

**THE BOARD OF SUPERVISORS OF THE COUNTY OF STANISLAUS
BOARD ACTION SUMMARY**

DEPT: Chief Executive Office

BOARD AGENDA: 4.B.13
AGENDA DATE: February 27, 2024

SUBJECT:

Approval to Amend the Bylaws of the Knights Ferry Municipal Advisory Council
Changing the Boundaries and Approval of the Updates to the Formation of Organization
and Officers & Duties Sections of the Bylaws

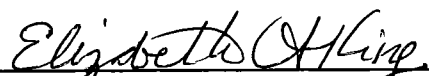
BOARD ACTION AS FOLLOWS:

RESOLUTION NO. 2024-0081

On motion of Supervisor B. Condit Seconded by Supervisor C. Condit
and approved by the following vote,
Ayes: Supervisors: B. Condit, Chiesa, Withrow, C. Condit, and Chairman Grewal
Noes: Supervisors: None
Excused or Absent: Supervisors: None
Abstaining: Supervisor: None

- 1) X Approved as recommended
2) _____ Denied
3) _____ Approved as amended
4) _____ Other:

MOTION:



ATTEST: ELIZABETH A. KING, Clerk of the Board of Supervisors

File No. MAC-1-A-14

**THE BOARD OF SUPERVISORS OF THE COUNTY OF STANISLAUS
AGENDA ITEM**

DEPT: Chief Executive Office

BOARD AGENDA:4.B.13
AGENDA DATE: February 27, 2024

CONSENT: ☒

CEO CONCURRENCE: YES

4/5 Vote Required: No

SUBJECT:

Approval to Amend the Bylaws of the Knights Ferry Municipal Advisory Council
Changing the Boundaries and Approval of the Updates to the Formation of Organization
and Officers & Duties Sections of the Bylaws

STAFF RECOMMENDATION:

1. Approve the following changes to the Knights Ferry Municipal Advisory Council (MAC) Bylaws:
 - a. Section I (Formation of the Organization) to update the boundary served by the Knights Ferry MAC.
 - b. Section IV (Officers & Duties) to update the Secretary duties.
 - c. Other minor changes for clarification purposes and grammar revisions.

DISCUSSION:

Stanislaus Municipal Advisory Councils (MAC) are established by a Board of Supervisors resolution pursuant to Government Code Section 31010 as an advisory body of local citizens which can either be elected by the community or appointed by the Board of Supervisors to advise the Board on matters of public health, safety, welfare, public works, and planning. There are currently nine MACs in Stanislaus County representing the communities of Denair, Empire, Hickman, Keyes, Knights Ferry, Salida, South Modesto, Valley Home and Wood Colony.

When establishing a MAC, Government Code Section 31010 gives the Board of Supervisors an option on the method of member selection to be by appointment or election. Elections Code and Government Code have strict timelines of filling seats in-lieu of election, and filling vacancies when one occurs. It is possible for these deadlines to pass before an eligible candidate is identified, therefore impacting the ability of the MAC to function as intended until the next election occurs up to two years later.

On December 13, 1983, the Stanislaus County Board of Supervisors approved the formation of the Knights Ferry MAC in Supervisorial District 1. On May 22, 1984, the Board also approved the required boundaries and bylaws. On April 20, 2021, the Board approved changing the members from elected to appointed members and approved updates to other sections. The Knights Ferry MAC is charged with advising, “the Stanislaus County Board of Supervisors on matters of public health, welfare, safety, planning, and public works, and other such matters as the Board may designate which affect the territory and inhabitants of Knights Ferry Town; and, represent this community to any governmental agency or other organization on matters concerning the community.”

The Knights Ferry MAC requested to become an appointed membership MAC because they recognized how challenging it could be to fill vacancies within the strict timelines of the Elections Code and Government Code. However, the Knights Ferry MAC has had its challenges in filling all the Council seats even with this recent change. The MAC then requested to expand its current boundary, which currently mirrors that of the Knights Ferry Community Services District, to a broader area to increase its current population representation of 112 residents to 599 residents. This revision would allow for more residents to apply for a Council seat. The Knights Ferry MAC members discussed and proposed a new boundary which is incorporated into the bylaws.

The Knights Ferry MAC bylaws detail the amendment process. In summary, bylaw amendments must be first submitted in writing at a monthly meeting with a copy for each member. At the next meeting, the amendment shall be approved by the majority of the Council. Amendments to the bylaws must be approved by the Board of Supervisors. The Knights Ferry MAC discussed and approved the new boundary on September 22, 2022; the bylaw amendments were submitted in writing to each of the Council members at the September 28, 2023, Regular Meeting, with a unanimous 3-0 vote from the Council voting to approve the bylaws at the November 17, 2023, Special Meeting.

POLICY ISSUE:

Amendments to the Knights Ferry MAC bylaws must be forwarded to the Board of Supervisors for approval. In doing so, the Board of Supervisors should determine whether the amendment to the bylaws is consistent with the MAC’s objectives and purposes.

FISCAL IMPACT:

There is no direct fiscal impact associated with the proposed bylaw changes. MACs are currently allocated \$150 annually within the Chief Executive Office – Operations and Services budget for administrative and meeting expenses.

BOARD OF SUPERVISORS’ PRIORITY:

Approval of the recommended actions supports the Board of Supervisors’ priorities of *Supporting a Strong and Safe Community, Supporting a Healthy Community, Delivering Efficient Public Services and Enhancing Community Infrastructure* through the continued support of MACs.

STAFFING IMPACT:

County departments attend the Knights Ferry MAC meetings periodically. The Clerk of the Board will continue its responsibility of tracking the appointments of the Knights Ferry MAC.

CONTACT PERSON:

Erica May Inacio, Deputy Executive Officer

Telephone: (209) 480-2074

ATTACHMENT(S):

1. Proposed Knights Ferry MAC Bylaws (red-lined)
2. Proposed Knights Ferry MAC Bylaws

KNIGHTS FERRY MUNICIPAL ADVISORY COUNCIL BYLAWS

I.

Formation of Organization

This Council will be known as the Knights Ferry Municipal Advisory Council (Knights Ferry MAC), as established by resolution #83-1744 December 13, 1983, by the Stanislaus County Board of Supervisors pursuant to Government Code Section 31010. The boundary served by the Council is depicted in the map as Attachment "A". The boundary depicted in Attachment "A" shall only include those parcels listed in Attachment "B", which are listed by the Stanislaus County Assessor Parcel Numbers (APN). The area within the boundary depicted in Attachment "A" shall be referred to as Knights Ferry Town.

II.

Purpose

The Knights Ferry MAC will advise the Stanislaus County Board of Supervisors on matters of public health, welfare, safety, planning, public works, and other such matters as the Board may designate which affect the territory and inhabitants of the unincorporated community of Knights Ferry Town; and represent this community to any governmental agency or other organization on matters concerning the community.

III.

Membership

The Knights Ferry MAC is composed of five (5) members who shall be registered voters residing within the boundaries of the Knights Ferry MAC and appointed by the Board of Supervisors. The term of each member is four (4) years or until their successors are appointed; provided, however, the initial term for two members shall be two years and, thereafter, the term shall be four years for those seats. Upon expiration of the term of office, or if a vacancy occurs prior to the expiration of the term, the Board of Supervisors shall appoint a qualified person to serve the remainder of the term. Eligibility and the number of appointed representatives shall be established by the enabling resolution of the Council as adopted by the Board of Supervisors and in accordance with Government Code Section 31010.

IV.

Officers & Duties

- a. The Knights Ferry MAC shall, at its first official meeting each calendar year, nominate and elect a Chair, Vice-Chair, and Secretary. These persons shall serve for one (1) year and may serve multiple one-year terms as an officer at the discretion of the Knights Ferry MAC.
- b. The duties of the Chair are: (1) prepare the agenda for each meeting, (2) to call the members of each meeting to order, (3) to enumerate the business of the meeting and the order in which it is to be acted upon, (4) to recognize

members who are entitled to the floor, (5) to state and put to a vote all questions which are properly moved, (6) to maintain order throughout the meeting, (7) to sign all necessary documents, letters, etc., that state the official business of the Knights Ferry MAC.

- c. The duties of the Vice-Chair are to assume the duties of the Chair when he/she is absent.
- d. The duties of the Secretary are: (1) to record minutes of all regular meetings and special meetings of the Knights Ferry MAC in accordance with Section XII of these bylaws (2) to maintain a register of those who attend each meeting of the Knights Ferry MAC, (3) to notify officers and/or committees of their appointment, (4) to maintain the official copy of the Bylaws, (5) to send out written notices of meetings to all persons or entities who have requested such notice pursuant to the California Government Code, Section 54954.1 et seq., (6) to prepare and send official correspondence of the Knights Ferry MAC, (7) to have at each meeting a list of committees and their members as well as the Bylaws of the Knights Ferry MAC.

V.

Meetings

In full compliance with the Brown Act (Government Code, Section 54950 et seq.), the Knights Ferry MAC shall hold at least four meetings in a calendar year (a minimum of one every quarter in a public building that is accessible and can reasonably accommodate those who may wish to attend the meeting. A regular convenient time and place for each meeting will be established and announced by the Knights Ferry MAC. The Knights Ferry MAC may, through public notification in accordance with the Brown Act, call for those special meetings it deems necessary. The Chair may cancel regular scheduled meetings due to lack of quorum or lack of business for consideration by the Knights Ferry MAC.

If the Knights Ferry MAC wishes, it may seek the views of those present at a meeting by calling for an advisory vote by those in attendance. Only residents or property owners within the boundaries of the Knights Ferry MAC may vote on issues before the Knights Ferry MAC. Participants of any meeting may be challenged, and the Secretary asked to verify their status as a resident or property owner within the boundaries of the Knights Ferry MAC. The public vote in a meeting shall carry by a majority of those voting.

A majority of the Knights Ferry MAC membership shall constitute a quorum for the conduct of business and shall require at least three (3) affirmative votes to take action on any matter.

VI.

Committees

The Chair may appoint, as needed, standing or ad-hoc committees to consider the business of the Knights Ferry MAC, consisting of one (1) member, but not more than two (2) members of the Knights Ferry MAC.

A standing committee is one that has continuing subject matter jurisdiction (i.e., a permanent committee that is designed to handle an issue or issues on a continual basis) and is subject to the notice and posting requirements of the Brown Act. An ad-hoc committee is one that has a defined purpose and limited time frame to consider that issue and is subject to the Brown Act.

VII.

Methods for Amending the Bylaws

The Knights Ferry MAC may amend its Bylaws in the following manner: (1) the amendment must be submitted in writing at the monthly meeting preceding the one at which it is to be voted upon, with a copy for each member of the Knights Ferry MAC; (2) at the next monthly meeting the amendment shall be placed on the agenda for discussion and action; (3) action to approve amendment of the Bylaws to the Board of Supervisors for its consideration and approval; and (4) upon approval by the Board of Supervisors, the amendment will be considered adopted and the Bylaws amended.

VIII.

Parliamentary Authority

The Knights Ferry Municipal MAC adopts the rules contained in Robert's Rules of Order to govern it in all situations not governed by these Bylaws or any special rules of order of the Knights Ferry MAC.

IX.

Vacancies

Vacancies on the Knights Ferry MAC shall exist: (1) on the death, resignation or removal of any member, and (2) whenever the number of authorized members is increased. The Board of Supervisors or the Knights Ferry MAC may declare vacant the seat of a Knights Ferry MAC member who has missed three unexcused absences from the regular meeting dates during any twelve-month period or has been declared of unsound mind by a final order of court or has been convicted of a felony. Any member may resign effective upon giving written notice to the Chair of the Knights Ferry MAC or the Board of Supervisors, unless the notice specifies a later time for the effectiveness of such resignation. If a position on the Knights Ferry MAC should become vacant prior to the expiration of the term, the Board of Supervisors may appoint a person to serve the remainder of the term as set forth in Section III of these Bylaws.

X.

Non-Liability of Members and Officers

The members shall not be personally liable for debts, liabilities, or other obligations of the Knights Ferry MAC.

XI.

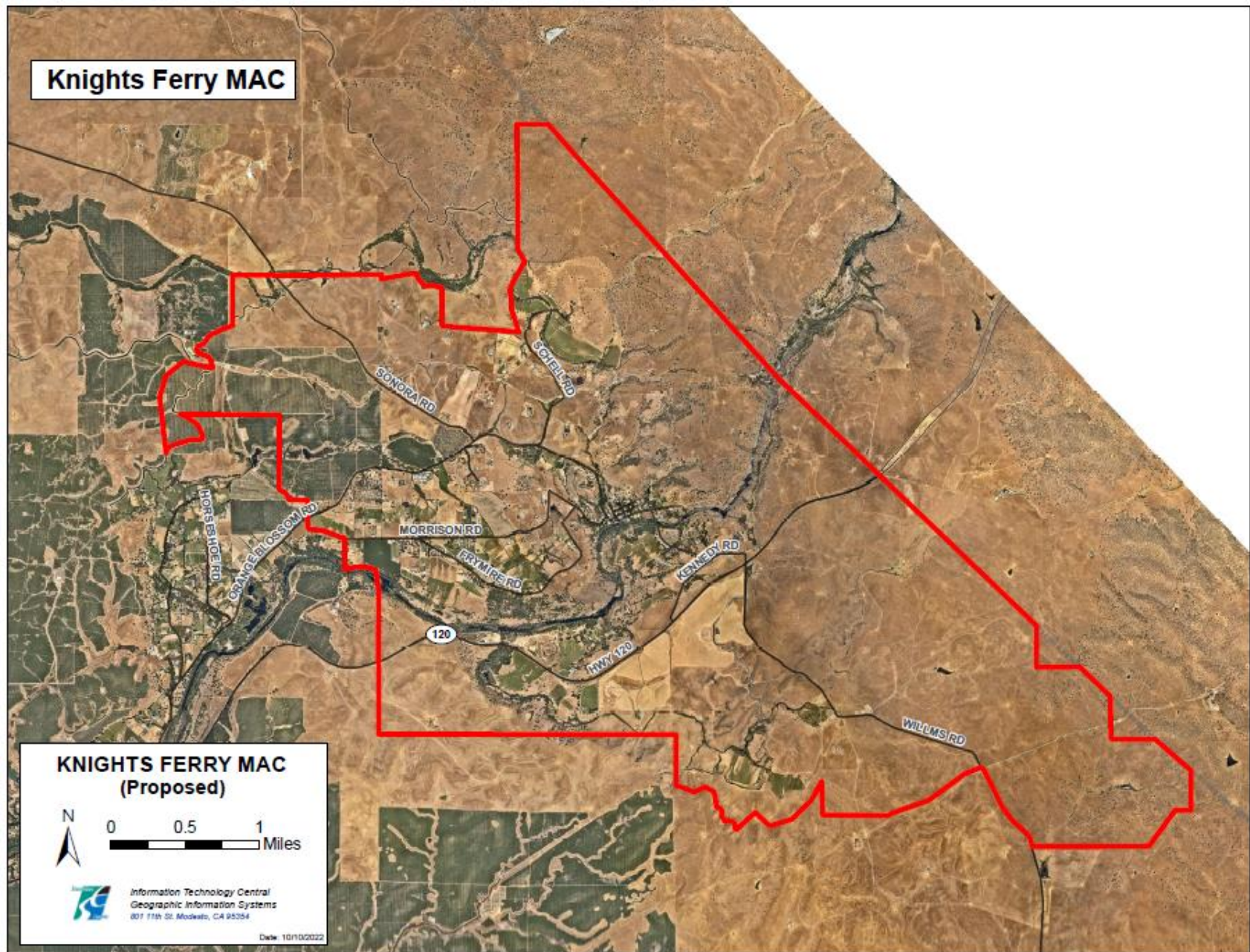
Fiscal Year

The fiscal year of the Knights Ferry MAC shall be the same as for Stanislaus County.

XII.
Records and Reports

The Knights Ferry MAC shall keep minutes of all its meetings, and the meetings of any committees of the Knights Ferry MAC indicating the time and place of holding such meetings, whether regular or special, how called, the given notice, the name of those members present, and the nature of the proceedings and all action taken by the Knights Ferry MAC.

ATTACHMENT A



ATTACHMENT B
Stanislaus County Assessor Parcel Numbers (APN)

002021054	002033050	002037012	002039009
002021055	002033051	002037013	002039010
002024002	002033052	002037015	002039011
002024003	002034007	002037016	002039016
002024012	002034044	002037017	002039017
002024017	002034045	002037018	002039023
002024022	002034060	002037021	002039024
002024023	002034063	002037022	002039025
002024031	002034072	002037023	002039028
002024039	002034073	002037024	002039029
002024040	002034074	002037025	002039034
002024041	002034075	002037026	002039035
002024042	002034076	002037033	002039038
002024048	002034077	002037034	002040004
002024050	002034078	002037035	002040005
002024052	002034079	002037036	002040006
002024053	002034080	002037037	002040007
002031021	002034081	002037039	002040009
002031022	002034083	002037041	002040011
002031023	002034084	002037042	002040012
002031024	002034085	002037043	002040017
002031025	002035009	002037044	002040018
002031026	002035024	002038001	002040019
002031032	002035025	002038002	002040020
002031033	002035026	002038003	002040021
002031034	002035027	002038004	002040022
002031035	002035028	002038005	002040023
002031036	002036001	002038008	002041001
002031037	002036004	002038009	002041003
002032010	002036012	002038010	002041004
002033014	002036014	002038011	002041006
002033016	002036016	002038012	002041017
002033017	002036017	002038013	002041018
002033018	002036018	002038014	002041019
002033020	002036019	002038016	002041020
002033021	002036020	002038017	002041021
002033036	002037001	002038018	002041022
002033037	002037003	002038019	002041023
002033038	002037005	002038020	002041024
002033039	002037007	002039001	002041025
002033045	002037008	002039002	002041026
002033046	002037009	002039003	002041028
002033047	002037010	002039007	002041029
002033048	002037011	002039008	002041030

002041031	002047002	002069002
002043001	002048001	002069003
002043002	002062001	002069004
002043003	002062002	002069005
002043004	002062003	002070001
002043005	002062004	002070002
002043006	002062005	002070003
002043007	002062008	002070004
002043008	002062012	002070005
002043009	002062013	002070006
002043010	002063005	002073001
002043011	002063006	002073002
002043013	002063007	011002014
002043014	002063009	011013001
002043015	002063010	011013003
002043016	002063011	011013007
002043017	002063012	011013010
002043019	002063013	011013023
002043027	002063014	011013024
002043028	002063015	011013033
002043035	002063016	011013034
002043036	002063017	011013035
002043038	002063019	011013036
002043040	002063020	011013037
002043041	002063027	011013038
002043042	002063029	011013042
002043043	002063030	
002044003	002063048	
002044004	002063049	
002044007	002063050	
002044008	002063054	
002044009	002063055	
002044010	002063056	
002044011	002063057	
002045002	002068001	
002045004	002068002	
002045005	002068003	
002045006	002068004	
002046002	002068005	
002046003	002068006	
002046004	002068007	
002046005	002068008	
002046006	002068009	
002046007	002068010	
002046008	002068011	
002046009	002068012	
002047001	002069001	