

BYLAWS

KINGS COUNTY WATER COMMISSION

Article I. Name

The Kings County Water Commission is the official name of the Water Commission created by the Board of Supervisors' Resolution No. 08-003. As used in these Bylaws, the word "Commission" means and refers to the Kings County Water Commission.

Article II. Legal Authority

Resolution No. 08-003 establishes the legal authority for the Commission and is attached as Exhibit A to these Bylaws. Resolution No. 08-003 defines the Commission's purpose, membership requirements, certain meeting requirements and states that the function of the Commission is advisory to the Board of Supervisors.

Article III. Commission Composition

The Commission is composed of 9 Voting Members and as many Ex-Officio Members as appointed by the Board of Supervisors. Upon appointment, Commission Members will have forty-five days to sign their oaths of office.

Article IV. Commission Members

- A. Voting Members of the Commission serve a term of four years and Ex-Officio Members serve at the will of the Board of Supervisors subject to the additional term limitations provided in Resolution No. 08-003.
- B. No member of the Commission shall take any action on behalf of, or in the name of, the Commission unless specifically authorized to do so by the Commission.

Article V. Officers and Duties

The offices of the Chairperson and the Vice-Chairperson shall be elected by a majority of a quorum of the Voting Members of the Commission. Only Voting Members of the Commission are eligible to be elected to said offices. If the Chairperson or Vice-Chairperson is not able on a permanent basis to carry forth his

or her duties as an officer, a special election may be called to fill the vacancy at the next scheduled Commission meeting. The terms of office for the Chairperson and the Vice-Chairperson shall be two years. No Commission Member shall serve more than two consecutive terms as Chairperson.

- A. The Chairperson shall perform the following duties:
 - 1. Preside at all meetings of the Commission.
 - 2. Decide all points of order. Unless two-thirds of Voting Members present vote to the contrary, the Chairperson's decisions shall stand.
 - 3. Appoint the Chairperson of all committees.
 - 4. Represent the Commission at public functions or appoint a representative to do so in his/her stead.
 - 5. Recommend to the Commission any amendments to the Bylaws deemed appropriate.
 - 6. Perform other duties as deemed appropriate for a Chairperson.
- B. The Vice-Chairperson shall perform the following duties:
 - 1. Perform the duties of the Chairperson during the absence of said Chairperson.
 - 2. Perform such other duties as may be assigned by the Chairperson or by the Commission.
 - 3. Act as an advisor to the Chairperson.
- C. A Temporary Chairperson may be elected by a majority of a quorum of the Voting Members of the Commission in the absence of both the Chairperson and Vice-Chairperson, or pending election of said officers, and may perform the duties of the Chairperson as listed above.
- D. The Secretary shall be designated by the Kings County Administrative Officer and shall perform the following duties:

1. Shall prepare minutes of the Water Commission meetings and shall prepare written reports of Water Commission advice to the Board of Supervisors.
2. Maintain all records and conduct correspondence of the Commission, prepare agendas, official documents and resolutions, and give notice of meetings.
3. Perform other duties as deemed appropriate for a secretary.

Article VI. Meetings

- A. Regular meetings shall be held on a quarterly basis on the fourth Monday of February, May, August, and November at 7:00 p.m. in the Administrative Multi-Purpose Room in Building 1 of the Kings County Government Center, 1400 W. Lacey Boulevard, unless a different place or time is designated and noticed as required by the Brown Act.
- B. A quorum of the Commission shall be five Voting Members present. Action may be taken by an affirmative vote of a majority of those Voting Members participating in the vote.
- C. The regular meeting in February shall be considered the Annual Commission Meeting for the purposes of carrying on business and conducting elections as needed.
- D. The Chairperson, such person authorized herein due to the Chairperson's absence, or the majority of the voting members may call a special meeting of the Commission. Ex-Officio Members may suggest special meetings to address issues of importance as they arise.
- E. Meetings may be canceled by the Chairperson or by action of the majority of the Voting Members.
- F. Unless otherwise indicated by these Bylaws, all Commission and committee meetings shall be governed by Robert's Rules of Order.
- G. All meetings shall be noticed, held, and conducted in compliance with the Ralph M. Brown Act (Government Code Section 54950 et. seq.).

Article VII. Conflict of Interest

In any case in which a matter is being considered or voted upon by the Commission that involves any member of the Commission in a conflict of interest, any such Commission Member shall abstain from discussion and voting upon the matter.

Article IX. Adoption and Amendments

These Bylaws may be amended by a majority vote of the Voting Members but must be approved by the Board of Supervisors. Proposed amendments to these Bylaws are to be made in writing and submitted to the members at least 72 hours prior to any meeting to vote on the amendments. The Bylaws, and any amendments thereto, shall be subject to approval of the Board of Supervisors before becoming effective.

**ADOPTED BY: The Kings County
Water Commission**

**APPROVED BY: The Kings County
Board of Supervisors at its meeting
of _____**
