or more unexcused absences from regular meetings during any twelve month period shall be deemed, without further action required, to have resigned from the Commission. An unexcused absence is defined as one for which no prior notice of the absence, including the reason therefore, was given to the Commission Chair prior to the meeting in question.

ARTICLE III MEETINGS

SECTION 1. Open Meetings, Public Records: All meetings of the Commission shall be open and public (unless closed pursuant to California State law). Records of the Commission shall be retained at its principal office according to the County of Marin's retention schedule, and shall be available to the public for inspection and copying as required by the Public Records Act (Government Code Section 6250 et seq.).

SECTION 2. Regular Meetings: The Commission shall hold regular meetings for the transaction of such business as may come before the Commission. Meetings shall be held on the second Tuesday of January, February, March, April, May, August, September, and November at 9:00 a.m. at the offices of the Farm Advisor, 1682 Novato Blvd, Suite 150B, Novato, California, unless otherwise noted.

SECTION 3. Special Meetings: The Commission may hold special meetings as permitted by law as need may arise, and at such location(s) and hours which are convenient to the public.

SECTION 4. Noticing: All meetings of the Commission, both regular and special, shall be duly and timely noticed pursuant to requirements set forth in the California

Government Code, known as the Brown Act. Regular meetings shall also be noticed at least five (5) days in advance by posting a copy of the proposed agenda at the Farm Advisor's office, and by sending a notice to the Clerk of the Board, and to each Commission member.

SECTION 5. Agenda: The agenda shall be prepared by the Chair and be formatted to contain the following items, in addition to any items the Chair shall deem necessary to include for the particular meeting:

Date, time, and location of the meeting

Approval of minutes of prior meeting(s)

Time for public expression

Old business

New business

Adjournment

ADA footer on the bottom of the Agenda in BOLD face type –
name of commission and date of meeting

SECTION 6. Quorum: A quorum shall consist of four members of the Commission. Official business can be conducted only if a quorum is present.

SECTION 7. Parliamentary Procedure: The Chair shall preside at all meetings, and unless otherwise specified by these By-Laws, the parliamentary procedures outlined in Roberts Rules of Order, most current edition, shall be used at all meetings.

SECTION 8. Proxies: Commissioners may not vote by proxy.

ARTICLE IV OFFICERS

SECTION 1. Officers shall consist of the Chair and Vice-Chair.

SECTION 2. Term of Office: The Chair and Vice-Chair shall serve for a term of three (3) years, and can be re-elected to successive term(s).

SECTION 3. Election of officers shall take place at the January meeting of every third year or as vacancies may occur.

SECTION 4. Duties of the Chair: The Chair shall be the principal officer and shall supervise all business and affairs in accordance with the By-Laws and the resolutions and rules enacted by the Commission. The Chair shall:

Preside at all Commission meetings

Perform other tasks as directed by the Commission, upon majority vote.

SECTION 5. Duties of the Vice-chair: The Vice-chair shall perform specific managerial duties as directed by the Commission upon majority vote or as directed by the Chair of the Commission, take minutes of all meetings and in the case of the Chair's absence, resignation, or removal shall assume all duties and powers of the Chair.

SECTION 6. Minutes: The Vice-chair will take minutes of all meetings and transmit copies to the Chair and the Farm Advisor's Office for distribution to the Board and Commission members. Accurate minutes shall be kept of all regular or special meetings of the Commission and shall include notation of the following:

- Date, time and location of the meeting
- Presence and absence of Commission members and guests
- Time of the call to order
- Determination of a quorum
- Adoption of agenda as written or amended
- Approval of minutes from the prior meeting(s) as written or amended
- Record of correspondence and announcements
- Content of public expression and any discussion following
- Summary of presentation of the business in hand and action as required
- Old business and any action taken
- New businesses and any action taken
- Date of Next Meeting
- Time of adjournment

SECTION 7. Secretary: The Farm Advisor's office shall provide clerical services as needed which shall include:

- Publish and distribute notices in accordance with the By-Laws
- Receive and respond to correspondence as directed by the Commission
- Be responsible for the safe-keeping of records of meetings and correspondence
- Retain records according to the Marin County record retention schedule

ARTICLE V FINANCIAL

SECTION 1. Fiscal Year: The fiscal year of the Commission shall be from July 1 through June 30.

SECTION 2. Finances: The Marin County Farm Advisor shall administer the finances of the Commission pursuant to Resolution of the Board of Supervisors.

SECTION 3. Revenues: All fines and forfeiture monies pursuant to the Fish & Game codes, in-lieu taxes and gifts shall be deposited into the Marin County Fish and Wildlife Commission Fund. The Farm Advisor shall be responsible for monitoring all financial

records for the Commission, and shall provide quarterly reports to the Commission as to the status of its budget.

SECTION 4. Expenditures: Annual requests for grants from the Fish and Wildlife Commission Fund shall be submitted on the grant application printed form, available at the UCCE Farm Advisor's office or on line at the UCCE Farm Advisor's website. The schedule for the grant submission and review process will be available on the grant application form. Applicants for such grants shall be limited to those entities qualifying under the IRS rules for not-for-profit 501(c)3 status, or who are an appropriate governmental agency or agent thereof, such as the California Department of Fish and Wildlife, etc.

The Commission shall, thereafter, hold a special or regular meeting at which time applicants for grants may make a formal presentation and have the opportunity to answer any questions the Commission may have regarding the requests. The Commission shall meet thereafter to review, discuss and evaluate the merits of each request in order to determine an equitable distribution of the available revenues. Time sensitive requests from qualified grant applicants will be considered, if funds are available, during the year.

SECTION 5. Annual Budget: A proposed annual budget for the upcoming fiscal year shall be prepared in March of each year by the Commission and submitted to the Farm Advisor for review and inclusion in the preliminary and final Marin County budget. Time sensitive requests will be considered, if funds are available, during the year.

ARTICLE VI AMENDMENTS TO BY-LAWS

SECTION 1. These By-Laws may be altered, amended, or repealed, and/or new By-Laws may be adopted by resolution in writing, with the approval of the Farm Advisor following review by County Counsel, if then approved by a majority vote of the Commissioners present at a regular meeting of the Commission. Recommendations for amendments to these By-Laws shall be presented at one meeting, discussed at the next meeting, and voted on at the third meeting. No amendment to these By-Laws shall take effect or be binding until said amendment(s) have been reviewed by County Counsel and approved by the Board of Supervisors.

PASSED AND ADOPTED at a regular meeting of the Board of Supervisors of the County of Marin held on this 14th day of November, 2017.