

BYLAWS of the TRI-VALLEY GROUNDWATER MANAGEMENT DISTRICT

ADVISORY BOARD

DATE APPROVED

ARTICLE I. ADVISORY BOARD

A. The name of this organization shall be Tri-Valley Groundwater Management District ADVISORY BOARD, hereinafter referred to as "ADVISORY BOARD." The Tri-Valleys are: 1) Chalfant Valley, 2) Hammil Valley, and 3) Benton Valley.

B. Effective **DATE HERE**, the official location and mailing address of the ADVISORY BOARD shall be:

PO Box 936

Benton, California 93512

ARTICLE II. Establishment of Tri-Valley Groundwater Management District ADVISORY BOARD

This organization was created and authorized by the Tri-Valley Groundwater Management District Board of Directors (hereafter referred to as "the Board," in **MONTH HERE** of **YEAR HERE**).

ARTICLE III. Purpose and Functions

A. **The purpose of the ADVISORY BOARD is to provide input and recommendations to the Board of Directors.** This will be accomplished by:

1. Ensuring accurate Groundwater and well data are made available to the Board.
2. Providing one or more modes of communication with the residents of the Tri Valleys.
3. **OTHER ?.**

B. The ADVISORY BOARD shall not have authority to:

1. To be completed by the Board.

2. To be completed by the Board.

ARTICLE IV: Appointment and Membership

A. Interested persons who are permanent residents of the Tri-Valley area may submit a letter or email to the Chairman of the Board stating their interest in joining the ADVISORY BOARD.

B. The Board must approve each member. Once approved, these members shall comprise the ADVISORY BOARD.

C. Membership of the ADVISORY BOARD is to be composed as follows:

1. Up to 4 members who permanently reside in Chalfant Valley

ADVISORY BOARD BYLAWS

2. Up to 4 members who permanently reside in Hamill Valley
 3. Up to 4 members who permanently reside in Benton Valley
- D. A good faith effort shall be made by the Board to balance the number of ADVISORY BOARD members from each valley.
- E. Other interested parties who are not permanent residents of the Tri-Valley, including Owens Valley, may be invited to participate at the discretion of the ADVISORY BOARD.
- F. The ADVISORY BOARD members will serve as voting members.
- G. The ADVISORY BOARD members will decide upon a “Chairman” who will be responsible for organizing meeting agendas and leading the report to the Board at the monthly Board meetings.
- H. The ADVISORY BOARD members will decide upon a “Clerk” who will be responsible for recording meeting minutes.
- I. All other participants will not be voting members.
- J. The membership term for all individuals shall be one (1) year from the time of approval by the Board.

ARTICLE V. Duties of Members

- A. Members shall attend meetings of the ADVISORY BOARD and of the Board; typically held once a month respectively.
- B. Regular attendance by all ADVISORY BOARD members is essential so that the ADVISORY BOARD can discharge its duties.
- C. Members shall notify the Chairman of the ADVISORY BOARD of any expected absence for a meeting by 5:00 p.m. of the day before a regularly scheduled ADVISORY BOARD or Board meeting,

ARTICLE VI. Committees and Subcommittees

- A. The ADVISORY BOARD is permitted to create and operate Ad-Hoc and/or Subcommittees of less than a quorum of the members as deemed necessary by the members. Proposed Ad-Hoc or Subcommittee appointment; roles/responsibilities/authority will be determined by the ADVISORY BOARD voting members.

ARTICLE VII. Meetings and Actions

- A. All ADVISORY BOARD meetings shall be open, public and noticed in conformance with the provisions of the Ralph M. Brown Act, California Government Code section 54950 et seq., as amended and held at a location within Tri-Valley area of California that satisfies the access requirements of the Americans with Disabilities Act.
- B. Regular meetings shall occur monthly during ***the week prior*** to the Board meeting. The Board meeting is typically held the fourth Wednesday of each month, therefore, the ADVISORY BOARD meeting will typically be held the third week of the month. The location of the meeting will alternate between the Benton Community Center and the Chalfant Community Center. However, the ADVISORY BOARD has the option of utilizing Zoom meetings, per the instructions of the Board’s legal counsel.

ADVISORY BOARD BYLAWS

C. Up to two (2) members of the Board of Directors may attend any given ADVISORY BOARD meeting. It is recommended that one or two Board members be invited to each ADVISORY BOARD meeting to help answer questions and make for an efficient meeting.

C. Any ADVISORY BOARD member may submit agenda items to the ADVISORY BOARD Chairman for consideration.

D. Special meetings of the ADVISORY BOARD may be called by any member of the ADVISORY BOARD, upon written electronic request to the other members specifying the general nature of the business proposed. Notice of a special meeting shall be delivered to members electronically, and must be received no later than 24 hours in advance of the meeting. The notice should state the business to be considered and whether alternative technological means may be used such as telephone or video conferencing, as technological resource availability permits and as permissible by the Ralph M. Brown Act.

E. Quorum Requirements are a simple majority of the members of the ADVISORY BOARD for the transaction of business at any meeting of members.

F. Decisions and recommendations shall be reached through majority voting, which is defined as a majority of the quorum members present.

H. The Clerk of the ADVISORY BOARD shall prepare and publish the minutes for each meeting of the ADVISORY BOARD. The minutes will be sent to each member for review and then to the regular Board's clerk.

ARTICLE XI. Adoption and Amendment of Bylaws

A. Any member of the ADVISORY BOARD may propose amendments to these Bylaws.

B. Proposed amendments shall be submitted in writing and made available to each member of the ADVISORY BOARD no less than fourteen days prior to consideration before a vote can be taken.

C. All bylaws amendments must be approved by a simple majority of the members of the Board of Directors.