### Executive Summary:

Unincorporated segments of the County have become increasingly municipal in nature, and now require an effective mechanism to communicate their needs to the Sonoma County Board of Supervisors (Board). Members of the Board currently work with multiple Councils in their districts, including the Sonoma Valley Citizens Advisory Commission in the First District, and the Dry Creek Valley Citizens Advisory Council and Mark West Area Citizens Advisory Council in the Fourth District.

If approved, this item will establish Councils in the Fifth District, to provide recommendations on matters of local concern, such as transportation and land use planning. After the Councils are established and the Fifth District Supervisor selects final nominations to the Councils, the Fifth District will bring a Board item to appoint members to the Councils.

### Recommended Actions:


c. Adopt a Resolution to establish the Sonoma County Coast Municipal Advisory Council, boundaries, and rules and procedures for governance as indicated in the Sonoma County Coast Municipal Advisory Council Bylaws, and the Sonoma County Municipal Advisory Council Policies & Procedures.

d. Direct staff to include options for the Board of Supervisors to fund ongoing costs of Municipal Advisory Councils in the Transient Occupancy Tax discussion planned for November.
These councils are authorized by statute (Government Code section 31010) and can be created by a resolution of County Board of Supervisors.

**Discussion:**

**Sonoma County Municipal and Citizens Advisory Councils: History and Update**

The 1987 Windsor Municipal Advisory Council was the first Council established in Sonoma County, and was dissolved upon the incorporation of the Town of Windsor. In 1993, the Sonoma County Board of Supervisors and the Sonoma City Council established the Sonoma Valley Citizens Advisory Commission. In 2012, the Board established the Dry Creek Valley Citizens Advisory Council, and the Mark West Area Citizens Advisory Council in 2016.

The Board’s 2017 Strategic Priorities included Rebuilding our Infrastructure. One component of this effort included developing a guide for communities to establish Councils in a consistent and sustainable manner. In July of 2017, the Board adopted the Sonoma County Municipal Advisory Council Policies & Procedures, providing guidance for the establishment of future Councils in unincorporated Sonoma County. The guidelines were carefully considered in the development of the Lower Russian River Municipal Advisory Council and the Sonoma Coast Municipal Advisory Council. In order to ensure consistency across Sonoma County’s Municipal Advisory Councils, the intent and scope of the Councils proposed for establishment are consistent with the guidelines. A version of each Council’s proposed guidelines – redlined against the Board approved template – is shown in attachments three and seven. A description of the variances from the approved templates is provided below.

**Sonoma County Municipal and Citizens Advisory Councils: Funding Discussion**

Municipal Advisory Councils typically incur costs such as website development and maintenance, Errors and Omissions Liability Insurance, facility rentals and staffing costs. The costs may be divided into two categories: one-time startup costs, and ongoing costs.

**One-time Startup Costs**

- Initial website development for Municipal Advisory Councils
- Initial outreach costs, such as a single mailing to residents of the Municipal Advisory Council

**Ongoing Costs**

- Costs for facility rental and staffing
- Website maintenance
- The County’s General Liability Coverage includes Errors & Omissions Coverage, and is distributed among departments. Boards, Committees, Commissions, Councils, etc. that are formed and appointed by the Board are included in the coverage.

The July 2017 discussion that established the Sonoma County Municipal Advisory Council Policies & Procedures included a consideration to use Measure L funds to support Municipal Advisory Councils. The Board will have the opportunity to consider the entire Transient Occupancy Tax program this November, and may choose to formalize the use of Transient Occupancy Tax for ongoing costs associated with Municipal Advisory Councils.
Lower Russian River Municipal Advisory Council: Purpose

The Lower Russian River Municipal Advisory Council will represent the best interests of the entire community while acting as a bridge for communication between the County and local residents and businesses on the following topics for the Lower Russian River Area, when they are referred to the Municipal Advisory Council through the proper channels described in the Bylaws:

1. Use Permit Applications;
2. Rezoning applications;
3. General Plan Amendment Applications;
4. Prioritization of Transportation and Transit Improvements;
5. Health and Human Safety-Net Services;
6. Additional Topics Requested by the District Supervisor.

Lower Russian River Municipal Advisory Council: History and Timing

- **February 2018**: First community meeting to provide information and receive input on a Municipal Advisory Council for the Lower Russian River.
- **March 2018**: The Fifth District office worked with the community and Permit Sonoma to draft boundaries for the Lower Russian River Municipal Advisory Council.
- **May 2018**: Second community meeting to update the community on progress towards establishing a Municipal Advisory Council for the Lower Russian River, and receive additional input.
- **June 2018**: The Fifth District office worked with the community and Permit Sonoma to divide the Lower Russian River Municipal Advisory Council into sub-areas to ensure promote equal representation on the Council.
- **August 2018**: Third community meeting to receive input on the boundaries, sub-areas, and additional feedback.

If the Board of Supervisors establishes the Lower Russian River Municipal Advisory Council in September 2018, the Board may approve Municipal Advisory Council members in the winter of 2018, and the Municipal Advisory Council may begin meeting in early 2019.

Sonoma County Coast Municipal Advisory Council: Purpose

The Sonoma County Coast Municipal Advisory Council will represent the best interests of the entire community while acting as a bridge for communication between the County and local residents and businesses on the following topics for the Sonoma County Coast Area, when they are referred to the Municipal Advisory Council through the proper channels described in the Bylaws:

7. Use Permit Applications;
8. Rezoning applications;
9. General Plan Amendment Applications;
10. Prioritization of Transportation and Transit Improvements;
11. Health and Human Safety-Net Services;
12. Additional Topics Requested by the District Supervisor.

Sonoma County Coast Municipal Advisory Council: History and Timing
• **March 2018:** First community meeting to provide information and receive input on a Municipal Advisory Council for the Sonoma County Coast.

• **April 2018:** Bodega Bay Town Hall meeting to provide information and receive input on a Municipal Advisory Council for the Sonoma County Coast.

• **May 2018:** Timber Cove Town Hall meeting to provide information and receive input on a Municipal Advisory Council for the Sonoma County Coast.

• **May 2018:** The Fifth District office worked with the community and Permit Sonoma to draft boundaries for the Lower Russian River Municipal Advisory Council

• **June 2018:** Second community meeting to provide information and receive input on a Municipal Advisory Council for the Sonoma County Coast.

• **July 2018:** Second Bodega Bay Town Hall meeting to provide information and receive input on a Municipal Advisory Council for the Sonoma County Coast.

• **August 2018:** The Fifth District office worked with the community and Permit Sonoma to divide the Lower Russian River Municipal Advisory Council into sub-areas to ensure promote equal representation on the Council.

If the Board of Supervisors establishes the Sonoma County Coast Municipal Advisory Council in September 2018, the Board may approve Municipal Advisory Council members in the winter of 2018, and the Municipal Advisory Council may begin meeting in early 2019.

**Municipal Advisory Councils: Changes to Template Bylaws**

The proposed Bylaws for the 5th District Municipal Advisory Councils include minor adjustments to the templates and policies approved by the Board in 2017. The District Supervisor selected these changes to increase the effectivity of Municipal Advisory Councils in the unique regions of the Fifth District.

1. The proposed Municipal Advisory Councils will have nine members, as opposed to the standard five-seven. This allows for representation of the geographic areas in the proposed Municipal Advisory Councils.

2. Every member of the proposed Municipal Advisory Council will have an alternate, instead of two alternates for the entire Municipal Advisory Council. This system allows each geographic area to be represented if their primary Municipal Advisory Council member is not present at a meeting.

3. The 2017 policies recommend the District Supervisor nominate Municipal Advisory Council members for appointment by the full Board of Supervisors. The Bylaws under consideration today establish processes for the community to recommend members, which the District Supervisor will consider and submit to the Board of Supervisors for appointment.

4. The proposed Bylaws include a mandate for each Municipal Advisory Council to engage with their community to ensure that recommendations from the Councils represent their neighbors.

**Prior Board Actions:**

• Pre-incorporation, the Board established the now-dissolved Windsor Municipal Advisory Council in 1987 (Resolution No. 87-0139).

• The Sonoma County Board of Supervisors and the Sonoma City Council established the Sonoma Valley Citizens Advisory Commission in 1993 (Resolution 93-1552 on 10/12/93; Joint Powers Agreement 98-1281 on 10/6/98; 04-0026 on 1/6/04; 06-0776 on 9/12/06; 14-0086 on 3/11/14).
- The Board created the Dry Creek Valley Citizens Advisory Council in 2012 (Resolution No. 12-0410) and the Mark West Area Citizens Advisory Council in 2016 (Resolution No. 16-0231).

**Strategic Plan Alignment**  
**Goal 4: Civic Services and Engagement**

Goal 4: Civic Services and Engagement is aimed at engaging and encouraging citizen participation in local government, and aligning public services with community needs and desires. Establishing additional municipal advisory councils will meet this goal by facilitating greater community engagement and interaction with the Board on matters of local concern. Adopting the Recommended Municipal Advisory Council Policies & Procedures will help the Board to effectively and uniformly establish and govern existing and future municipal advisory councils in unincorporated Sonoma County.

**Fiscal Summary**

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<thead>
<tr>
<th>Expenditures</th>
<th>FY 18-19 Adopted</th>
<th>FY 19-20 Projected</th>
<th>FY 20-21 Projected</th>
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<tr>
<td><strong>Total Expenditures</strong></td>
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**Funding Sources**

- General Fund/WA GF
- State/Federal
- Fees/Other
- Use of Fund Balance
- Contingencies

**Total Sources**

**Narrative Explanation of Fiscal Impacts:**

Ongoing costs related to the Municipal Advisory Councils may be covered with discretionary funds available to the Board, such as each Supervisor’s Tourism Impact Funds under the Community Investment Fund.

Based on experiences from County staff as well as staff from other Counties, it is projected that each Council would need 16 hours of support time/month as well training of each Council. This support may be provided by existing staff to the Board of Supervisors. In the Budget for Fiscal Year 2018-2019 the Board approved one additional staff member in each district, to assist with “Board District Services.”
## Staffing Impacts

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<th>Position Title (Payroll Classification)</th>
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<th>Additions (Number)</th>
<th>Deletions (Number)</th>
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### Narrative Explanation of Staffing Impacts (If Required):

Ongoing administrative support for Municipal Advisory Councils shall be provided by staff identified by the District Supervisor, a voluntary agreement, contract, or other means.

### Attachments:

- Attachment 1: River Municipal Advisory Council Bylaws
- Attachment 2: River Municipal Advisory Council Bylaws Redlined Against the Template
- Attachment 3: River Municipal Advisory Council Resolution
- Attachment 4: River Municipal Advisory Council Boundaries
- Attachment 5: Coast Municipal Advisory Council Bylaws
- Attachment 6: River Municipal Advisory Council Bylaws Redlined Against the Template
- Attachment 7: Coast Municipal Advisory Council Resolution
- Attachment 8: Coast Municipal Advisory Council Boundaries
- Attachment 9: Municipal Advisory Council Policies and Procedures

### Related Items “On File” with the Clerk of the Board:

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LOWER RUSSIAN RIVER MUNICIPAL ADVISORY COUNCIL
BYLAWS
Approved by the Sonoma County Board of Supervisors on September 25, 2018

ARTICLE I - NAME

The name of this Municipal Advisory Council shall be the Lower Russian River Municipal Advisory Council (“River MAC”).

ARTICLE II - AUTHORITY AND PURPOSE

Section 1. In order to facilitate community engagement, the River MAC will make recommendations to the Board of Supervisors and other County decision makers on the following Advisory Topics:

a. Use Permit Applications when referred by the Permit and Resource Management Department
b. Rezoning applications when referred by the Permit and Resource Management Department
c. General Plan Amendment Applications when referred by the Permit and Resource Management Department
d. Prioritization of Transportation and Transit Improvements when requested by the District Supervisor
e. Health and Human Safety-Net Services when requested by the District Supervisor
f. Additional Topics Requested by the District Supervisor

Section 2. The duties of the River MAC shall include:

a. Hold regular open and public meetings;
b. Study and analyze the Advisory Topics;
c. Keep the District Supervisor informed of any issues related to Advisory Topics within the community;
d. Provide advisory recommendations on the Advisory Topics and annual reports to the Board;
e. Comply with Sonoma County Municipal Advisory Council Policies and Procedures.

ARTICLE III - MEMBERSHIP

Section 1. Membership. The membership of the River MAC shall be nine members.

Requirements for membership include: members must reside within the boundaries of the Municipal Advisory Council, and be at least 18 years of age. There are no requirements for property ownership or citizenship.

The District Supervisor will select members based on the following criteria:

a. The Fifth District Supervisor will work with the community to identify sub-areas within the MAC Boundaries.
b. The Fifth District Supervisor will work with the community to evaluate the sub-areas within the River MAC boundaries to determine proper representation on the MAC. This scoping exercise will inform the composition of the MAC for well-rounded representation. The River MAC will have the following representation:
   - Forestville: 2 Representatives, 1 Alternate
   - Hacienda: 1 Representative, 1 Alternate
   - Rio Nido: 1 Representative, 1 Alternate
Guerneville: 2 Representatives, 1 Alternate
Monte Rio/Villa Grande: 1 Representative, 1 Alternate
Cazadero and Duncans Mills: 1 Representative, 1 Alternate
Pocket Canon: 1 Representative, 1 Alternate

c. The Fifth District Supervisor will lead the community in an exercise to nominate representatives and
alternates to serve on the MAC using the identified sub-areas as a framework for the composition of the
MAC.
d. The Fifth District Supervisor will consider the community’s nominations for appointment to the MAC,
and will select final nominations to submit to the Board of Supervisors for appointment.

Section 2. Appointment Authority. The District Supervisor shall submit selected applicants to the Board of
Supervisors for appointment. Appointments shall be posted in accordance with the Maddy Act (Government
Code section 54970 et seq.).

Section 3. Terms. A membership term is a two-year period. The River MAC members may be reappointed.
Members may serve a maximum of two terms (four years in total).

Section 4. The Board of Supervisors shall classify the initial members into two classes. Class A shall consist of
three members; Class B shall consist of two members. Class A shall have an initial membership term of two
years. Class B shall have an initial membership term of three years. Thereafter, each member’s term shall be
two years. The District Supervisor shall determine which members shall serve the initial three-year term.

Section 5. Attendance. Members are expected to attend all meetings of the River MAC. Absence from two
consecutive or three cumulative absences from the River MAC meetings in a twelve-month period may result in
removal.

Section 6. Removal. The District Supervisor may, in his or her discretion, recommend removal of a member to
the Board of Supervisors. A majority vote by the Board is necessary to remove a member.

Section 7. Vacancies. A vacancy shall exist when a member dies, or submits a written resignation to the
District Supervisor, or has been removed as set forth in Section 6. When a vacancy occurs, the District
Supervisor will fill the vacancy consistent with membership criteria and submit recommendations to the Board
of Supervisors for appointment.

ARTICLE IV- MEETINGS

Section 1. Brown Act. All meetings of the River MAC and, its committees and subcommittees, shall comply
with the Brown Act (Government Code section 54950 et seq.).

Section 2. Regular Meetings. Regular meetings of the River MAC shall be held monthly at an established date,
time and place open to the public. Notice of the meeting time and place should be given to the public and the
MAC members at least seventy-two (72) hours before the meeting. The Chair or Vice Chair may cancel any
regular meeting by giving written notice of at least seventy-two (72) hours before the regularly scheduled
meeting time. This requirement of notification prior to cancellation shall not be waived.

Section 3. Special Meetings. The Chair may call and preside over special meetings. The Chair may call a
special meeting by providing notice of the time, place, and agenda to each member and the public at least
(twenty-four) 24 hours before the special meeting. Only items on the agenda of the special meeting may be considered at said special meeting.

Section 4. Quorum. A quorum of the River MAC must be present at any regular or special meeting in order for a decision to be made on any matter. A quorum is defined as a majority of MAC membership.

Section 5. Voting. While the River MAC will strive for consensus, every official action taken by the River MAC shall be adopted by a quorum vote.

Section 6. Abstention. When any member abstains from participation in any matter before the River MAC because of a conflict of interest, that member shall not be counted as present for purposes of determining whether or not there is a quorum.

Section 7. Secretary. Administrative support for the River MAC shall be provided by staff identified by the District Supervisor, a voluntary agreement, contract, or other means.

Section 8. Notice. The River MAC meetings will be open and public, with notice of the time and place given to the public and the River MAC members at least seventy-two (72) hours before the time of regular meetings and at least twenty-four (24) hours before special meetings.

Section 9. Public Comment. At each River MAC meeting, members of the public will be given the opportunity to directly address the items on the agenda before being voted on, and on Advisory Topics within the jurisdiction of the River MAC.

ARTICLE V – ADMINISTRATIVE ROLES

Section 1. The River MAC shall have a Chair and Vice Chair. The District Supervisor shall appoint the first Chair and Vice Chair. After that, the MAC will elect the Chair and Vice Chair annually. The Chair and Vice Chair will serve for one (1) calendar years, or until replaced by the District Supervisor.

Section 2. Chair. The Chair shall preside at all meetings of the River MAC and call for special meetings. The Chair shall carry out the duties listed in the Sonoma County Municipal Advisory Council Policies and Procedures.

Section 3. Vice Chair. In the Chair’s absence, the Vice Chair shall assume the Chair’s responsibilities. The Vice Chair shall carry out the duties listed in the Sonoma County Municipal Advisory Council Policies and Procedures.

ARTICLE VI - COMMITTEES AND SUBCOMMITTEES

Section 1. The River MAC may establish single-purpose committees or subcommittees, consisting of less than a quorum of MAC members, on an as-needed basis by a quorum vote. All committees and subcommittees shall have a life of one year, with the possibility of extension by the MAC after review. All committees and subcommittees shall comply with the Brown Act.

ARTICLE VII - CONTRACTS
Section 1. The River MAC and/or members thereof shall not have the power or authority to bind the County of Sonoma by any contract or agreement.

ARTICLE VIII – MANDATE FOR COMMUNITY ENGAGEMENT

Section 1. Community engagement is paramount to the success of the River MAC. MAC members will establish a Community Engagement Guide at the start of each calendar year, to be approved by the Fifth District Supervisor.

Section 2. The Community Engagement Guide may include: gatherings in the River MAC sub-areas with neighbors and their MAC representative; town halls; presentations at local schools; and nominating an ex-officio non-voting member student from a local High School.

ARTICLE IX - CONFLICT OF INTEREST/GRIEVANCES

Section 1. Conflict of Interest. The River MAC members will not involve themselves in official River MAC activities that could materially benefit them personally, their business interests, or the interests of organizations that they represent. In a conflict of interest, the member will abstain from voting, and the abstention will be recorded in the minutes.

Section 2. Members and staff will comply with State of California laws regarding conflict of interest for publicly appointed bodies, including the Political Reform Act. The River MAC will implement the procedure for resolving conflicts of interest in the Sonoma County Municipal Advisory Council Recommended Policies and Procedures.

ARTICLE X - AMENDMENTS

Section 1. A recommendation to the Board of Supervisors to amend these bylaws may be made at any regular meeting of the River MAC by a quorum vote of MAC members, provided that copies of the proposed amendments are sent to all members of the River MAC at least ten (10) days prior to the meeting at which such action is taken. The amendment will not be effective until and unless it is approved by majority vote of the Board of Supervisors.

ARTICLE XI – MINUTES

Section 1. There shall be minutes of the River MAC meeting proceedings. The River MAC administrative staff shall be responsible for minutes and will be responsible for the sending of minutes to all River MAC members, the District Supervisor, and members of the public who request them. A record of minutes will be maintained by the River MAC secretary.

ARTICLE XII – RECORDS

Section 1. Records of all River MAC agendas, minutes, meeting materials, records of action, annual reports, and external communications from at least the prior two years shall be maintained by the River MAC Secretary and retained at a location designated by the District Supervisor. These records shall be available for public inspection and copying as required by the Public Records Act (Government Code section 6250 et seq.).

ARTICLE XIII - PARLIAMENTARY AUTHORITY
Except as otherwise provided by law, these bylaws, or rules adopted by the Board of Supervisors, Robert’s Rules of Order shall be the parliamentary authority of the River MAC.

ARTICLE XIV – LEGAL COMPLIANCE

The River MAC shall comply with the legal requirements of the County of Sonoma, the State of California, and with federal funding sources. Nothing in these bylaws shall be interpreted to be inconsistent with the ordinances of the Sonoma County Board of Supervisors.

ARTICLE XV - EFFECTIVE DATE

These bylaws and future amendments thereto, unless otherwise specified, shall become effective upon adoption by the Sonoma County Board of Supervisors.

Approved by the Sonoma County Board of Supervisors on September 25, 2018.

____________________________________________
James Gore, Chair, Sonoma County Board of Supervisors
ARTICLE I - NAME

The name of this Municipal Advisory Council shall be the Community NameLower Russian River Municipal Advisory Council (“Community NameRiver MAC”).

ARTICLE II - AUTHORITY AND PURPOSE

Section 1. In order to facilitate community engagement, Community Namethe River MAC will make recommendations to the Board of Supervisors and other County decision makers on the following Advisory Topics:

- Use Permit Applications when referred by the Permit and Resource Management Department
- Rezoning applications when referred by the Permit and Resource Management Department
- General Plan Amendment Applications when referred by the Permit and Resource Management Department
- Prioritization of Transportation and Transit Improvements when requested by the District Supervisor
- Health and Human Safety-Net Services when requested by the District Supervisor
- Additional Topics Requested by the District Supervisor

Section 2. The duties of Community Namethe River MAC shall include:

- Hold regular open and public meetings;
- Study and analyze the Advisory Topics;
- Keep the District Supervisor informed of any issues related to Advisory Topics within the community;
- Provide advisory recommendations on the Advisory Topics and annual reports to the Board;
- Comply with Sonoma County Municipal Advisory Council Policies and Procedures.

ARTICLE III - MEMBERSHIP

Section 1. Membership. The membership of Community Namethe River MAC shall be five or seven members.

Requirements for membership include: members must reside within the boundaries of the Municipal Advisory Council, and be at least 18 years of age. There are no requirements for property ownership or citizenship.

The District Supervisor will select members based on the following criteria:

- The Fifth District Supervisor will work with the community to identify sub-areas within the MAC Boundaries.
- The Fifth District Supervisor will work with the community to evaluate the sub-areas within the River MAC boundaries to determine proper representation on the MAC. This scoping exercise will inform the composition of the MAC for well-rounded representation. The River MAC will have the following representation:
c. The Fifth District Supervisor will lead the community in an exercise to nominate representatives and
alternates to serve on the MAC, such as an informal voting process, using the identified sub-areas as a
framework for the composition of the MAC.
d. The Fifth District Supervisor will consider the community’s nominations for appointment to the MAC,
and will select final nominations to submit to the Board of Supervisors for appointment.

Section 2. Appointment Authority. The District Supervisor shall review all qualified applicants and submit
selected applicants to the Board of Supervisors for appointment. Appointments shall be posted in accordance
with the Maddy Act (Government Code section 54970 et seq.).

Section 3. Terms. A membership term is a two-year period. Community Name The River MAC members may
be reappointed. Members may serve a maximum of two terms (four years in total).

Section 4. The Board of Supervisors shall classify the initial members into two classes. Class A shall consist of
three members; Class B shall consist of two members. Class A shall have an initial membership term of two
years. Class B shall have an initial membership term of three years. Thereafter, each member’s term shall be
two years. The District Supervisor shall determine which members shall serve the initial three-year term.

Section 5. Attendance. Members are expected to attend all meetings of Community Name The River MAC.
Absence from two consecutive or three cumulative absences from Community Name The River MAC meetings in
a twelve-month period may result in removal.

Section 6. Removal. The District Supervisor may, in his or her discretion, recommend removal of a member to
the Board of Supervisors. A majority vote by the Board is necessary to remove a member.

Section 7. Vacancies. A vacancy shall exist when a member dies, or submits a written resignation to the
District Supervisor, or has been removed as set forth in Section 76. When a vacancy occurs, the District
Supervisor will review applications to fill the vacancy consistent with membership criteria and submit
recommendations to the Board of Supervisors for appointment.

ARTICLE IV- MEETINGS

Section 1. Brown Act. All meetings of Community Name The River MAC and, its committees and
subcommittees, shall comply with the Brown Act (Government Code section 54950 et seq.).

Section 2. Regular Meetings. Regular meetings of Community Name The River MAC shall be held monthly at an
established date, time and place open to the public. Notice of the meeting time and place should be given to the
public and the MAC members at least seventy-two (72) hours before the meeting. The Chair or Vice Chair may
cancel any regular meeting by giving written notice of at least seventy-two (72) hours before the regularly
scheduled meeting time. This requirement of notification prior to cancellation shall not be waived.
Section 3. Special Meetings. The Chair may call and preside over special meetings. The Chair may call a special meeting by providing notice of the time, place, and agenda to each member and the public at least (twenty-four) 24 hours before the special meeting. Only items on the agenda of the special meeting may be considered at said special meeting.

Section 4. Quorum. A quorum of Community Name the River MAC must be present at any regular or special meeting in order for a decision to be made on any matter. A quorum is defined as a majority of MAC membership.

Section 5. Voting. While Community Name the River MAC will strive for consensus, every official action taken by Community Name the River MAC shall be adopted by a quorum vote.

Section 6. Abstention. When any member abstains from participation in any matter before Community Name the River MAC because of a conflict of interest, that member shall not be counted as present for purposes of determining whether or not there is a quorum.

Section 7. Secretary. Administrative support for Community Name the River MAC shall be provided by ________________staff identified by the District Supervisor, a voluntary agreement, contract, or other means.

Section 8. Notice. Community Name The River MAC meetings will be open and public, with notice of the time and place given to the public and Community Name the River MAC members at least seventy-two (72) hours before the time of regular meetings and at least twenty-four (24) hours before special meetings.

Section 9. Public Comment. At each Community Name River MAC meeting, members of the public will be given the opportunity to directly address the items on the agenda before being voted on, and on Advisory Topics within the jurisdiction of Community Name the River MAC.

ARTICLE V – ADMINISTRATIVE ROLES

Section 1. Community Name The River MAC shall have a Chair and Vice Chair. The District Supervisor shall appoint the first Chair and Vice Chair. After that, the MAC will elect the Chair and Vice Chair annually. The Chair and Vice Chair will serve for one (1) calendar years, or until replaced by the District Supervisor.

Section 2. Chair. The Chair shall preside at all meetings of Community Name the River MAC and call for special meetings. The Chair shall carry out the duties listed in the Sonoma County Municipal Advisory Council Policies and Procedures.

Section 3. Vice Chair. In the Chair’s absence, the Vice Chair shall assume the Chair’s responsibilities. The Vice Chair shall carry out the duties listed in the Sonoma County Municipal Advisory Council Policies and Procedures.

ARTICLE VI - COMMITTEES AND SUBCOMMITTEES

Section 1. Community Name The River MAC may establish single-purpose committees or subcommittees, consisting of less than a quorum of MAC members, on an as-needed basis by a quorum vote. All committees and subcommittees shall have a life of one year, with the possibility of extension by the MAC after review. All committees and subcommittees shall comply with the Brown Act.
ARTICLE VII - CONTRACTS

Section 1. Community Name The River MAC and/or members thereof shall not have the power or authority to bind the County of Sonoma by any contract or agreement.

ARTICLE VIII – MANDATE FOR COMMUNITY ENGAGEMENT

Section 1. Community engagement is paramount to the success of the River MAC. MAC members will establish a Community Engagement Guide at the start of each calendar year, to be approved by the Fifth District Supervisor.

Section 2. The Community Engagement Guide may include: gatherings in the River MAC sub-areas with neighbors and their MAC representative; town halls; presentations at local schools; and nominating an ex-officio non-voting member student from a local High School.

ARTICLE VIIIIX - CONFLICT OF INTEREST/GRIEVANCES

Section 1. Conflict of Interest. Community Name The River MAC members will not involve themselves in official Community Name River MAC activities that could materially benefit them personally, their business interests, or the interests of organizations that they represent. In a conflict of interest, the member will abstain from voting, and the abstention will be recorded in the minutes.

Section 2. Members and staff will comply with State of California laws regarding conflict of interest for publicly appointed bodies, including the Political Reform Act. Community Name The River MAC will implement the procedure for resolving conflicts of interest in the Sonoma County Municipal Advisory Council Recommended Policies and Procedures.

ARTICLE IXX - AMENDMENTS

Section 1. A recommendation to the Board of Supervisors to amend these bylaws may be made at any regular meeting of Community Name The River MAC by a quorum vote of MAC members, provided that copies of the proposed amendments are sent to all members of Community Name The River MAC at least ten (10) days prior to the meeting at which such action is taken. The amendment will not be effective until and unless it is approved by majority vote of the Board of Supervisors.

ARTICLE XXI – MINUTES

Section 1. There shall be minutes of Community Name The River MAC meeting proceedings. Community Name The River MAC administrative staff shall be responsible for minutes and will be responsible for the sending of minutes to all Community Name River MAC members, the District Supervisor, and members of the public who request them. A record of minutes will be maintained by Community Name The River MAC administrative staff secretary.

ARTICLE XIXII – RECORDS
Section 1. Records of all Community Name River MAC agendas, minutes, meeting materials, records of action, annual reports, and external communications from at least the prior two years shall be maintained by Community Name the River MAC Secretary and retained at a location designated by the District Supervisor. These records shall be available for public inspection and copying as required by the Public Records Act (Government Code section 6250 et seq.).

**ARTICLE XIXIII - PARLIAMENTARY AUTHORITY**

Except as otherwise provided by law, these bylaws, or rules adopted by the Board of Supervisors, Robert’s Rules of Order shall be the parliamentary authority of Community Name the River MAC.

**ARTICLE XIXIV – LEGAL COMPLIANCE**

Community Name The River MAC shall comply with the legal requirements of the County of Sonoma, the State of California, and with federal funding sources. Nothing in these bylaws shall be interpreted to be inconsistent with the ordinances of the Sonoma County Board of Supervisors.

**ARTICLE XIXXV - EFFECTIVE DATE**

These bylaws and future amendments thereto, unless otherwise specified, shall become effective upon adoption by the Sonoma County Board of Supervisors.

Approved by the Sonoma County Board of Supervisors on [Month Day], 2017September 25, 2018.

__________________________
Shirlee ZaneJames Gore, Chair, Sonoma County Board of Supervisors
Resolution Of The Board Of Supervisors Of The County Of Sonoma, State Of California, Establishing the Lower Russian River Municipal Advisory Council

Whereas, the Lower Russian River area in unincorporated Sonoma County, situated in the County’s Fifth Supervisorial District, is a vibrant community for local residents and businesses, and visitors alike; and

Whereas, unincorporated segments of the County such as the Lower Russian River area have become increasingly municipal in nature and need a mechanism to effectively communicate their needs to County government and elected leaders; and

Whereas, Government Code section 31010 authorizes the Board of Supervisors to establish a Municipal Advisory Council for any unincorporated area in the county to advise the Board on such matters which relate to that area as may be designated by the Board; and

Whereas, the Board of Supervisors desires to establish the Lower Russian River Municipal Advisory Council to advise the Board on local decisions relating to the Lower Russian River Area, and to provide a bridge for communication between the County and local residents and businesses on local government decisions affecting the Lower Russian River area;

Now, Therefore, Be It Resolved that the Board of Supervisors hereby establishes the Lower Russian River Municipal Advisory Council, subject to the following operative provisions:

1. Established Boundaries - The Established Boundary for projects subject to review of the Lower Russian River Municipal Advisory Council are shown in Attachment 5.

2. The membership of Lower Russian River Municipal Advisory Council shall consist of nine (9) members appointed by the Board of Supervisors.

3. The members of the Lower Russian River Municipal Advisory Council will be selected
using the following methods:

a. Community Selection: The Fifth District Supervisor will lead the community in an exercise to nominate representatives to serve on the Lower Russian River Municipal Advisory Council. The Fifth District Supervisor will consider the community’s nominations for appointment to the Lower Russian River Municipal Advisory Council, and will select final nominations to submit to the Board of Supervisors for appointment.

4. The Lower Russian River Municipal Advisory Council will make recommendations to the Board of Supervisors on the following Advisory Topics, for the Lower Russian River area:

   a. Use Permit Applications when referred by the Permit and Resource Management Department
   b. Rezoning applications when referred by the Permit and Resource Management Department
   c. General Plan Amendment Applications when referred by the Permit and Resource Management Department
   d. Prioritization of Transportation and Transit Improvements when requested by the District Supervisor
   e. Health and Human Safety-Net Services when requested by the District Supervisor
   f. Additional Topics Requested by the District Supervisor

5. The duties of the Lower Russian River Municipal Advisory Council shall include:
   a. Hold regular open and public meetings;
   b. Study and analyze the Advisory Topics;
   c. Keep the District Supervisor informed of any issues related to Advisory Topics within the community;
   d. Provide recommendations on the Advisory Topics and annual reports to the Board;
   e. Comply with Sonoma County Municipal Advisory Council Policies and Procedures.

6. The decision to establish the Lower Russian River Municipal Advisory Council shall not be submitted to the voters.

**Supervisors:**

Gorin: Rabbitt: Zane: Hopkins: Gore:

Ayes: Noes: Absent: Abstain:

**So Ordered.**
Lower Russian River Municipal Advisory Council Map
SONOMA COUNTY COAST MUNICIPAL ADVISORY COUNCIL
BYLAWS
Approved by the Sonoma County Board of Supervisors on September 25, 2018

ARTICLE I - NAME

The name of this Municipal Advisory Council shall be the Sonoma County Coast Municipal Advisory Council (“Coast MAC”).

ARTICLE II - AUTHORITY AND PURPOSE

Section 1. In order to facilitate community engagement, the Coast MAC will make recommendations to the Board of Supervisors and other County decision makers on the following Advisory Topics:

a. Use Permit Applications when referred by the Permit and Resource Management Department
b. Rezoning applications when referred by the Permit and Resource Management Department
c. General Plan Amendment Applications when referred by the Permit and Resource Management Department
d. Prioritization of Transportation and Transit Improvements when requested by the District Supervisor
e. Health and Human Safety-Net Services when requested by the District Supervisor
f. Additional Topics Requested by the District Supervisor

Section 2. The duties of the Coast MAC shall include:

a. Hold regular open and public meetings;
b. Study and analyze the Advisory Topics;
c. Keep the District Supervisor informed of any issues related to Advisory Topics within the community;
d. Provide advisory recommendations on the Advisory Topics and annual reports to the Board;
e. Comply with Sonoma County Municipal Advisory Council Policies and Procedures.

ARTICLE III - MEMBERSHIP

Section 1. Membership. The membership of the Coast MAC shall be nine members.

Requirements for membership include: members must reside within the boundaries of the Municipal Advisory Council, and be over at least 18 years of age. There are no requirements for property ownership or citizenship.

The District Supervisor will select members based on the following criteria:

a. The Fifth District Supervisor will work with the community to identify sub-areas within the MAC Boundaries.
b. The Fifth District Supervisor will work with the community to evaluate the sub-areas within the Coast MAC boundaries to determine proper representation on the MAC. This scoping exercise will inform the composition of the MAC for well-rounded representation. The Coast MAC will have the following representation:
   The Sea Ranch/Annapolis: 2 Representatives, 1 Alternate
   Timber Cove: 1 Representative, 1 Alternate
   Fort Ross/West Cazadero: 1 Representative, 1 Alternate
The Fifth District Supervisor will lead the community in an exercise to nominate representatives and alternates to serve on the MAC, using the identified sub-areas as a framework for the composition of the MAC.

d. The Fifth District Supervisor will consider the community’s nominations for appointment to the MAC, and will select final nominations to submit to the Board of Supervisors for appointment.

Section 2. Appointment Authority. The District Supervisor shall submit selected applicants to the Board of Supervisors for appointment. Appointments shall be posted in accordance with the Maddy Act (Government Code section 54970 et seq.).

Section 3. Terms. A membership term is a two-year period. The Coast MAC members may be reappointed. Members may serve a maximum of two terms (four years in total).

Section 4. The Board of Supervisors shall classify the initial members into two classes. Class A shall consist of three members; Class B shall consist of two members. Class A shall have an initial membership term of two years. Class B shall have an initial membership term of three years. Thereafter, each member’s term shall be two years. The District Supervisor shall determine which members shall serve the initial three-year term.

Section 5. Attendance. Members are expected to attend all meetings of the Coast MAC. Absence from two consecutive or three cumulative absences from the Coast MAC meetings in a twelve-month period may result in removal.

Section 6. Removal. The District Supervisor may, in his or her discretion, recommend removal of a member to the Board of Supervisors. A majority vote by the Board is necessary to remove a member.

Section 7. Vacancies. A vacancy shall exist when a member dies, or submits a written resignation to the District Supervisor, or has been removed as set forth in Section 6. When a vacancy occurs, the District Supervisor will fill the vacancy consistent with membership criteria and submit recommendations to the Board of Supervisors for appointment.

ARTICLE IV- MEETINGS

Section 1. Brown Act. All meetings of the Coast MAC and, its committees and subcommittees, shall comply with the Brown Act (Government Code section 54950 et seq.).

Section 2. Regular Meetings. Regular meetings of the Coast MAC shall be held monthly at an established date, time and place open to the public. Notice of the meeting time and place should be given to the public and the MAC members at least seventy-two (72) hours before the meeting. The Chair or Vice Chair may cancel any regular meeting by giving written notice of at least seventy-two (72) hours before the regularly scheduled meeting time. This requirement of notification prior to cancellation shall not be waived.

Section 3. Special Meetings. The Chair may call and preside over special meetings. The Chair may call a special meeting by providing notice of the time, place, and agenda to each member and the public at least
(twenty-four) 24 hours before the special meeting. Only items on the agenda of the special meeting may be considered at said special meeting.

Section 4. Quorum. A quorum of the Coast MAC must be present at any regular or special meeting in order for a decision to be made on any matter. A quorum is defined as a majority of MAC membership.

Section 5. Voting. While the Coast MAC will strive for consensus, every official action taken by the Coast MAC shall be adopted by a quorum vote.

Section 6. Abstention. When any member abstains from participation in any matter before the Coast MAC because of a conflict of interest, that member shall not be counted as present for purposes of determining whether or not there is a quorum.

Section 7. Secretary. Administrative support for the Coast MAC shall be provided by staff identified by the District Supervisor, a voluntary agreement, contract, or other means.

Section 8. Notice. The Coast MAC meetings will be open and public, with notice of the time and place given to the public and the Coast MAC members at least seventy-two (72) hours before the time of regular meetings and at least twenty-four (24) hours before special meetings.

Section 9. Public Comment. At each Coast MAC meeting, members of the public will be given the opportunity to directly address the items on the agenda before being voted on, and on Advisory Topics within the jurisdiction of the Coast MAC.

ARTICLE V – ADMINISTRATIVE ROLES

Section 1. The Coast MAC shall have a Chair and Vice Chair. The District Supervisor shall appoint the first Chair and Vice Chair. After that, the MAC will elect the Chair and Vice Chair annually. The Chair and Vice Chair will serve for one (1) calendar years, or until replaced by the District Supervisor.

Section 2. Chair. The Chair shall preside at all meetings of the Coast MAC and call for special meetings. The Chair shall carry out the duties listed in the Sonoma County Municipal Advisory Council Policies and Procedures.

Section 3. Vice Chair. In the Chair’s absence, the Vice Chair shall assume the Chair’s responsibilities. The Vice Chair shall carry out the duties listed in the Sonoma County Municipal Advisory Council Policies and Procedures.

ARTICLE VI - COMMITTEES AND SUBCOMMITTEES

Section 1. The Coast MAC may establish single-purpose committees or subcommittees, consisting of less than a quorum of MAC members, on an as-needed basis by a quorum vote. All committees and subcommittees shall have a life of one year, with the possibility of extension by the MAC after review. All committees and subcommittees shall comply with the Brown Act.

ARTICLE VII - CONTRACTS
Section 1. The Coast MAC and/or members thereof shall not have the power or authority to bind the County of Sonoma by any contract or agreement.
ARTICLE VIII – MANDATE FOR COMMUNITY ENGAGEMENT

Section 1. Community engagement is paramount to the success of the Coast MAC. MAC members will establish a Community Engagement Guide at the start of each calendar year, to be approved by the Fifth District Supervisor.

Section 2. The Community Engagement Guide may include: gatherings in the Coast MAC sub-areas with neighbors and their MAC representative; town halls; presentations at local schools; and nominating an ex-officio non-voting member student from a local High School.

ARTICLE IV - CONFLICT OF INTEREST/GRIEVANCES

Section 1. Conflict of Interest. The Coast MAC members will not involve themselves in official Coast MAC activities that could materially benefit them personally, their business interests, or the interests of organizations that they represent. In a conflict of interest, the member will abstain from voting, and the abstention will be recorded in the minutes.

Section 2. Members and staff will comply with State of California laws regarding conflict of interest for publicly appointed bodies, including the Political Reform Act. The Coast MAC will implement the procedure for resolving conflicts of interest in the Sonoma County Municipal Advisory Council Recommended Policies and Procedures.

ARTICLE X - AMENDMENTS

Section 1. A recommendation to the Board of Supervisors to amend these bylaws may be made at any regular meeting of the Coast MAC by a quorum vote of MAC members, provided that copies of the proposed amendments are sent to all members of the Coast MAC at least ten (10) days prior to the meeting at which such action is taken. The amendment will not be effective until and unless it is approved by majority vote of the Board of Supervisors.

ARTICLE XI – MINUTES

Section 1. There shall be minutes of the Coast MAC meeting proceedings. The Coast MAC administrative staff shall be responsible for minutes and will be responsible for the sending of minutes to all Coast MAC members, the District Supervisor, and members of the public who request them. A record of minutes will be maintained by the Coast MAC secretary.

ARTICLE XII – RECORDS

Section 1. Records of all Coast MAC agendas, minutes, meeting materials, records of action, annual reports, and external communications from at least the prior two years shall be maintained by the Coast MAC Secretary and retained at a location designated by the District Supervisor. These records shall be available for public inspection and copying as required by the Public Records Act (Government Code section 6250 et seq.).
Except as otherwise provided by law, these bylaws, or rules adopted by the Board of Supervisors, Robert’s Rules of Order shall be the parliamentary authority of the Coast MAC.

**ARTICLE XIV – LEGAL COMPLIANCE**

The Coast MAC shall comply with the legal requirements of the County of Sonoma, the State of California, and with federal funding sources. Nothing in these bylaws shall be interpreted to be inconsistent with the ordinances of the Sonoma County Board of Supervisors.

**ARTICLE XV - EFFECTIVE DATE**

These bylaws and future amendments thereto, unless otherwise specified, shall become effective upon adoption by the Sonoma County Board of Supervisors.

Approved by the Sonoma County Board of Supervisors on September 25, 2018.

____________________________________________

James Gore, Chair, Sonoma County Board of Supervisors
ARTICLE I - NAME

The name of this Municipal Advisory Council shall be the Community NameSonoma County Coast Municipal Advisory Council (“Community NameCoast” MAC”).

ARTICLE II - AUTHORITY AND PURPOSE

Section 1. In order to facilitate community engagement, Community Namethe Coast MAC will make recommendations to the Board of Supervisors and other County decision makers on the following Advisory Topics:

a. Use Permit Applications when referred by the Permit and Resource Management Department
b. Rezoning applications when referred by the Permit and Resource Management Department
c. General Plan Amendment Applications when referred by the Permit and Resource Management Department
d. Prioritization of Transportation and Transit Improvements when requested by the District Supervisor
e. Health and Human Safety-Net Services when requested by the District Supervisor
f. Additional Topics Requested by the District Supervisor

Section 2. The duties of Community Namethe Coast MAC shall include:

a. Hold regular open and public meetings;
b. Study and analyze the Advisory Topics;
c. Keep the District Supervisor informed of any issues related to Advisory Topics within the community;
d. Provide advisory recommendations on the Advisory Topics and annual reports to the Board;
e. Comply with Sonoma County Municipal Advisory Council Policies and Procedures.

ARTICLE III - MEMBERSHIP

Section 1. Membership. The membership of Community Namethe Coast MAC shall be five or seven nine members.

Requirements for membership include: members must reside within the boundaries of the Municipal Advisory Council, and be over at least 18 years of age. There are no requirements for property ownership or citizenship.

The District Supervisor will select members based on the following criteria:

a. The Fifth District Supervisor will work with the community to identify sub-areas within the MAC Boundaries.
b. The Fifth District Supervisor will work with the community to evaluate the sub-areas within the Coast MAC boundaries to determine proper representation on the MAC. This scoping exercise will inform the composition of the MAC for well-rounded representation. The Coast MAC will have the following representation:
The Fifth District Supervisor will lead the community in an exercise to nominate representatives and alternates to serve on the MAC, using the identified sub-areas as a framework for the composition of the MAC.

d. The Fifth District Supervisor will consider the community’s nominations for appointment to the MAC, and will select final nominations to submit to the Board of Supervisors for appointment.

Section 2. Appointment Authority. The District Supervisor shall review all qualified applicants and submit selected applicants to the Board of Supervisors for appointment. Appointments shall be posted in accordance with the Maddy Act (Government Code section 54970 et seq.).

Section 3. Terms. A membership term is a two-year period. Community Name the Coast MAC members may be reappointed. Members may serve a maximum of two terms (four years in total).

Section 4. The Board of Supervisors shall classify the initial members into two classes. Class A shall consist of three members; Class B shall consist of two members. Class A shall have an initial membership term of two years. Class B shall have an initial membership term of three years. Thereafter, each member’s term shall be two years. The District Supervisor shall determine which members shall serve the initial three-year term.

Section 5. Attendance. Members are expected to attend all meetings of Community Name the Coast MAC. Absence from two consecutive or three cumulative absences from Community Name the Coast MAC meetings in a twelve-month period may result in removal.

Section 6. Removal. The District Supervisor may, in his or her discretion, recommend removal of a member to the Board of Supervisors. A majority vote by the Board is necessary to remove a member.

Section 7. Vacancies. A vacancy shall exist when a member dies, or submits a written resignation to the District Supervisor, or has been removed as set forth in Section 76. When a vacancy occurs, the District Supervisor will review applications to fill the vacancy consistent with membership criteria and submit recommendations to the Board of Supervisors for appointment.

ARTICLE IV- MEETINGS

Section 1. Brown Act. All meetings of Community Name the Coast MAC and, its committees and subcommittees, shall comply with the Brown Act (Government Code section 54950 et seq.).

Section 2. Regular Meetings. Regular meetings of Community Name the Coast MAC shall be held monthly at an established date, time and place open to the public. Notice of the meeting time and place should be given to the public and the MAC members at least seventy-two (72) hours before the meeting. The Chair or Vice Chair may cancel any regular meeting by giving written notice of at least seventy-two (72) hours before the regularly scheduled meeting time. This requirement of notification prior to cancellation shall not be waived.
Section 3. Special Meetings. The Chair may call and preside over special meetings. The Chair may call a special meeting by providing notice of the time, place, and agenda to each member and the public at least (twenty-four) 24 hours before the special meeting. Only items on the agenda of the special meeting may be considered at said special meeting.

Section 4. Quorum. A quorum of Community Name the Coast MAC must be present at any regular or special meeting in order for a decision to be made on any matter. A quorum is defined as a majority of MAC membership.

Section 5. Voting. While Community Name the Coast MAC will strive for consensus, every official action taken by Community Name the Coast MAC shall be adopted by a quorum vote.

Section 6. Abstention. When any member abstains from participation in any matter before Community Name the Coast MAC because of a conflict of interest, that member shall not be counted as present for purposes of determining whether or not there is a quorum.

Section 7. Secretary. Administrative support for Community Name the Coast MAC shall be provided by _______________staff identified by the District Supervisor, a voluntary agreement, contract, or other means.

Section 8. Notice. Community Name the Coast MAC meetings will be open and public, with notice of the time and place given to the public and Community Name the Coast MAC members at least seventy-two (72) hours before the time of regular meetings and at least twenty-four (24) hours before special meetings.

Section 9. Public Comment. At each Community Name the Coast MAC meeting, members of the public will be given the opportunity to directly address the items on the agenda before being voted on, and on Advisory Topics within the jurisdiction of Community Name the Coast MAC.

ARTICLE V – ADMINISTRATIVE ROLES

Section 1. Community Name the Coast MAC shall have a Chair and Vice Chair. The District Supervisor shall appoint the first Chair and Vice Chair. After that, the MAC will elect the Chair and Vice Chair annually. The Chair and Vice Chair will serve for one (1) calendar years, or until replaced by the District Supervisor.

Section 2. Chair. The Chair shall preside at all meetings of Community Name the Coast MAC and call for special meetings. The Chair shall carry out the duties listed in the Sonoma County Municipal Advisory Council Policies and Procedures.

Section 3. Vice Chair. In the Chair’s absence, the Vice Chair shall assume the Chair’s responsibilities. The Vice Chair shall carry out the duties listed in the Sonoma County Municipal Advisory Council Policies and Procedures.

ARTICLE VI - COMMITTEES AND SUBCOMMITTEES

Section 1. Community Name the Coast MAC may establish single-purpose committees or subcommittees, consisting of less than a quorum of MAC members, on an as-needed basis by a quorum vote. All committees and subcommittees shall have a life of one year, with the possibility of extension by the MAC after review. All committees and subcommittees shall comply with the Brown Act.
ARTICLE VII - CONTRACTS

Section 1. The Coast MAC and/or members thereof shall not have the power or authority to bind the County of Sonoma by any contract or agreement.

ARTICLE VIII – MANDATE FOR COMMUNITY ENGAGEMENT

Section 1. Community engagement is paramount to the success of the Coast MAC. MAC members will establish a Community Engagement Guide at the start of each calendar year, to be approved by the Fifth District Supervisor.

Section 2. The Community Engagement Guide may include: gatherings in the Coast MAC sub-areas with neighbors and their MAC representative; town halls; presentations at local schools; and nominating an ex-officio non-voting member student from a local High School.

ARTICLE VIIIIV - CONFLICT OF INTEREST/GRIEVANCES

Section 1. Conflict of Interest. MAC members will not involve themselves in official MAC activities that could materially benefit them personally, their business interests, or the interests of organizations that they represent. In a conflict of interest, the member will abstain from voting, and the abstention will be recorded in the minutes.

Section 2. Members and staff will comply with State of California laws regarding conflict of interest for publicly appointed bodies, including the Political Reform Act. The Coast MAC will implement the procedure for resolving conflicts of interest in the Sonoma County Municipal Advisory Council Recommended Policies and Procedures.

ARTICLE IXX - AMENDMENTS

Section 1. A recommendation to the Board of Supervisors to amend these bylaws may be made at any regular meeting of the Coast MAC by a quorum vote of MAC members, provided that copies of the proposed amendments are sent to all members of the Coast MAC at least ten (10) days prior to the meeting at which such action is taken. The amendment will not be effective until and unless it is approved by majority vote of the Board of Supervisors.

ARTICLE XXI – MINUTES

Section 1. There shall be minutes of MAC meeting proceedings. MAC administrative staff shall be responsible for minutes and will be responsible for the sending of minutes to all MAC members, the District Supervisor, and members of the public who request them. A record of minutes will be maintained by MAC administrative staff secretary.

ARTICLE XIXII – RECORDS
Section 1. Records of all Community Name Coast MAC agendas, minutes, meeting materials, records of action, annual reports, and external communications from at least the prior two years shall be maintained by Community Name Coast MAC Secretary and retained at a location designated by the District Supervisor. These records shall be available for public inspection and copying as required by the Public Records Act (Government Code section 6250 et seq.).

ARTICLE XIII - PARLIAMENTARY AUTHORITY

Except as otherwise provided by law, these bylaws, or rules adopted by the Board of Supervisors, Robert’s Rules of Order shall be the parliamentary authority of Community Name Coast MAC.

ARTICLE XIV – LEGAL COMPLIANCE

Community Name Coast MAC shall comply with the legal requirements of the County of Sonoma, the State of California, and with federal funding sources. Nothing in these bylaws shall be interpreted to be inconsistent with the ordinances of the Sonoma County Board of Supervisors.

ARTICLE XV - EFFECTIVE DATE

These bylaws and future amendments thereto, unless otherwise specified, shall become effective upon adoption by the Sonoma County Board of Supervisors.

Approved by the Sonoma County Board of Supervisors on [Month Day], 2017 September 25, 2018.

____________________________________________
Shirlee Zane James Gore, Chair, Sonoma County Board of Supervisors
Resolution Of The Board Of Supervisors Of The County Of Sonoma, State Of California, Establishing the Sonoma County Coast Municipal Advisory Council

Whereas, the Sonoma County Coast area in unincorporated Sonoma County, situated in the County’s Fifth Supervisorial District, is a vibrant community for local residents and businesses, and visitors alike; and

Whereas, unincorporated segments of the County such as the Sonoma County Coast area have become increasingly municipal in nature and need a mechanism to effectively communicate their needs to County government and elected leaders; and

Whereas, Government Code section 31010 authorizes the Board of Supervisors to establish a Municipal Advisory Council for any unincorporated area in the county to advise the Board on such matters which relate to that area as may be designated by the Board; and

Whereas, the Board of Supervisors desires to establish the Sonoma County Coast Municipal Advisory Council to advise the Board on local decisions relating to the Lower Russian River Area, and to provide a bridge for communication between the County and local residents and businesses on local government decisions affecting the Lower Russian River Area;

Now, Therefore, Be It Resolved that the Board of Supervisors hereby establishes the Sonoma County Coast Municipal Advisory Council, subject to the following operative provisions:

1. Established Boundaries - The Established Boundary for projects subject to review of the Sonoma County Coast Municipal Advisory Council are shown in Attachment 9.

2. The membership of Lower Russian River Municipal Advisory Council shall consist of nine (9) members appointed by the Board of Supervisors.

3. The members of the Sonoma County Coast Municipal Advisory Council will be
selected using the following methods:

a. Community Selection: The Fifth District Supervisor will lead the community in an exercise to nominate representatives to serve on the Sonoma County Coast Municipal Advisory Council. The Fifth District Supervisor will consider the community’s nominations for appointment to the Sonoma County Coast Municipal Advisory Council, and will select final nominations to submit to the Board of Supervisors for appointment.

4. The Sonoma County Coast Municipal Advisory Council will make recommendations to the Board of Supervisors on the following Advisory Topics, for the Sonoma County Coast area:

a. Use Permit Applications when referred by the Permit and Resource Management Department
b. Rezoning applications when referred by the Permit and Resource Management Department
c. General Plan Amendment Applications when referred by the Permit and Resource Management Department
d. Prioritization of Transportation and Transit Improvements when requested by the District Supervisor
e. Health and Human Safety-Net Services when requested by the District Supervisor
f. Additional Topics Requested by the District Supervisor

5. The duties of the Sonoma County Coast Municipal Advisory Council shall include:
   a. Hold regular open and public meetings;
   b. Study and analyze the Advisory Topics;
   c. Keep the District Supervisor informed of any issues related to Advisory Topics within the community;
   d. Provide recommendations on the Advisory Topics and annual reports to the Board;
   e. Comply with Sonoma County Municipal Advisory Council Policies and Procedures.

6. The decision to establish the Sonoma County Coast Municipal Advisory Council shall not be submitted to the voters.

Supervisors:

Gorin: Rabbitt: Zane: Hopkins: Gore:
Ayes: Noes: Absent: Abstain:

So Ordered.
Sonoma County
Municipal Advisory Council
Recommended Policies and Procedures
Adopted July 18, 2017
Table of Contents

I. Statutory Authority

II. Purpose

III. Sources Consulted

IV. Recommended Policies & Procedures
   a. Member Appointments
   b. Member Terms
   c. Administrative Roles
   d. MAC Committees
   e. Member Training
   f. Conflicts of Interest
   g. Brown Act
   h. MAC Meetings: Frequency, Location, Length
   i. MAC Meetings: Procedures
   j. Special Meetings
   k. External Communications
   l. Annual Reports
   m. Boundaries
   n. Funding
   o. Dissolution
   p. Existing MACs

V. Resources & Templates
   a. Government Code, section 31010
   b. Sonoma County MAC Checklist
   c. MAC Agenda Template
I. Statutory Authority

Pursuant to Government Code section 31010 the Board of Supervisors (Board) may, by resolution, establish a municipal advisory council (MAC) for any unincorporated area in the County to advise the Board on matters relating to that area. MACs have two primary functions: an advisory function and an advocacy function. The Board may grant and define these functions as it sees fit. MACs do not have the power to interpret, make, or set policies, ordinances, or laws, and lack fiscal authority. Counties use MACs to provide an information sharing forum for the community and local government agencies. MACs provide recommendations to the Board on matters designated by the Board, such as current or prospective government services, public health, safety, welfare, public works, and planning.

The resolution establishing the MAC must contain the following statutorily required information:

- The name of the municipal advisory council;
- The qualifications, number, and method of selection of municipal council members;
- The designated powers and duties;
- The unincorporated area or areas for which the municipal advisory council is established;
- Whether the council will be established by the Board or by the voters in an election;
- The rules, regulations and procedures governing the establishment and operation of the municipal advisory council.\(^\text{1}\)

Aside from the information listed above, the Board has discretion to create the policies and procedures governing MACs.

II. MACs in Sonoma County

Use of MACs in Sonoma County is limited. The Board established the now-dissolved Windsor Municipal Advisory Council in 1987.\(^\text{2}\) There are currently two MACs in existence: the Dry Creek Valley Citizens Advisory Council\(^\text{3}\) and the Mark West Area Citizens Advisory Council\(^\text{4}\), both located in the Fourth District of unincorporated Sonoma County.

III. Purpose

This document provides MAC policy recommendations and analysis to ensure consistency in the operations and governance of existing and future MACs.

IV. Sources Consulted

The recommendations discussed in this document are adapted from MAC guidance issued by Contra Costa County and Mendocino County.

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*1 Gov. Code, § 31010.*
*2 Resolution No. 87-0139 (Jan 21, 1987).*
*3 Resolution No. 12-0410 (Aug 21, 2012).*
*4 Resolution No. 16-0231 (Jun 14, 2016).*
V. Recommended Policies & Procedures

a. Member Appointments
The Board may choose to select members by election or by appointment. Membership by appointment is recommended because it reduces the likelihood of unfilled positions, costs, and procedural concerns. To ensure the size and composition of a MAC is large enough to facilitate representation of the MAC area, but small enough to manage administrative costs and handle business efficiently, MACs consisting of five members is recommended. A MAC may be established with seven members if it is demonstrated that this is necessary to provide appropriate representation of all segments of the community. Establishing alternate member positions may assist with reaching a quorum.

Recommendations

i. MACs shall consist of five members in total.

ii. All members must reside within the MAC boundaries.

iii. To nominate or re-nominate a member, the District Supervisor reviews applications and submits a list of nominations to the Board of Supervisors for approval. A majority vote of the Board is required to approve a member.

iv. Nominations and re-nominations should be made within the first 60 days of the authorization of the MAC.

v. In the event of a member vacancy, the District Supervisor should arrange for the position information to be posted on Sonoma County online vacancy list within 20 days of the vacancy.

vi. The District Supervisor shall establish two alternate member positions. Alternate members may attend MAC meetings for absent members on an as-needed basis.

b. Member Terms
The Board must determine the member term length and the member removal procedure.

Recommendations

i. Members shall hold a term of two years.

ii. Members can serve up to two terms (four years in total).
iii. Members may be re-appointed after two terms, only after a two year break in service.

iv. Members serve at the pleasure of the Board of Supervisors, and can be removed by the Board at any time.

v. Classification of Initial MAC Members: The Board of Supervisors shall classify the initial members into two classes. Class A shall consist of three members; Class B shall consist of two members. Class A shall have an initial membership term of two years. Class B shall have an initial membership term of three years.

vi. MAC Member Removal Procedure: (1) District Supervisor submits recommendation for removal to the Board of Supervisors; (2) MAC member receives written notice from MAC secretary of the recommendation for removal, the date and time of the meeting at which the Board will consider the removal, and the opportunity for public comment at the meeting prior to Board action; (3) A majority vote by the Board of Supervisors is required to remove a member.

vii. There should be no automatic re-appointment of MAC members. When a member’s term expires, his or her appointment terminates.

viii. Absence from two consecutive or three cumulative regular MAC meetings in a 12-month period may result in removal. If a member is absent from two consecutive or three cumulative regular MAC meetings in a 12-month period, the secretary shall notify the District Supervisor. A recommendation for removal based on absences is within the District Supervisor’s discretion.

ix. Failure to comply with MAC Bylaws may result in a recommendation of removal by the District Supervisor to the Board of Supervisors.

c. Administrative Roles
MACs require administrative leadership and support. Establishing Chair and Vice Chair positions may be helpful to assist with MAC operations and communications. A non-member secretary position may be filled by the District Supervisor’s staff or by an independent contractor retained by the County.

Recommendations
i. The District Supervisor shall appoint the first MAC Chair to serve for the first year the MAC is in existence. After that, the MAC will elect the Chair annually. Chair responsibilities include:
1. Preside over regular meetings;
2. Call for and preside over special meetings;
3. Set meeting agenda and coordinate preparation and posting of agenda with administrative support;
4. Appoint members to MAC committees;
5. Act as liaison between MAC.

ii. The District Supervisor shall appoint the first MAC Vice Chair to serve for the first year the MAC is in existence. After that, the MAC will elect the Vice Chair annually. Vice Chair responsibilities include:
   1. In the event of Chair’s absence, assume Chair’s responsibilities;
   2. Research agenda items and report back to MAC on an as-needed basis;

iii. The MAC members shall elect the Chair and Vice Chair for the second year and every year after.

iv. The District Supervisor should determine how to fill the role of MAC Secretary. Secretary responsibilities include:
   1. Prepare, post, and distribute meeting agendas and meeting materials pursuant to the Brown Act;
   2. Arrange attendance at MAC meetings;
   3. Attend all MAC meetings;
   4. Take MAC meeting minutes;
   5. Distribute and maintain record of meeting minutes;
   6. Prepare and transmit MAC reports to the District Supervisor, the Board, or other government agency;
   7. Prepare responses to public comments and inquiries;
   8. Prepare responses to requests from MAC members;
   9. Maintain records of MAC agendas, minutes, meeting materials, records of action, annual reports, MAC member training certifications, and communications from at least the prior two years.
   10. Provide copies of formal MAC communications to the District Supervisor.
   11. Manage MAC budget.

   ii. The District Supervisor should coordinate with the Secretary to determine a sufficient storage method and location to retain at least two years of records.

   x. The District Supervisor shall oversee the Chair, Vice Chair, and Secretary performance, and Secretary’s compensation.

   d. MAC Committees
      MACs may establish committees or subcommittees (collectively referred to as “committees”) on an as-needed basis. The Board should consider whether the MAC may
establish committees, and if so, clarify the additional rules that apply to committees under the Brown Act.

Recommendations
i. A MAC may establish single-purpose committees on an as-needed basis by a quorum vote.

ii. An outline of the committee’s specific purpose should be submitted to the Board with the MAC’s annual report.

iii. Committees should have an annual life of one year.

iv. Committees should be composed of two MAC members in total.

v. Members of the public, who are not appointed to the MAC, may not serve on a MAC committee.

vi. All committees shall comply with the Brown Act.

e. Member Training
Member training is necessary to familiarize members with the state laws that apply to public bodies, such as the Brown Act. Training for new MAC members should be coordinated by the Sonoma County Administrators’ Office and the Sonoma County Counsel’s Office.

Recommendations
i. Designate MAC training liaison at County Administrator’s Office and the County Counsel’s Office.

ii. Provide all new MAC members with general training on the MAC Policies and Procedures, the MAC Bylaws, and the laws that apply to public bodies within 60 days of appointment.

iii. Provide MAC members with annual training on laws that apply to public agencies, specifically including the Brown Act and the Public Records Act.

iv. Require that MAC members complete the FPPC AB 1234 online conflict of interest training.

f. Conflicts of Interest
To address potential conflicts of interest the following policies are recommended.

Recommendations
i. MAC members will not involve themselves in official MAC activities that could materially benefit them personally, their business interests, or the interests of organizations that they represent. In a conflict of interest the member will abstain from voting, and the abstention will be recorded in the minutes.

ii. If the MAC makes substantive recommendations, which are regularly approved by the Board over an extended period of time, without significant amendment or modification, the MAC members and secretary must file an annual Statement of Economic Interests (State Form 700). These statements will be included in the County’s biennial review of the Conflicts of Interest Code. The Clerk of the Board of Supervisors will keep these statements on file and make them available for public inspection.

iii. Concerns regarding conflicts of interest should be directed to the District Supervisor.

g. Brown Act  
MACs, and MAC committees or subcommittees, shall comply with the Ralph M. Brown Act (Government Code, section 54950, et seq.).

h. MAC Meetings: Location, Frequency, and Length  
Regular MAC meetings should be held on a monthly basis at an established date and time at a place that is open and accessible to the public.

Recommendations

i. One regular MAC meeting should be held at an established place and time each month, as determined by a quorum vote.

ii. Meetings should be held a time and place that is convenient and accessible for MAC members, community members, and Secretary to attend.

iii. MAC meetings should generally not exceed three hours in length.

iv. The Chair may impose time limits for public comment at MAC meetings.

v. If the MAC limits the time for public comment at meetings, the MAC must provide at least twice the allotted time to a member of the public who utilizes a human translator to ensure that non-English speakers receive the same opportunity to directly address the legislative body of a local agency.

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6 Gov. Code, § 54954.3.
i. **MAC Meetings: Procedures**

MAC meetings provide an opportunity for the members and the public to discuss the Advisory topics and develop recommendations for the Board. All MAC meetings must be open to the public and comply with the Brown Act.

*Recommendations*

i. All meetings shall be open and public and held in an ADA accessible location, and all persons shall be permitted to attend any MAC meeting.

ii. MACs should use the MAC Agenda Template for each regular meeting.

iii. Notice of the meeting time and place shall be given to the public and the MAC members at least seventy-two (72) hours before the time of such meeting.

iv. For regular meetings that occur on or after January 1, 2019, the MAC must post the agenda on the primary homepage of its homepage website at least seventy-two (72) hours before the time of such meeting.\(^7\)

v. Meeting agendas should be posted at least seventy-two (72) hours before a regular meeting.

vi. Before each meeting the MAC Chair should remind the public on the record that the MAC is an advisory body to the Board of Supervisors.

vii. Robert’s Rules of Order shall be the parliamentary authority at MAC meetings.

viii. A quorum of MAC members must be present at any regular or special meeting in order for a decision to be made on any matter. A quorum is defined as a majority of MAC members.

ix. All writings related to an agenda item that are distributed to a majority of the MAC members prior to a MAC meeting must be made available to for public viewing at a specified location open to the public, accessible during normal business hours, at least seventy-two (72) hours before a regular meeting. Copies should also be available at the meeting for public inspection.

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\(^7\) Gov. Code, § 54954.2.
x. Copies (a minimum of 10) of all writings related to an agenda item and prepared by the MAC that are distributed to a majority of the MAC members during a MAC meeting, must be made available for public inspection at the meeting. Copies of all writings related to an agenda item and prepared by another person that are distributed to a majority of the MAC members during a MAC meeting, must be made available for public inspection after the meeting.

xi. The Minutes for the prior meeting shall be reviewed and approved by the members at the following regular meeting.

xii. The Secretary shall attend and take minutes at all meetings.

j. Special MAC Meetings
The Brown Act provides additional requirements for holding special meetings.

Recommendations
i. The Chair may call a special MAC meeting by delivering written notice to each MAC member and to each local newspaper of general circulation and radio or television station requesting notice in writing and posting a notice on the MAC website, if the MAC has a website.

ii. The notice of a special meeting shall be delivered personally or by any other means and shall be received at least twenty-four (24) hours before the time of the meeting as specified in the notice.

iii. For special meetings that occur on or after January 1, 2019, the MAC must post the agenda on the primary homepage of its homepage website at least seventy-two (72) hours before the time of such meeting.8

k. External Communications
MACs do not have the power to interpret, make, or set policies, ordinances, or laws, and lack fiscal authority. MAC authority to make external communications is also limited.

Recommendations
i. Except as specified in the resolution establishing the MAC or the MAC bylaws, the MAC and its individual members acting on behalf of the MAC, may not represent the community to any federal, state, other county, city, special district or school district, agency or commission, or any other organization on any matter concerning the community.

8 Gov. Code, § 54954.2.
ii. The MAC’s advisory role is limited to the Advisory Topics stated in the resolution establishing the MAC.

iii. The MAC may represent the community before the Board of Supervisors by providing public comment on Advisory Topics at Board meetings.

iv. The MAC may provide input with respect to Advisory Topics to the Board, County staff, or any County hearing body.

v. Individual MAC members cannot represent the MAC’s positions unless such representation has been expressly authorized by a vote of the MAC. When an individual member is authorized to represent the MAC’s position to the Board, County staff, or other County hearing body, that member may only speak on issues expressly approved by the MAC.

vi. The MAC may not, as a body, take positions on candidates for any public office or on any ballot measures.

vii. All printed or electronic communications from the MAC should identify the MAC as an advisory body to the Board of Supervisors and include:
   1. The District Supervisor’s name and contact information; and
   2. Disclaimer: The views expressed therein are of the MAC only and do not represent Sonoma County’s official position.

I. Annual Report

Annual reports provide the Board with necessary MAC oversight information.

Recommendations

i. MACs must submit to the District Supervisor a written annual report containing the following information about the prior year:
   1. Activities
   2. Accomplishments
   3. Membership attendance
   4. Membership training
   5. Proposed objectives for the next year

ii. Annual reports must be submitted to the District Supervisor on the second Tuesday of each February.

iii. MACs may consult with the District Supervisor and County staff to assist in drafting the annual report. However, assistance from the District Supervisor
and County staff is limited to answering questions. It is the MAC’s responsibility to complete and submit the annual report.

iv. The District Supervisor should review the annual report and recommend appropriate action by the Board of Supervisors.

v. Failure to submit an annual report may result in the District Supervisor recommending that the MAC be dissolved by the Board of Supervisors.

m. **Boundaries**
MACs may be established in unincorporated areas of the County.

**Recommendations**
i. The Board should consider the following criteria when determining MAC boundaries:
   1. Existing borders establishing communities of interest;
   2. Population density;
   3. Areas of special interest: industrial areas; government-owned property; coastal land.

n. **Funding**
MAC funding sources vary within the County and among other counties. Some MACs are funded by donations, special revenue streams, or the General Fund. MACs generally require funding for administrative support services, meeting rental spaces, member expense reimbursement, and website maintenance. MACs do not have the authority to enter contracts or to incur any indebtedness in the name of or on behalf of itself, the Board, or the County.

o. **Dissolution**
MACs shall remain in existed until formally dissolved by the Board of Supervisors.

**Recommendations**
i. MAC dissolutions are recommended by the District Supervisor and approved by the Board of Supervisors.

p. **Existing MACS**
**Option 1:** In instances where existing bylaws or polices of MACs are inconsistent with these Policies and Procedures adopted by the Board, the policies of the existing MACs take precedence.

**Option 2:** In instances where existing bylaws or polices of MACs are inconsistent with these Policies and Procedures adopted by the Board, these Policies and Procedures are deemed to
take precedence, and the MAC shall take action at its next available meeting to amend its bylaws or policies.

VI. Resources & Templates
   a. Government Code, section 31010
   b. Sonoma County MAC Checklist
   c. Sonoma County MAC Agenda Template
   d. Sonoma County MAC Minutes Template
The board of supervisors of any county may by resolution establish and provide funds for the operation of a municipal advisory council for any unincorporated area in the county to advise the board on such matters which relate to that area as may be designated by the board concerning services which are or may be provided to the area by the county or other local governmental agencies, including but not limited to advice on matters of public health, safety, welfare, public works, and planning. Unless the board of supervisors specifically provides to the contrary, a municipal advisory council may represent the community to any state, county, city, special district or school district, agency or commission, or any other organization on any matter concerning the community. The board may pay from available funds such actual and necessary expenses of travel, lodging, and meals for the members of the council while on such official business as may be approved by the board.

The resolution establishing any such municipal advisory council shall provide for the following:

(a) The name of the municipal advisory council.

(b) The qualifications, number, and method of selection of its members, whether by election or appointment.

(c) Its designated powers and duties.

(d) The unincorporated area or areas for which the municipal advisory council is established.

(e) Whether the establishment of the council should be submitted to the voters and the method for such submission; provided that if an election is required pursuant to subdivision (b), such election shall be held at the same time as an election held pursuant to this subdivision.

(f) Such other rules, regulations and procedures as may be necessary in connection with the establishment and operation of the municipal advisory council.