

**IMPERIAL COUNTY AGRICULTURAL BENEFIT ADVISORY COMMITTEE
BYLAWS ESTABLISHED BY THE IMPERIAL COUNTY BOARD OF SUPERVISORS**

- (1) **ESTABLISHMENT OF COMMITTEE.** On January 24, 2012, the Imperial County Board of Supervisors established the Imperial County Public Benefit Program. On June 26, 2012, the Imperial County Board of Supervisors established this Imperial County Agricultural Benefit Advisory Committee (“Advisory Committee”) to be comprised of persons, businesses and organizations representing the community.
- (2) **CHARGE.** The overall purpose of the Advisory Committee shall be to:
- a. Serve as a channel of communication between the agricultural community and the Board of Supervisors related to the agricultural benefit of the Public Benefit Program.
 - b. Serve as an advisory body to the Board of Supervisors to implement the Goals and Guidelines of the agricultural benefit program as defined by the Board of Supervisors.
 - c. On an annual basis, review and make recommendations to the Board of Supervisors for improving the agricultural benefit opportunities available under the Public Benefit Program.
- (3) **OFFICERS.**
- a. The Advisory Committee shall designate a Chairperson, whose duties shall be to preside at all meetings and to direct and coordinate the activities and functions of the Committee. The Chairperson shall be appointed for a term of one year by the Committee at its first regular meeting, and thereafter at the first regular meeting of each year.
 - b. The Advisory Committee Secretary shall be from the Agricultural Commissioner’s office and shall keep the official minutes of the meetings, attend to the correspondence of the Committee, and be the custodian of Committee records. The Committee may designate an assistant secretary to act in the absence of the Secretary.
- (4) **MEMBERSHIP.** Membership of the Advisory Committee shall consist of seven (7) individuals representing the listed affiliations or activities.
- a. The Imperial County Agricultural Commissioner or designee.
 - b. The Imperial County Executive Officer or designee.
 - c. One member shall be appointed by the Imperial County Farm Bureau.
 - d. One member shall be appointed by the Imperial Valley Vegetable Growers Association.
 - e. One member shall be appointed by the cattle industry of Imperial County.

- f. Two additional members, who may represent the general public, shall be appointed by the Board of Supervisors. The Board of Supervisors may also select one alternate member to participate in the absence of either of these members.
- g. Each organization above in paragraphs c, d and e may designate an alternate.

(5) CONFLICT OF INTEREST.

- a. If a committee member finds they have a conflict of interest on a project, they shall recuse themselves from the meetings when said project is discussed;
- b. Prior to every meeting, committee members shall sign a conflict of interest disclosure form.
- c. Committee members shall not provide technical assistance to applicants outside of workshops open to all applicants. Applicants shall not contact individual committee members for technical assistance in preparing their applications.

(6) APPOINTMENTS OF VACANCIES AND TERMS.

- a. The terms for all appointed members in paragraphs c, d, e and f shall be three (3) years unless sooner terminated. During the first terms appointed the terms shall be staggered as follows:
 - (4)c I.C. Farm Bureau: January 2014 for 3 years and thereafter;
 - (4)d I.V. Vegetable Growers: January 2014 for 3 years and thereafter;
 - (4)e I.C. cattle industry: January 2014 for 3 years and thereafter;
 - (4)f Both to serve a 2 year term and shall be filled based on an application process. In the event of a vacancy, an advertisement must be posted.
- b. Vacancies shall be filled by appointment by the respective body or affiliation. Any vacancies not filled within a reasonable time may be appointed by the Board of Supervisors.

(7) MEETINGS.

- a. Meetings of the Committee will be called by the Agricultural Commissioner, who shall schedule meetings, provide adequate public notice, establish agendas, and keep minutes.
- b. Meetings will be conducted as necessary under Robert's Rules of Order. Subcommittee meetings may be held as necessary as designated by the Chairperson.
- c. All meetings shall comply with the Ralph M. Brown Act, California Government Code sections 549501 *et seq.*

- (8) ATTENDANCE.** Regular attendance at meetings of all members or their alternates, when necessary, is required to enable the Committee to properly discharge its duties. A member or designated alternate shall not exceed three (3) absences in any twelve month period; violation of this provision may be cause for removal. The Chairperson may make recommendations to the Board of Supervisors regarding attendance issues, as he/she deems appropriate. The Secretary shall keep records of attendance and provide it to the Board of Supervisors upon request.

- (9) **QUORUM.** A majority of all members of the Committee shall constitute a quorum. A majority of a quorum shall decide all questions. No official business shall be conducted in the absence of a quorum.
- (10) **ORDER OF BUSINESS.** The order of business for all meetings shall be:
- a. Call to order.
 - b. Public Comments
 - c. Consideration of topics on the agenda.
 - d. Other business which may come before the Committee.
- (11) **OFFICIAL PAPERS.** All official papers involving the authority of the Committee shall be attested to by signature of the Secretary.
- (12) **CHANGES IN BYLAWS.** A majority vote of all committee members shall be required to recommend any amendment of these bylaws to the Imperial County Board of Supervisors.
- (13) **COMPENSATION.** Appointees to this committee shall serve without compensation.

Adopted by the Imperial County Board of Supervisors on this 11th Day of February 2014.
 Revised by the Imperial County Board of Supervisors on this 23rd Day of January 2018.

BY: _____
 Raymond Castillo
 Chairman, Board of Supervisors

ATTEST: _____
 Blanca Acosta
 Clerk of the Board of Supervisors