



# **The Vitality Advisory Council of Oceano**

## **Bylaws**

**Mission Statement  
as a Community Advisory Council:**

**To inspire, encourage, and support greater community  
involvement within Oceano and Halcyon.**

Revised 5/14/2024

## **ARTICLE I: Name of Organization**

- 1. The name of the organization is the Vitality Advisory Council of Oceano (or hereinafter referred to as the VACO.)**

## **ARTICLE II: Form of Organization**

- 2. The organization is formulated under procedures for community advisory councils as provided by the San Luis Obispo County Board of Supervisors.**
- 3. A copy of the Bylaws of the VACO shall be available on the website, [www.vaco805.org](http://www.vaco805.org) or at any public meeting held by the VACO.**
- 4. The VACO's area of concern is Oceano/Halcyon, within the boundaries of the Oceano Community Services District in San Luis Obispo County as defined by the SLO County Local Agency Formation Commission.**

## **ARTICLE III: Purpose of the VACO**

- 1. To encourage and support community involvement in furthering sound planning and development in the Oceano/Halcyon area, recognizing the VACO only serves in an advisory capacity. It shall not operate as a formal approval body.**
- 2. To provide education, public awareness, and inclusion for the public in planning and community development issues. This may include public hearings, forums, studies, and solicitation of public comments.**
- 3. To review matters for the Oceano/Halcyon area pertaining to development, including (but not limited to) land uses, public services, traffic circulation, public improvement and other orderly community growth issues based on documents or specific plans which official governmental agencies have adopted or that have been presented for consideration by governmental agencies.**
- 4. To provide a consensus of opinions from Oceano/Halcyon to the San Luis Obispo County Board of Supervisors. This involves, in part, making and submitting comments on projects that may affect the community. The VACO shall make recommendations as to whether or not county agencies should approve or deny, support or not-support, a project. Comments may be provided to the supervisors, planners, and other county agencies.**

5. To study and offer recommendations on projects outside the Oceano/Halcyon boundaries that could/would affect these two communities.
6. To serve Oceano/Halcyon, the VACO may sponsor, co-sponsor, and/or otherwise support events that would enhance community involvement and education, to including (but not be limited to) forums, workshops, festivals, parades, farmers' markets, holiday celebrations, contests, community fundraisers, public school events, business ribbon-cuttings and grand openings. The VACO shall not directly benefit financially from these sponsorships.
7. The VACO shall not host or directly sponsor political events of any type, but can facilitate such events hosted and/or moderated by a non-aligned, non-partisan agency, such as the League of Women Voters. Facilitation could include (but is not limited to) obtaining sites, promotion and publicity, refreshments and set up and clean up.

#### **ARTICLE IV: Members and Alternates**

1. It is the intent of the VACO to gather a broad cross section of the community for membership. Membership consideration will include: Oceano/Halcyon residents, property owners, business owners and/or those with a vested interest in the area (Article II) as stated in the County of San Luis Obispo Community Advisory Council Handbook of 2023. Upon request, those seeking membership must provide proof of qualifications. Members must be twenty-one or older.
2. The VACO shall consist of a minimum of five members and a maximum of nine members. The goal should be to retain a full membership that represents the entire Oceano community.

##### **Membership includes:**

Five persons that represent the entire community and one person each who represents Halcyon, the Oceano Depot, Oceano schools and Chamber of Commerce. These assigned members shall be nominated by their parent organization to serve on VACO. The nominated assigned member must then be elected by an affirmative majority vote of the VACO board.

4. A quorum is defined as a majority of the total VACO membership.
5. All VACO members are encouraged to nominate an alternate to be approved by the advisory council. Alternates must meet the same criteria as council members. Alternates are expected only to fill in at public meetings in the absence of members.

- 6. All members/alternates are encouraged to attend county and local workshops for training purposes in relation to their duties or responsibilities. Members should also take the opportunity to attend classes involving community planning and development. All new members shall be provided a copy of the VACO bylaws and a copy of the current CAC Handbook from San Luis Obispo County.**
- 7. A member or alternate can be removed from membership in the VACO for violation of the bylaws, failure to attend three meetings in a row without an excuse, violation of the code of civility or physical attack on another VACO member or member of the public at a VACO meeting, or for conviction of a felony crime. Dismissal will come after an affirmative vote of the membership in public session.**

#### **ARTICLE V: Officers**

- 1. The VACO will hold an annual organizational election of officers at the beginning of the first regular public meeting in the month of July. Newly elected officers will assume office at this meeting.**
- 2. Officer vacancies will be filled by an affirmative vote of a quorum of the total membership of the VACO. Once elected, they will begin their term of service at the next regular meeting. All elected officers shall serve until the next annual public organizational election.**

#### **ARTICLE VI – Elections**

- 1. The VACO shall hold an election for council members after the first regular meeting in January 2025 of and each calendar year thereafter in the month of March. The majority of board members shall be elected for a minimum of two years. Three of the five public seats will be vacated for election in 2025 (based on length of service or by retirement), two more in 2027 followed by three and two in following years.**
- 2. The notice of the election and the naming to the ad hoc election committee is to be issued at the first regular meeting in November, (February in 2027) after which candidates will have 15 days to file applications for the VACO board membership with the Ad Hoc committee. Candidate names will then be publicly announced.**

3. An ad hoc committee to conduct such elections shall be created with one of the VACO assigned (non-elected) members and one volunteer from either a neighboring Community Advisory Council or neighboring City Council. A third person, who plans to retire from the VACO board and not run for re-election, may be added to this committee.
4. This ad hoc committee shall be responsible for making arrangements for the election and to announce the time, date, and location of the election 30 or more days before it is held. Incumbents and candidates shall then have 15 days to file an election application for the VACO membership. Applications will be submitted to the ad hoc committee.
5. The ad hoc elections shall require a secret ballot. Elections shall be conducted for at least three hours on one day at a site in Oceano or Halcyon with public accommodation and plentiful parking. A public count of the ballots shall be conducted immediately after the end of the election, followed by a public announcement of the results.
6. Voters must reside with-in the Oceano Community Services District, be registered to vote in San Luis Obispo County, and appear on voter rolls. Voters must be present to vote.
7. When a vacancy occurs between regular elections, the VACO shall conduct a secret ballot election at a regularly-scheduled public meeting. A board vacancy shall be announced approximately 30 days before the election during a VACO regular meeting. Candidates will then have 15 days to file for an election application with the VACO council chairperson.
8. In the event no candidates come forward, the VACO council shall appoint new members. An affirmative vote of a quorum of the council is required to appoint a member to the council.

#### **ARTICLE VII: Duties of Officers**

1. The chairperson, vice chairperson, secretary, treasurer, and sergeant-at-arms, in succession, shall preside over the meetings. If an officer is not available, a consensus of the remaining council members shall select a VACO member to preside.
2. The chairperson (or designee) shall represent the VACO at other public meetings and events and shall sign documents related to the business of the council.
3. The vice chairperson shall assume the duties of the chairperson in his/her absence.

4. **The secretary, or designated recording secretary, shall take, transcribe, and record minutes and prepare correspondence related to the business of the council. The secretary (or designee) shall prepare with the chairperson the agenda for the monthly meetings and shall submit the comments regarding referrals and items for consideration to the San Luis Obispo County Board of Supervisors, County Planning Department, and/or other relevant county departments.**
5. **The treasurer shall keep a record of all VACO financial records and present a report at each regular meeting.**
6. **The sergeant-at-arms shall enforce the Rules of Civility and enforce the time-limit rules during meetings.**

#### **ARTICLE VIII: Committees**

1. **The chairperson shall appoint committees as needed. Committees shall have no authority to take independent action and shall submit written reports of their findings to the VACO membership at regular meetings.**

#### **ARTICLE IX: Meetings**

1. **All meetings of the VACO shall be open to the general public.**
2. **Regular meetings shall be held at 6 p.m. the second Tuesday of each month, unless circumstances dictate otherwise. Meetings can be held at the Oceano Depot, Guiton Hall, Oceano Community Services District meeting room or another public location in Oceano or Halcyon.**
3. **Special public meetings shall be called by the chairperson and/or at the request of two or more members. Notification to members and the public shall be made at least 24 hours in advance.**
4. **The VACO shall prepare an agenda and shall publicly provide this document for each public meeting. The agenda for regular meetings should state the time, date, place, and topics for discussion. Agendas should be posted at least three days in advance of the meeting in public locations, such as the Triangle Park bulletin board, OCSD front window and the VACO website.**

5. The public may bring matters to the attention of the VACO at any regular or special meeting. No decisions shall be made by the VACO unless the matter is on the agenda, except for a matter approved by a quorum of the board as an emergency.
6. The VACO shall follow the rules of procedure and protocol as stated in the most recent version of Rosenberg's Rules of Order and the current issue of the San Luis Obispo Community Advisory Council Handbook (2023).

#### **ARTICLE X: Finances**

1. The VACO shall be funded by the County of San Luis Obispo and by donations.
2. Donations may be accepted from individuals, businesses, and other entities. All such donations shall be announced by the treasurer at a regular public meeting as soon as possible after being accepted. No donations of any type will be accepted on a confidential, private, or secret basis.
3. The VACO shall prepare and approve a proposed budget on an annual basis at a regular or special meeting for submittal to the county.
4. Any distribution of funds in excess of \$100 must be approved by a quorum of the VACO.

#### **ARTICLE XI: Amendments**

1. Bylaws shall only be amended at a regular meeting of the VACO in which a quorum is present. Any amendment(s) shall be approved by a two-thirds vote. In order for consideration, the proposed amendment(s) must be discussed at a first regular meeting, with final consideration at a second regular meeting.