



## Vitality Advisory Council of Oceano Bylaws

### ARTICLE I: Name of Organization

The name of the organization is the **Vitality Advisory Council of Oceano** (or herein after referred to as **VACO**).

### ARTICLE II: Form of Organization

1. The organization is formulated under procedures provided by the San Luis Obispo County Board of Supervisors. The Bylaws of VACO were amended on November 19, 2007 to comply with the additional adopted rules of San Luis Obispo County Board of Supervisors and the Grand Jury's Resolution identified as 96-485. The Bylaws were further amended on December 20, 2010 in order to accurately reflect monthly procedures.

2. A copy of the Bylaws of the VACO shall be available to the public at the **Oceano Community Center** or the **Oceano Library**.

### ARTICLE III: Purpose of Council

The purpose of the VACO is as follows:

1. To develop and maintain community involvement for furthering sound planning and development in the Oceano area as defined in the Oceano Community Services District and the Oceano Fire District lying within the San Luis Obispo County (excluding Halcyon). Attached to this document as "Attachment A" is a true and correct copy of the boundaries which is under the VACO's obligation to comment on community projects to the San Luis Obispo County Board of Supervisors. In the event that a project, outside the boundaries described in this article, would affect the Oceano Community, the VACO shall have the prerogative to give advice to the San Luis County Board of Supervisors.

2. To assist and provide education and public awareness of planning and community development issues; to further advocate and lobby for the Oceano community and to promote individuality and inclusion of the public in community issues; to further assist in advising the fostering of a comprehensive program of development aimed at providing the consensus on planning issues in Oceano.

3. To represent the Oceano area (and its boundaries as referred to in Article III, Section 1) in matters of planning and development. In addition, the VACO shall serve as liaison to the Oceano community and the County Board of Supervisors.

4. To advise in matters pertaining to development including but not restricted to land uses, public services, circulation, public improvements and other orderly community growth, based on documents or specific plans which the community has adopted.

5. To hold public meetings, conduct studies, and advise the San Luis Obispo County Board of Supervisors on all development issues and programs within the boundaries described in Attachment A. The VACO's purpose is to make or submit comments on how the project may affect the Oceano community, and is not making recommendations on whether or not the San Luis Obispo County Board of Supervisors should approve or deny a project. The VACO shall submit reasons to the San Luis Obispo County Board of Supervisors, San Luis Obispo County Planning Commission, and/or any other relevant county parties, organizations, or interested departments on its comments regarding the support or non-support of the proposal. The VACO is advisory only and not a formal approval body.

#### ARTICLE IV: Members

1. It is the intent of the VACO to consist of a broad cross section membership of the community. There are three categories of membership which consist of the following:

a). Oceano residents, property owners, business owners or those with a vested interest in the Oceano community living in Southern San Luis Obispo County. Upon the Council's request, any person seeking membership must provide substantiation of requirements.

b). Organizational membership on the Council shall consist of one delegate and/or alternate from any organization within the Oceano boundaries (as indicated in Article III, Section 1), that are willing to provide a service or promote an interest in the community.

i). An organization is defined as a group of individuals of no less than four in number which meets on a regular basis, not less than quarterly, elects officers, and whose meetings include the keeping of formal minutes. Upon the Council's request, any person seeking membership must provide substantiation of requirements.

b). Special membership can include a representative from an outlying or surrounding unincorporated area within the community. The following organizations are included in the special membership qualification based on their long-standing relationship and service to the VACO: the Oceano Airport, OCSD, and Oceano Depot.

c). At-Large membership shall consist of representatives elected by a majority of votes from a quorum of existing members. They shall serve a term concurrent with those established for council officers as described in Article V Section 6. At any given time there shall be no more than four (4) At-Large Representatives.

2. At any public meeting of the VACO, new members or alternates may be added. New members can be added upon the written request of the governing body of a community organization desiring to participate on the Council. Newly elected members under this clause will assume responsibilities immediately.

3. All members are encouraged to attend County and local workshops for training

purposes which involve community development, or any other class which would relate to the duties or responsibilities of the members in general. All new members shall be provided with a current copy of the Bylaws and a copy of the current Community rules and regulations handbook.

4. The VACO shall not consist of more than 9 members and no less than 5 members at any given time. The VACO shall autonomously decide whether or not an additional member vacancy needs to be filled.

#### ARTICLE V: Officers

1. The VACO will hold an annual public meeting prior to May 1 of each year or prior to an annual town-hall meeting, at which time the Officers of the Council will be elected.

2. Newly elected officers will assume office at the first regular meeting following their election.

3. Officers of the Council shall consist of: a Chairperson; Vice Chairperson; Secretary and Treasurer. The elected secretary need not be a member of the VACO, and if not a member then the secretary will not have a recommendation regarding Council matters.

4. Vacated elected offices shall be filled by a vote of a majority of a quorum of the VACO, and all elected officers shall assume their respective duties at the next regularly scheduled meeting and shall serve until the next annual public meeting.

5. The term of office for Officers, will begin on the date that the specific officer was elected to the position, and will expire at the next annual public meeting as indicated in Article V Section I.

#### ARTICLE VI: Committees

1. The Chairperson shall appoint committees as needed.

2. Committees shall make recommendations and submit them to the VACO.

3. A committee has no authority to take action on its own.

#### ARTICLE VII: Meetings

1. Meetings shall normally be held on the second Tuesday of each month at 6:00 p.m. on

a regular basis, unless circumstances dictate otherwise, at the Oceano Depot or another public building in Oceano.

2. The VACO shall prepare an agenda and shall publicly make notice of the agenda for each meeting. Notice shall be provided as indicated in this document under Article VII section 3.
3. Notice to the public shall be posted at public locations and placed in the periodicals within the Oceano boundary lines as described above in Article III, 1, as long as the periodical would accept such notice free of any charge. The notice shall state the time, place, date and the agenda of the meeting. Additionally, notice to the public shall be posted at the Oceano Community Center and Public Library.
4. A quorum shall consist of a majority of the VACO members serving at any given time.
5. Special meetings may be called by the Chairperson and shall be called at the request of two or more members. Notification to members and the public shall be at least 72 hours in advance.
6. All meetings whether special or general are open to the public, and the public may bring matters to the attention of the VACO. No official comments shall be made by the VACO unless the matter is on the agenda.
7. The VACO is bound by the rules of procedure and protocol based on the most recent version of the "Rosenbergs' Rules of Order", and the most current updated issue of the San Luis Obispo County Community Advisory Council Handbook, except where they may differ from the Bylaws herein adopted. These guideline handbooks are provided by San Luis Obispo County.

#### ARTICLE VIII: Duties of Officers

1. The Chairperson, Vice-Chairperson, Secretary and Treasurer in succession, shall preside over the meetings. If an officer is not available then an alternative member of the VACO shall preside accordingly. Any decisions shall be approved by a two-thirds (2/3) vote of the quorum and a majority of the VACO Members.
2. The Chairperson (or designee) shall represent the council at other public meetings.

3. The Chairperson (or designee), shall sign documents related to the business of the Council.
4. The Vice-Chairperson shall assume the duties of the Chairperson in his or her absence.
5. The Secretary, or designated Recording Secretary shall take, transcribe and record minutes and prepare correspondence relating to the business of the Council.
6. The Secretary (or designee) shall prepare the agenda for the monthly meetings. The Secretary (or designee) shall also submit the comments regarding the referrals or other items for consideration to: the County San Luis Obispo Board of Supervisors; County Planning Commission; or relevant county departments and/or organizations; and other interested parties.
7. The Treasurer shall keep a record of all monies raised and spent by the VACO, and may make recommendations as to spending.

#### ARTICLE IX: Finances

1. Any disbursement of funds must be approved by a Quorum of the VACO.
2. Funds for VACO functioning shall be provided by the County of San Luis Obispo.
3. The VACO shall prepare and approve a proposed budget on an annual basis and submit to the County for funding. The VACO shall take into consideration the input from the public upon establishing a budget. In the event that the VACO will establish a budget, it shall place notice of the issue on the scheduled agenda.

#### ARTICLE X: Special Public Forum

As a service to the community, the VACO may sponsor a special public forum where all candidates who are running for a public office are invited to speak. Said meetings shall be placed on the agenda with proper notice so that the public may be informed.

#### ARTICLE XI: Amendments

1. Amendments to these Bylaws may be made only at a regular meeting of the VACO in which a quorum is present. Any amendment(s) shall be approved by a two-

thirds (2/3) vote of the quorum and a majority of the VACO Members.

2. In order for consideration, the proposed amendment must have been presented to the Council at a prior meeting.

These are the Bylaws of the **VACO** and are accepted as such on this date: May 5, 2021