



Legislation Details (With Board Report)

**File #:** 17-0047      **Name:** CAC ByLaws  
**Type:** General Agenda Item      **Status:** Passed  
**File created:** 1/9/2017      **In control:** Board of Supervisors  
**On agenda:** 1/31/2017      **Final action:** 1/31/2017

**Title:** Approve the revised Bylaws of the Community Action Commission.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. Board Report, 2. CAC Bylaws\_2017rev - FINAL, 3. Summary of Changes, 4. CAC Bylaws\_2007v2017\_Tracked\_Changes, 5. Completed Board Order

Date	Ver.	Action By	Action	Result
1/31/2017	1	Board of Supervisors	approved	

Approve the revised Bylaws of the Community Action Commission.

RECOMMENDATION:

It is recommended that the Board of Supervisors:

- a. Approve the revised Bylaws of the Community Action Commission.

SUMMARY/DISCUSSION:

The Monterey County Community Action Commission (CAC) partners with the Monterey County Community Action Partnership, community members, and local service agencies to promote activities that lead to growth and self-sufficiency for the most vulnerable populations within Monterey County. In accordance with California Government Code, Chapter 9, Article 6, Section 12751, the CAC must be a tripartite board comprised of members from each district within the county. Commissioners represent one of three constituencies: public, private, and low-income sectors. The current CAC consists of Supervisor-appointed commissioner representatives. The Commission meets monthly to support engagement in three major Community Action activities: contracting with nonprofit and public agencies for services, collaborating with community stakeholders, and supporting community activities.

The mission of the Commission and the agency is to develop, maintain, and evaluate community services that empower individuals and families, living below the federal poverty level, to improve their quality of life. The current Bylaws were last updated in 2007. In order to ensure the Bylaws remain current and reflect the present needs of our community, a review and revision were conducted by an ad-hoc committee of Community Action Commissioners.

The full Community Action Commission has reviewed and endorsed the revision to the Bylaws. The Community Action Commission Bylaws were revised to reflect needed changes in the following areas:

- 1. Section VII: Compliance with Fair Political Practices Commission - Added information relating to submittal requirements of a Statement of Economic Interest (Form 700).
- 2. Section XII: Officers - Increased term of officers from one year to two years to allow sufficient time for

newly elected officers to better learn and assume a role of leadership within the commission.

3. Section XII A: Election Process - Added process guidelines to standardize the election process allowing an equal and fair process for all Commissioners.
4. Section XII B: Officer Positions - Updated the descriptions for each officer position in order to provide Commissioners interested in assuming a leadership role a better idea of the responsibilities involved.
5. Section XIII: Standing Committees - moved “Development Committee” to Section XIV D: Special Committees. The committee has not been active for several years. This committee can be initiated as needed as a Special Committee.
6. Section XIII B1: Nominating Committee - changed Nominating Committee term from one year to two years to match the change to the officer’s terms.
7. Section XVI B: Pre-Removal Notification - added provision for notice to Commissioners to occur prior to a petition for removal process being initiated. Current process did not have policy to allow notice to Commissioner if at risk of removal. This notification allows time for Commissioner to correct issues prior to the removal process being initiated.

Additionally, corrective language, grammatical, and formatting changes were made throughout the document that did not change the scope of the existing bylaws.

OTHER AGENCY INVOLVEMENT:

The CAC Executive Committee approved the Bylaws at the September 6, 2016 meeting, and the CAC endorsed the Bylaws at the September 19, 2016 meeting. The Department of Social Services, which staffs the Community Action Commission, provided technical assistance in this revision process. Content has been approved as to form by County Counsel.

FINANCING:

There are no fiscal provisions or impacts to the County General Fund.

Prepared by: Lauren Miller, MAII, x3584

Approved by: Elliott Robinson, Director of Social Services, x4430

Attachments: CAC Bylaws, 2017 Revision  
Summary of changes  
CAC Bylaws, 2007 Revision with 2017 tracked changes