

## BYLAWS

### OAK VIEW ADVISORY COMMISSION

|            |    |  |
|------------|----|--|
| PURPOSE    | 1. | <p>The Oak View Advisory Commission (“Commission”) is an advisory body which shall report to the Ventura County Supervisor, District 1, as needed, regarding matters of significant concern to Oak View residents and business owners relating to civic, cultural, educational, recreational, philanthropic, and social matters within the Oak View community. The Commission does not have authority to advise on land use matters or public works projects.</p> <p>As needed, the Commission may assist community organizations in raising funds for equipment and services.</p>   |
| MEMBERSHIP | 2. | <p>The Commission is composed of seven (7) voting members and two (2) non-voting alternates, each of whom must be a resident or business owner with a physical address in the 93022 ZIP code.</p> <p>The District 1 Supervisor shall nominate each member and alternate, subject to approval of the Board of Supervisors. Members and alternates shall serve on the Commission until (1) the member or alternate resigns, (2) the member or alternate is removed by the Board of Supervisors, or (3) the Supervisor who nominated the member or alternate leaves office, and the succeeding Supervisor nominates, and the Board of Supervisors approves, a replacement.</p> <p>In addition, the Commission shall include two non-voting ex-officio members to represent the County Parks Department and the office of the County Supervisor, District 1.</p> <p>If a voting member does not attend a Commission meeting, the Chair may designate an alternate to act as a voting member in the absent member’s place at the meeting.</p> <p>In the event of a vacancy by resignation or dismissal, the Commission, by Commission action, will recommend a new member or alternate to the</p> |

|                  |    |  |  |
|------------------|----|--|--|
|                  |    |  | Supervisor, District 1, who will then decide whether to nominate that person for appointment, subject to approval by the Board of Supervisors.   |
| QUORUM           | 3. |  | A quorum shall be a majority of the current Commission membership, including alternates when filling in for absent voting members.   |
| REGULAR MEETINGS | 4. |  | The Commission shall meet in regular session on the second Monday of January, March, May, July, September, and November. All meetings will comply with the Brown Act.  |
| SPECIAL MEETINGS | 5. |  | Special meetings may be called for any Commission business by (a) the Commission Chair, (b) a quorum of Commissioners, (c) the Operations Supervisor of the County Parks Department or designated appointee, or (d) the District 1 Supervisor. |

|                        |    |     |  |
|------------------------|----|-----|--|
| ELECTIONS AND OFFICERS | 6. | (a) | Elective officers of the Commission shall be:<br><br>1. Chair<br>2. Vice-Chair<br>3. Secretary   |
|                        |    | (b) | The term of office for all officers shall be for one year.   |
|                        |    | (c) | Election of said officers shall take place at the first regular meeting of the Commission in January of each year. Election shall be by majority vote of the members in attendance at this meeting, provided that there is a quorum. |
|                        |    | (d) | Office vacancies shall be filled by election.  |
| DUTIES OF MEMBERS      | 7. |     | It shall be the duty of each member of the Commission to take an active part in the affairs of the Commission; specific duties of officers are as follows:   |
|                        |    | (a) | Chair – shall preside at all meetings of the Commission; appoint <i>ad hoc</i> Committees; call special meetings of the Commission as deemed advisable; and assist the District 1 Supervisor in preparing agenda items.              |

|                         |    |     |   |
|-------------------------|----|-----|---|
|                         |    | (b) | Vice-Chair – shall assume the duties of the Chair in his or her absence.  |
|                         |    |     |   |
|                         |    | (c) | Secretary – shall take minutes of Commission meetings and record all Commission action; assume Chair role in the absence of the Chair and Vice-Chair; initiate or introduce correspondence. |
| PARLIAMENTARY PROCEDURE | 8. |     | The conduct of Commission meetings shall be guided by Robert’s Rules of Order, Revised Form, with the final decision on parliamentary procedures resting with the Chair.                    |
|                         |    |     |   |
| COMMISSION ACTION       | 9. | (a) | A majority vote of the members present shall be required to carry a motion, proposal, or resolution. The vote results shall be recorded on all official action by the Commission.           |
|                         |    |     |   |
|                         |    | (b) | Under no circumstances should any member take any action or make any statement committing the Commission as a whole unless given authority to do so by a vote of the Commission.            |
|                         |    |     |   |
|                         |    | (c) | All Commission action should be consistent with the mission and goals established by the Commission and the County Board of Supervisors.  |

|                    |     |  |   |
|--------------------|-----|--|---|
| COMMUNICATIONS     | 10. |  | All written communications from the Commission shall be sent out over the signature of the Chair, or designated appointee, or an officer of the Commission as may be directed by the Commission.  |
|                    |     |  |   |
| AMENDMENTS         | 11. |  | Members may recommend amendments to these Bylaws by a majority of the voting members present, provided notice of said amendment(s) has been given at the previous regular meeting.  |
|                    |     |  |   |
| MINUTES OF MEETING | 12. |  | The Secretary of the Commission is charged with transcribing the minutes of regular and special meetings within a reasonable time following such meetings. Following Commission approval, the Secretary shall forward a copy of the minutes to: <ul style="list-style-type: none"> <li>1. Commission Members and Alternates</li> <li>2. County Parks Department</li> <li>3. Supervisor, District 1</li> </ul> |

|            |     |  |   |
|------------|-----|--|---|
|            |     |  | 4. Director, Ventura County General Services Agency   |
|            |     |  |   |
| ATTENDANCE | 13. |  | The Commission's meeting minutes shall document members and alternates present at each meeting. |