

MARIN WILDFIRE PREVENTION AUTHORITY
OPERATIONS COMMITTEE BYLAWS

Ver. 06/18/2020

ARTICLE I – NAME

In accordance with the Joint Exercise of Powers Agreement (JPA) for Marin Wildfire Prevention Authority (MWPA), this Committee shall be designated the Marin Wildfire Prevention Authority Operations Committee, referred to hereinafter as “Committee.”

ARTICLE II – PURPOSE

The Committee shall be responsible for creating a recommended annual budget for the MWPA Board of Directors and for creating a recommended annual work plan. The Committee further shall support the MWPA Executive Officer in ensuring the MWPA Board of Directors can fulfill their legislated responsibilities.

ARTICLE III - ORGANIZATION

The Committee shall be composed of seventeen representatives who are agency staff, one from each of the member agencies. Each member agency has sole discretion as to which of their agency staff shall serve as their representative as well as by what process their representative is selected. As would clearly be prudent, each member agency shall also appoint one alternate representative who shall serve in the absence of their representative. The Committee representatives should strive for a balance of executive/administrative and fire expertise.

ARTICLE IV – REPRESENTATIVES’ RESPONSIBILITIES

Representatives shall:

1. Attend Committee meetings.
2. Serve on sub-committees as applicable.
3. Submit detailed project and program workplans to the Committee or respective sub-committee specific to their local jurisdiction and in accordance with the three funding objectives identified in the JPA (Core Program, Defensible Space, Local-Specific)
4. Assist in promotion and public outreach efforts on behalf of the MWPA.
5. Perform other such duties as may be directed by the MWPA Board of Directors.
6. As a member of one of five regional areas in the MWPA, shall represent and ensure the legislated allocation of funds to the regions is carried out as prescribed in the ordinance, in the submittal of proposed work plans to the MWPA Board of Directors.

ARTICLE V – MEETINGS

All proceedings of the Committee and standing sub-committees shall be conducted according to the rules contained in the most recent edition of Rosenberg’s Rules of Order when these do not conflict with these

bylaws.

- A. The Committee shall conduct quarterly regular meetings on the third Thursday of July, October, January and April at 3:00 PM in accordance with the provisions of the Brown Act and Government Code Section 54956.
- B. Special Meetings of the Committee may be called in accordance with the provisions of the Brown Act and Government Code Section 54956.
- C. Minutes of the adjourned, regular and special meetings of the Committee shall be kept and said minutes shall be forwarded to each member of the Committee within thirty days after each meeting.
- D. Minutes of the adjourned, regular and special meetings of the Committee are a part of the public record and shall be posted to the MWPA website in a timely manner following final approval by the Committee.
- E. The time, date and location of any sub-committee meeting shall be determined by the members of such sub-committee.

ARTICLE VI – OFFICERS

The Committee shall elect, at its first meeting and then at its first meeting of each calendar year thereafter, a Chairperson and Vice Chairperson. The Chairperson and Vice Chairperson shall serve one-year terms, with the exception of the inaugural year, but can be re-elected to multiple and/or consecutive terms. Election to the position of Vice Chairperson does not imply succession to the position of Chairperson the following fiscal year. The Committee should strive for a balance of executive/administrative and fire expertise in the composition of the Chairperson and Vice Chairperson assignments.

A. DUTIES OF THE CHAIRPERSON

- 1. Preside over meetings of the Committee.
- 2. In cooperation with MWPA staff, prepare agendas for Committee meetings.
- 3. Ensure minutes are recorded for all applicable Committee meetings. A clerk/secretary may be assigned for the purpose of recording meeting minutes as well as any other duties needed to assist the efficient facilitation of said meeting.
- 4. Attend MWPA Board of Directors meetings.
- 5. Report to the MWPA Board of Directors the actions and recommendations of the Committee to the extent needed to supplement any Committee reports.
- 6. Assign special duties and responsibilities to the Vice Chairperson as needed.
- 7. Form sub-committees as needed and appoint Representatives to serve on the sub-committee.
- 8. Call special meetings.
- 9. Act as official spokesperson for the Committee.

B. DUTIES OF THE VICE-CHAIRPERSON

- 1. Perform the duties of the Chairperson in the absence of the Chairperson.
- 2. Serve in such capacities as may be assigned by the Chairperson.

ARTICLE VII – SUB-COMMITTEES

The Chairperson may form sub-committees as needed, in accordance with the provisions of the Brown Act and Government Code Section 54956, and appoint Representatives to serve on the sub-committee. Alternatively, any Committee Representative may request the formation of a sub-committee be added to a future agenda and be subject to the majority approval of the Committee Representatives.

A. STANDING SUB-COMMITTEES

Standing sub-committees have a continuing subject matter jurisdiction. The Chairperson may appoint selected Representatives of the Committee, members of the public and consultants to serve on Standing Committees.

B. AD HOC SUB-COMMITTEES

Ad hoc sub-committees are temporary and composed solely of less than a quorum of the Committee. An ad hoc committee serves a purpose limited in scope and will be dissolved once its specific task is completed.

ARTICLE VIII – CONDUCT OF BUSINESS

In accordance with the Joint Exercise of Powers Agreement for Marin Wildfire Prevention Authority:

A. QUORUM

A majority of the Representatives will constitute a quorum; however, if the number of Representatives is an even number, then 50% of the Representatives will constitute a quorum. In the event of a meeting of the Committee with less than a quorum, the present Representatives will only have the power to dismiss a meeting. For purposes of conducting business, a majority of the quorum will be authorized to act on behalf of the Authority, subject to the voting conditions set forth in Section B.

B. VOTING

For all votes conducted by the Committee, a proposed motion subject to vote passes when both following conditions are satisfied: (1) a majority of the Representatives present vote in favor of a motion, and (2) the Representatives present and voting in favor of a motion represent, in the aggregate, according to the then latest general census, over 50% of the population represented by the Member agencies present in the quorum.

ARTICLE IX – COMPLIANCE

Committee Representatives must abide by these Bylaws and the provisions of the Brown Act and Government Code Section 54956.

ARTICLE X – GOVERNING PROVISIONS; SEVERABILITY

Any and all applicable laws of any governmental authority or agency having jurisdiction over the Committee are hereby incorporated by reference as if fully set forth herein. In the event of a conflict between such applicable law(s) and any provision of these Bylaws, the applicable law(s) shall control and

such Bylaws provision(s) shall be considered null and void; provided; however, that any and all provisions of these Bylaws not so affected shall remain in full force and effect.

ARTICLE XI – EFFECTIVE DATE AND AMENDMENTS

These Bylaws shall be effective upon their adoption at a regularly scheduled meeting of the Board of Directors. These Bylaws may be amended or repealed, and new bylaws created by the majority vote of the Committee at any meeting. Any member of the Committee may propose amendments to the Bylaws.