EXHIBIT B
MARK WEST AREA CITIZENS ADVISORY COUNCIL
RULES AND PROCEDURES

I. MEMBERSHIP

A. Appointment. The MWCAC shall consist of five members appointed by the Board of Supervisors as nominated in accord with the Membership clause of Resolution 16-____.
   (2) Mark West Chamber of Commerce
   (1) Mark West School Board
   (1) Fulton
   (1) At Large

B. Quorum and Recommendations. A majority of the members of the MWCAC shall constitute a quorum for the transaction of business. No advisory recommendation of the MWCAC shall be valid or binding unless four-fifths of all the members concur therein.

C. Office. The principal place of business of the MWCAC shall be determined by the MWCAC. At a minimum, there shall be a telephone number where information may be obtained by the public, and a place where the agenda may be publicly posted. This need not be the same place where the MWCAC itself meets.

D. Compensation. Members of the MWCAC shall serve without compensation.

E. Vacancies. In event of the death, resignation, or inability to serve of any member of the MWCAC, such condition shall be brought to the attention of the Board of Supervisors for appointment of a replacement. “Inability to serve” shall be determined by a four-fifths (4/5) vote of the MWCAC. If any member of the MWCAC misses two consecutive regular meetings without a valid reason, the Board of Supervisors, through the office of the Fourth District Supervisor, shall be notified and requested to appoint a replacement.

II. MEETINGS

A. Frequency and location of regular meetings. There shall normally be one regular meeting of the MWCAC each month, on a specific, consistent, day of the month, as determined by the chair or a majority of the members of the MWCAC. The time of the meetings shall be scheduled to maximize assistance to the Permit and Resource Management Department, Board of Zoning Adjustments, Planning Commission, Transportation and Public Works, and Board of Supervisors. All meetings of
the MWCAC shall be held within the Mark West area. All meetings of the MWCAC shall be in a building easily accessible to the public with facilities to accommodate interested members of the public.

B. **Brown Act.** All meetings and all deliberations of the MWCAC shall be open to the public and shall be governed by the Brown Act.

C. **Rules of Procedure.** All meetings of the MWCAC shall be conducted, insofar as practical, according to Roberts Rules of Order or other parliamentary authority adopted by the MWCAC.

D. **Presiding Officer.** The chair, or the vice chair in the chair’s absence, shall preside over all meetings of the MWCAC. In the case of absence of both the chair and the vice chair, the chair pro tem shall preside.

E. **Agenda.** The chair and the secretary shall be responsible for setting the agenda of each meeting of the MWCAC. The Fourth District Supervisor shall assign Fourth District staff to attend, as needed. The secretary shall post the agenda for each meeting of the MWCAC at the Board of Supervisors office at least 72 hours in advance of the meeting.

F. **Voting.** Each member of the MWCAC shall be entitled to one vote. A member may abstain from voting in cases of conflict of interest, in which case he or she shall state what the conflict is and recuse themselves from discussion of the item. If more than one member must recuse him/herself on the same item, a quorum will not be established and the item cannot be formally reviewed by the MWCAC. No proxies shall be permitted. All votes shall be public and properly recorded.

G. **Minutes of Meeting.** The minutes of each meeting of the MWCAC shall include a copy of the agenda, the official public record of the meeting, and shall indicate any actions taken by the MWCAC. A copy of the minutes shall be sent to the Fourth District Supervisor and to the Permit and Resource Management Department for timely consideration by the appropriate decision-making body of any recommendations contained therein.

H. **Special Meetings.** Special meetings of the MWCAC may be called at any time by the Chair or a majority of the members of the MWCAC. All special meetings shall be conducted in compliance with the Brown Act.

I. **Quorum and Recommendations.** A majority of the members of the MWCAC shall constitute a quorum for the transaction of business. No advisory recommendation of the MWCAC shall be valid or binding unless four-fifths of all the members concur therein.
MARK WEST AREA CITIZENS ADVISORY COUNCIL

APPOINTMENTS

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<tr>
<th>Sub-Area</th>
<th>Term</th>
<th>Appointed</th>
<th>Reappointed</th>
<th>Expiration</th>
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