

FORM APPROVED COUNTY COUNSEL 3/25/16
 BY: GREGORY P. PRIAMOS DATE

**SUBMITTAL TO THE BOARD OF SUPERVISORS
 COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**

919A



FROM: Riverside University Health Systems – Public Health/ Community Action Partnership of Riverside County

SUBMITTAL DATE:

March 28, 2016

SUBJECT: Approval of the Amended Bylaws of the Riverside County Community Action Commission. District – All. [\$0]

RECOMMENDED MOTION: That the Board of Supervisors:

1. Approve the attached Amended Bylaws of the Riverside County Community Action Commission.

BACKGROUND:

Summary

(Continued on Page 2)

Departmental Concurrence

BSF:os

Sarah I Mack

Sarah Mack, Interim Director
 Public Health

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost:	POLICY/CONSENT (per Exec. Office)
COST	\$ 0	\$ 0	\$ 0	\$ 0	Consent <input checked="" type="checkbox"/> Policy <input type="checkbox"/>
NET COUNTY COST	\$ 0	\$ 0	\$ 0	\$ 0	

SOURCE OF FUNDS: N/A

Budget Adjustment: N/A

For Fiscal Year:

C.E.O. RECOMMENDATION:

APPROVE

BY: *Donna Shaw*
 Donna Shaw

County Executive Office Signature

MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Ashley, seconded by Supervisor Jeffries and duly carried, IT WAS ORDERED that the above matter is approved as recommended.

Ayes: Jeffries, Washington, Benoit and Ashley
 Nays: None
 Absent: Tavaglione
 Date: April 5, 2016
 xc: RUHS

Kecia Harper-Ihem
 Clerk of the Board

By: *[Signature]*
 Deputy

- A-30
- 4/5 Vote
- Positions Added
- Change Order

Prev. Agn. Ref.: 6-26 of 9/22/81

District: ALL

Agenda Number:

2-3

SUBMITTAL TO THE BOARD OF SUPERVISORS, COUNTY OF RIVERSIDE, STATE OF CALIFORNIA
FORM 11: Approval of the Amended Bylaws of the Riverside County Community Action Commission. District
– All. [\$0]

DATE: March 28, 2016

PAGE: 2 of 3

BACKGROUND:

Summary (continued)

The Board of Supervisors last approved the bylaws of the Community Action Commission on September 22, 1981. Proposed changes were needed to delete outdated information, provide clarity and to ensure compliance with applicable laws and regulations. The attached bylaws were approved by the Community Action Commission on March 28, 2016.

ATTACHMENTS:

Summary of Proposed Changes

Proposed Amended Bylaws of the Community Action Commission of Riverside County
Community Action Commission Bylaws (Approved by the BOS on September 22, 1981)

SUBMITTAL TO THE BOARD OF SUPERVISORS, COUNTY OF RIVERSIDE, STATE OF CALIFORNIA
FORM 11: Approval of the Amended Bylaws of the Riverside County Community Action Commission. District
 – All. [\$0]

DATE: March 28, 2016

PAGE: 3 of 3

Summary of Proposed Changes	
Article I Community Action Commission	<ul style="list-style-type: none"> • Combines Article I and Article II. • Board of Supervisors identified as Governing Board as well as designating officials
Article II Commission Composition	<ul style="list-style-type: none"> • Previously Article III. • Complies with Government Code Section 12751
Article III Commission Selection Procedure	<ul style="list-style-type: none"> • Previously Article IV; updated to reflect current practices
Article IV Terms	<ul style="list-style-type: none"> • Previously described in Article IV, Section 6 • Changes comply with BOS Policy A-21
Article V Vacancies & Resignations	<ul style="list-style-type: none"> • Previously Article IV, Section 8 • Resignation section added
Article VI Powers of the Commission	<ul style="list-style-type: none"> • Previously Article V
Article VII Officers and Elections	<ul style="list-style-type: none"> • Previously Article VI • Sections added for clarity
Article VIII Conduct	<ul style="list-style-type: none"> • New reference to BOS Policy A60 regarding bi annual ethics training for local officials
Article IX Committees and Duties	<ul style="list-style-type: none"> • Previously Article VII; no significant changes.
Article X - Meeting of the Commission & Committees	<ul style="list-style-type: none"> • Previously Article VIII; no significant changes
Article XI - Compensation, Reimbursement & Allowances	<ul style="list-style-type: none"> • Previously Article VIII, Section 6; No substantive changes
Article XII Amendments to the Bylaws	<ul style="list-style-type: none"> • Previously Article IX; no substantive changes
Article XIII Public Access to Records	<ul style="list-style-type: none"> • Previously Article X. • Complies with all applicable laws.
Glossary Section	<ul style="list-style-type: none"> • Deleted
Exhibit A	<ul style="list-style-type: none"> • Delineation of Powers Between the Governing Board and Community Action Commission



**COMMUNITY ACTION COMMISSION
OF
RIVERSIDE COUNTY
BY-LAWS**

**Community Action Partnership of Riverside County
2038 Iowa Avenue, Suite B-102
Riverside, CA 92507**

TELEPHONE: (951) 955-4900

WEBSITE: www.capriverside.org

Draft
FORM APPROVED COUNTY COUNSEL
BY: *Maria Bryant* 3/17/16
DATE
MARIA BRYANT

*CAC approved on xx/xx/xxxx
BOS approved on xx/xx/xxxx*



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ARTICLE I

COMMUNITY ACTION COMMISSION

- Section 1. **Name:** The name of the entity is the Community Action Commission (CAC). The Community Action Commission is located in Riverside, California.
- Section 2. **History:** The County of Riverside as a political subdivision of the State of California designated itself as a Community Action Agency on July 1, 1979.
- Section 3. **Purpose:** The Community Action Partnership of Riverside County (CAP Riverside) has been designated as the Community Action Agency for Riverside County to serve as the County's anti-poverty agency.

CAP Riverside is a public agency which is responsible for planning, developing and executing the Community Action Program in the County of Riverside in order to alleviate poverty and promote self-sufficiency.

The CAC advises the Riverside County Board of Supervisors (Board of Supervisors) on the administration of Community Action programs and assures decision-making and participation by low-income individuals in the development, planning, implementation and evaluation of Community Action programs.

- Section 4. **Organization:** The Community Action Agency is comprised of the Board of Supervisors, as the Governing Board and the designating officials, the Community Action Commission as an administering board, and the paid staff.

ARTICLE II

COMMISSION COMPOSITION

The CAC is a tripartite board composed of a minimum of fifteen (15) members representing three sectors.

- Section 1. **Public Sector Members:** One-third (1/3) of the tripartite board members shall be elected public officials, holding office on the date of selection or their designated representatives.
- Section 2. **Low Income Sector Members:** At least one third (1/3) of the tripartite board members shall be low income individuals who reside in the area served.
- Section 3. **Private Sector Members:** The remainder of the tripartite board shall be members of business, industry, labor, religious, law enforcement, education or other major group and interests in the community served.

ARTICLE III

COMMISSION SELECTION PROCEDURES

Members of the Commission are selected in a manner as to assure that they speak and act on behalf of the group or organization which they represent.

Section 1. Selection Procedure for Public Sector Commissioners: Public Sector Members shall be elected officials of cities within the County of Riverside. The representative cities of the public sector shall be determined by the Commission. The City of Riverside will hold one (1) permanent seat.

Section 2. Selection Procedure for Low-Income Sector Commissioners: The representatives of the low-income sector shall be persons chosen in accordance with democratic selection procedures adequate to assure that these members are representative of low-income individuals and families in the neighborhood served; reside in the neighborhood served; and are able to participate actively in the development, planning, implementation, and evaluation of the program. A Low-Income Sector alternate (now means replacement) will be selected using the same democratic selection procedures.

a. Candidate requirements:

- (1) Be at least 18 years of age.
- (2) Reside in the supervisorial district where the vacancy exists.
- (3) Submit an application to the CAC.
- (4) Candidates need not themselves be low-income; however, preference in selection shall be given to low-income individuals.
- (5) May not be a CAP Riverside staff person.

Section 3. Selection Procedure for Private Sector Commissioner: Private Sector Members shall be selected to ensure that the CAC will have broad community involvement. The organizations selected shall correspond with the priority areas of the Community Needs Assessment. Each organization shall be required to disclose any affiliation or potential conflict of interest. The CAC shall determine the type of private sector representation from among business, industry, labor, religious, law enforcement, education or other service organizations. Each organization chosen by the CAC will be required to send written confirmation of their chosen representative.

ARTICLE IV

TERMS

- Section 1. **Public Sector Commissioner:** The term shall be equal in duration to their term as the Public Official. The Public Official, or their designee, shall serve only while the Public Official continues to hold public office.
- Section 2. **Low-Income Sector Commissioner:** The term shall be four (4) years. A Low-Income Sector Commissioner shall only continue to serve so long as they reside in the area they represent.
- Section 3. **Private Sector Commissioner:** The term shall be four (4) years. A Private Sector Commissioner shall serve only while he/she continues to be associated with the organization that designated him/her.
- Section 4. **Term Limits:** Members who serve in a sector a total of eight (8) years must leave the CAC for one (1) year before returning to the same sector.
- Section 5. **Staggering Terms:** Appointments and Terms for the Private Sector and Low-Income Sector may be staggered to provide for continuity.
- Section 6. **Representing Different Sectors:** A member may serve in another sector following two full terms if the basic requirements for the new sector are met.

ARTICLE V

VACANCIES AND RESIGNATION

The CAC shall take steps to ensure that vacant seats are filled in a timely manner.

- Section 1. **Public Sector Vacancies:** The CAC will request that the Public Official or the designated city fill the vacancy, subject to the approval of the CAC.
- Section 2. **Low-Income Sector Vacancies:** The alternate may assume the vacancy for the remainder of the term so long as they continue to meet the low-income sector requirements. If the alternate chooses to remain in alternate status, then the seat shall be filled in accordance with democratic selection procedures.
- Section 3. **Private Sector Vacancies:** The CAC shall request the Private Sector Organization to designate another individual to fill the vacancy for the remainder of the term, subject to approval by the CAC.
- Section 4. **Resignations:** Any member of the CAC may resign at any time by so stating at a duly held meeting of the Commission with a quorum present, or in writing to the CAC Chairperson and the Executive Director, if unable to attend.

ARTICLE VI

POWERS OF THE COMMISSION

- Section 1. **Delineation of Powers Agreement:** The powers of the CAC are set forth in the Delineation of Powers Agreement. The Delineation of Powers Between the Board of Supervisors and Community Action Commission is attached hereto as Exhibit A and is incorporated herein by this reference.
- Section 2. **Review and Approval of Agreements:** The Commission shall review and approve various agreements related to the provision of services, including the review and recommend approval of county agreements, budgets and financial reports pertaining to CAP programs. The Board of Supervisors and/or the County Purchasing Agent have the authority to enter into agreements on behalf of the Community Action Agency. The Board of Supervisors may authorize the Executive Director of CAP Riverside to sign amendments to the contract agreements as approved by County Counsel.
- Section 3. **Communication with the Board of Supervisors:** The CAC shall make recommendations to the Board of Supervisors in a timely manner on community action matters for which only the Board has authority or on matters requiring Board of Supervisors action. Communication from the CAC shall be forwarded by the Chairperson to the Executive Director who shall distribute accordingly.
- Section 4. **Community Involvement:** In partnership with CAP staff, the CAC shall be a continuous and effective mechanism for securing community involvement in community action programs.
- Section 5. **Commission Rules and Procedures:** The CAC shall have the power to determine, subject to federal, state and local policies, its own rules and procedures regarding the following:
- a. Selection of its own officers, Executive Committee and/or other committees in accordance with the Bylaws;
 - b. Determination of time, date and place of meetings;
 - c. Matters of representation; and
 - d. Similar provisions that affect the CAC
- Section 6. **Rules and Procedures Requiring Board of Supervisors Approval:** Recommended rules and procedures such as CAC size, compensation, staff support and similar provisions that directly affect CAP Riverside shall be submitted to the Board of Supervisors for approval.

- Section 7. Annual Report or Presentation to the Board of Supervisors: The CAC shall submit at least one (1) annual report or presentation to the Board of Supervisors regarding the needs and performance of CAP programs and include a current roster of Commission members, subject to mutual agreement.

ARTICLE VII

OFFICERS AND ELECTIONS

- Section 1. Officers: The Executive Committee shall be comprised of a Chairperson, Vice-Chairperson, Secretary and an Ex-Officio member. The Chairperson, Vice-Chairperson and Secretary each shall be elected from the CAC membership.
- Section 2. Terms: All officers shall hold office for a period of one (1) year.
- a. Officers can be re-elected. Officers shall be elected by a majority vote.
 - b. No officer or ex-officio member shall serve in the same position for more than two (2) consecutive terms.
- Section 3. Duties of Officers:
- a. Chairperson: The Chairperson shall be familiar with the CAC Bylaws, rules and policies. The Chairperson shall preside over all meetings of the CAC and the Executive Committee. The Chairperson shall provide the initiative and leadership necessary for their proper functioning, with the assistance of the Executive Director. The Chairperson will serve as the CAC's point for communications with the Board of Supervisors and the principle point for communicating the CAC's decisions and directives to the Executive Director regarding CAP Riverside.
 - b. Vice-Chairperson: The Vice-Chairperson shall serve in the absence of the Chairperson. The Vice-Chairperson shall carry out other duties as requested by the Chairperson. The Vice-Chairperson shall serve as the Chairperson of the Planning, Evaluation, and Finance Committee (PE&F).
 - c. Secretary: The Secretary shall be responsible for ensuring those minutes of each official meeting of the Commission is recorded, and that any errors in the minutes are presented to the Commission for correction. The Secretary shall be the official signatory of documents and records of the CAC. The Secretary may obtain services and assistance through the Executive Director in recording of minutes and in maintaining custodial files of the CAC's documents and records. The Secretary shall serve as Chairperson of the Membership Committee. The Secretary shall serve as the Chairperson in the absence of the Chairperson and the Vice-Chairperson.

- d. Ex-Officio Member: The immediate past Chairperson shall serve as the Ex-Officio member on the Executive Committee. On the occasion that the immediate past Chairperson is no longer a member of the CAC, the next previous past Chairperson shall serve as the Ex-Officio member.

Section 4. Election of Officers: Officers shall be elected during the meeting held in November of each year. Officers shall take office and assume their duties in January.

- a. Nomination of officers: the Ad-Hoc Nominating Committee shall present the slate of officers to the Commission for a majority vote. Nominations may also be taken from the floor.
- b. Officers must be members of the CAC and have at least one year left on their membership term.

Section 5. Vacancies: The Chairperson may appoint a temporary replacement to fill the position of the Vice-Chairperson or Secretary until special elections are called to fill the vacancy.

- a. The election to fill the vacant office shall be for the unexpired term.
- b. In the event that the office of the Chairperson and Vice-Chairperson become vacant simultaneously, the CAC shall elect a successor from its membership to fill the unexpired term at the next regular meeting.

Section 6. Removal of an Officer: Officers of the CAC may be removed:

- a. The officer shall be given notice of the intent of removal in a manner determined by the CAC.
- b. The officer shall be given an opportunity to respond.
- c. Removal of an Officer requires a two-thirds (2/3) vote of the commission present at the regular meeting duly called for that purpose with a quorum present. Voting shall be conducted by closed ballot.

Section 7. Resignation: Any officer may resign at any time by so stating at a duly held meeting with a quorum present, or in writing if unable to attend.

ARTICLE VIII

CONDUCT

Section 1. **Code of Ethics:** CAC members shall conduct themselves in accordance with the County of Riverside Code of Ethics and Community Action Code of Ethics.

- a. **Ethics Training:** CAC members shall attend and complete an ethics training program every two years pursuant to Board of Supervisors Policy. Newly appointed members must complete their initial ethics training within one year of appointment.

Section 2. **Conflicts of Interest:** Each Commission member shall certify in writing that he/she is not in conflict of interest in accordance with applicable state or local requirements.

- a. Commission members may not vote or participate in discussion on matters involving recommendations for funding of an organization if:
 - (1) The Commissioner or an immediate family member is employed by the proposed delegate agency or organization. "Immediate family members" means: spouse, parents, grandparents, children, grandchildren, brothers, sisters, mother-in-law, father-in-law, and adopted and step family members.
 - (2) The Commissioner sits on the board of a proposed delegate agency or organization.
- b. Neither commissioners nor members of their immediate family can be employed by CAP Riverside or receive a salary from programs funded by CAP Riverside.

Section 3. **Removal of a CAC Commissioner:**

- a. **Public Sector Commissioners:** May be removed from the CAC only by their designating city/agency. However the CAC may petition for the city/agency to remove the Public Sector Commissioner. Grounds for removal shall include but is not limited to:
 - 1. Failure to comply with any eligibility requirement of these Bylaws.
 - 2. Willful maintenance of a conflict of interest.
 - 3. Willful and persistent refusal to observe the rules of order in the conduct of meetings.
 - 4. Absence from three consecutive meetings, or four (4) meetings in a calendar year.

- b. Low-Income and Private Sector Commissioners: May be removed by the CAC upon the recommendation of the Executive Committee. Grounds for removal shall include, but is not limited to, the following:
1. The Private Sector Commissioner is no longer a member of the participating organization.
 2. The Low-Income Sector Commissioner moves out of the area they represent.
 3. Failure to comply with any eligibility requirement of these Bylaws.
 4. Willful maintenance of a conflict of interest.
 5. Willful and persistent refusal to observe the rules of order in the conduct of meetings.
 6. Absence from three (3) consecutive meetings, or four (4) meetings in a calendar year.

Section 4. Removal Based on Absenteeism: The process for removal based on absenteeism shall be as follows:

1. Notice of this provision will be provided to any Commissioner absent from two consecutive meetings.
2. Upon the occurrence of three consecutive absences, the Executive Committee will determine whether to proceed with the removal process.
3. This section will not apply if the Commissioner is absent due to the granting of a Leave of Absence.

Section 5. Process for Removal: The process for removal shall be as follows:

- a. Notice will be provided to the Commissioner regarding the proposed grounds for removal.
- b. The Executive Committee shall hold an interview if requested by the commissioner involved.
- c. If a determination is made to proceed with the removal, a recommendation of removal shall be submitted by the Executive Committee to the entire CAC no less than ten (10) days before the next regular meeting.
- d. A two-thirds (2/3) vote of the CAC members present shall be required to approve removal.

- Section 6. Leave of Absence: A commissioner may request to be granted a leave of absence for no more than a three month period. The request must be approved by the Executive Committee. The leave of absence will be in effect from the date of approval. The attendance requirement shall not apply when a commissioner is on an approved leave of absence.

ARTICLE IX

COMMITTEES AND DUTIES

Each committee serves as a working extension of the CAC in its consideration of issues, opportunities and plans in the area of the committee's particular attention. As such, the committee shall receive assignments from and report findings and recommendations to the CAC.

- Section 1. Standing Committees: Standing committees may be formed as needed by a majority vote of CAC members present. All standing committees shall be composed of CAC members. Committee membership shall fairly reflect the composition of the CAC to the extent possible.
- Section 2. Executive Committee: The Executive Committee shall be composed of the officers of the CAC. The CAC Chairperson shall serve as Chairperson of the Executive Committee. The Executive Committee shall be responsible for the following:
- a. The Executive Committee may only transact routine and ordinary business between meetings of the full commission; therefore, CAP Riverside policy considerations or matters of significant impact on the community cannot be transacted.
 - b. The CAC Chairperson, on behalf of the Executive Committee, shall approve the agenda for each regular monthly meeting.
- Section 3. Planning, Evaluation and Finance Committee: The PE&F Committee shall be composed of at least three (3) commission members, one from each sector and shall recommend action to the CAC for vote. The PE&F Committee shall make recommendations on grant applications, needs assessment, selection of delegate agencies and other program and funding matters. The PE&F Committee will review and comment on various agreements and recommend approval to the full Commission. The Vice-Chairperson shall serve as Chairperson of the PE&F Committee.
- Section 4. Membership Committee: The Membership Committee shall be composed of at least three (3) members, one from each sector and shall monitor and insure that the CAC composition is in compliance with the Bylaws. The Secretary shall serve as Chairperson of the Membership Committee.

- Section 5. Legislative Committee: The Legislative Committee shall be composed of at least three (3) Commissioners and shall make recommendations on legislative matters and report to the CAC on such matters.
- Section 6. Energy Task Force: The Energy Task Force shall be composed of at least three (3) Commissioners, along with non-members who shall make policy and program recommendations.
- Section 7. Ad-hoc Committees: In addition to Standing Committees, the CAC operates with special (Ad hoc) committees as the need arises. The Ad-hoc Committee shall be composed of at least three CAC members and may include non-members. The Chairperson of each special committee shall be appointed by the CAC Chairperson at inception of the committee. The purpose of the committee must so be stated in the creating motion. When the committee's purpose has been achieved, the committee shall be dissolved.
- Section 8. Chairpersons of the Standing Committees: The Chairperson of each standing committee shall be appointed by the CAC Chairperson. The standing committee chairperson shall be responsible for providing the leadership and direction necessary to carry out the committee's goals and functions. The committee chairperson shall provide a report on the committee's activities at the regular CAC meetings.

ARTICLE X

MEETINGS OF THE COMMISSION AND COMMITTEES

- Section 1. Meetings: All meetings of the CAC shall be conducted in accordance with the Ralph M. Brown Act (Brown Act)
- Section 2. Meeting Rules: The CAC and each committee of the CAC shall conduct their meetings and discharge their duties in accordance with the rules, procedures and meeting calendar which the Commission and committee sets for itself on the occasion of its first meeting following appointment of its slate of officers.
- Section 3. Notification of Meetings: Written notice of the time, date, location and agenda of each meeting shall be given pursuant to the Brown Act.
- Section 4. Rules Of Order and Procedure for Conduct of Meetings: The Robert's Rules of Order, will serve as the guidelines for the conduct of CAC meetings and for parliamentary procedures within each meeting, except when they are in conflict with these Bylaws, the CAC Bylaws shall prevail.
- Section 5. Quorum: A quorum must be present while the meeting is in session. A quorum of the CAC shall consist of fifty-one percent (51%) of the voting membership, not counting vacant seats. Each attending CAC Commissioner shall sign the attendance roster which shall be filed at CAP Riverside.

- a. The only business the CAC shall transact in absence of a quorum is to:
 1. Take measures necessary to obtain a quorum;
 2. Fix the date and time to which to adjourn;
 3. Adjourn to take a recess; and/or
 4. Continue the entire agenda to the next meeting.

Section 6. Canceling Meetings: The CAC may dispense with any regular meeting by an affirmative vote of a quorum of the CAC made at any proceeding regular meeting.

Section 7. Minutes: Written minutes shall be kept for each meeting and shall include the following information: (1) The date and place of the meeting; (2) The kind of meeting held (such as special or regular); (3) A record of votes on all CAC motions; (4) Whether the minutes of the previous meetings were approved; and (5) The time the meeting started and adjourned.

- a. The minutes of previous meetings shall be sent to all CAC Commissioners at least three (3) days before the meeting.
- b. The minutes shall be made available for public inspection.
- c. The CAC Secretary shall sign the official minutes upon approval.

Section 8. Proxy Voting: Voting by proxy is not permitted

Section 9. Special/Emergency Meetings: Special and or Emergency meetings of the Commission may be called at any time by the Chairperson or by a quorum of the Commission. The notice of the special meeting shall specify the time, place, and business to be transacted, and no other business shall be considered unless in accordance with, and under the provisions of, the Brown Act.

ARTICLE XI

COMPENSATION/REIMBURSEMENTS AND ALLOWANCES

Section 1. Compensation: Regular compensation is prohibited.

Section 2. Reimbursements and Allowances: Reimbursements and Allowances for CAC members may be permitted. Allowance may be defined as reimbursement for childcare, travel, and certain meals.

ARTICLE XII

AMENDMENT OF BYLAWS

- Section 1. **Notification for Bylaws Changes:** Every Commissioner of the CAC must be notified at least ten (10) days in advance of any meeting at which the CAC is to consider amendments to, or recommendation of amendments to the bylaws. Every member of the CAC will be provided a copy of the proposed amendments to the bylaws at least ten (10) days prior to the meeting duly called for that purpose.
- Section 2. **Voting on Recommended Amendments:** An affirmative vote of a quorum of the CAC is required to approve an initiative which would amend the bylaws or which recommends such a matter to the Board of Supervisors.
- Section 3. **Bylaws Amendments Requiring Approval by the Board of Supervisors:** Upon an affirmative vote of a quorum of the CAC, the recommended amendments to the bylaws will be submitted to the Board of Supervisors for approval.
- Section 4. **Bylaws Amendments Not Requiring Approval by the Board of Supervisors:** The CAC may amend without consent from the Board of Supervisors, those sections that are delegated to the to the CAC pursuant to the Delineation of Powers Between the Board of Supervisors and the Community Action Commission (Attached hereto as Exhibit A).
- Section 5. **Copy to CSD:** A copy of CAC Bylaws and all amendments shall be submitted to the California Department of Community Services and Development in accordance with CSBG Regulations.

ARTICLE XIII

PUBLIC ACCESS TO RECORDS

Any person who wishes to inspect or copy CAC records regularly maintained by CAP Riverside may do so after making a request to the CAP administration. Information will be provided pursuant to the Public Records Act and any other applicable laws.

EXHIBIT A

**DELINEATION OF POWERS
BETWEEN GOVERNING BOARD AND COMMUNITY ACTION COMMISSION**

County of Riverside
Community Action Agency

DELINEATION OF POWERS
BETWEEN GOVERNING BOARD AND COMMUNITY ACTION COMMISSION

It is the desire of the Board of Supervisors of the County of Riverside in their capacity as the Governing Board of the Community Action Agency to maintain relationships, with the Community Action Commission and other organizational elements of the CAA and community, which are harmonious and most conducive to effective performance of the Community Action Program in Riverside County. The following delineation of powers between the Governing Board and the CAC recognizes that certain responsibilities exist which the Governing Board, under the terms of the Economic Opportunity Act, cannot delegate. This specifically includes responsibility for proper use of funds and the continued viability of the program of the Community Action Agency.

I. POWERS OF GOVERNING BOARD:

The Governing Board, within the framework of the Economic Opportunity Act and the regulations and rules of CSA and other applicable funding sources, will:

- A. determine and approve all program policies;
- B. determine and approve all personnel policies and procedures;
- C. determine and approve all fiscal policies, procedures, program proposals and budgets;
- D. determine and approve all administrative policies and procedures;
- E. determine and approve all program plans and priorities;
- F. select the CAA Director;
- G. direct the County Auditor-Controller to perform fiscal audits of the CAA;
- H. approve the By-Laws for the CAA; and
- I. retain authority to expand or contract, alter, or amend any of the powers or responsibilities delegated to the Commission.

II. POWERS OF THE COMMUNITY ACTION COMMISSION:

The Community Action Commission shall have the following duties and responsibilities:

- A. select its own officers, executive committee and/or other committees in accordance with the By-Laws of the CAA;
- B. make recommendations to the Governing Board concerning the exercise of any of the Board's powers;
- C. supervision of all CSA policies and standards;
- D. supervision of all program, administrative and financial policies and procedures adopted by the governing officials for the implementation of the Community Action Program; and
- E. assume those powers and responsibilities which are expressly delegated to the Commission by the Governing Board.

The Board of Supervisors will give the members of the Community Action Commission sufficient advance notice of any actions the Board contemplates taking concerning the Community Action Program to allow the CAC an opportunity to make recommendations as provided in B & C above. The Community Action Commission shall be a continuous and effective mechanism for securing the broad community involvement in the programs implemented under the Community Action Program.

The term "supervision" in Part II items D & E above shall be defined as the delegation of the authority to periodically review, investigate and evaluate the adherence of the staff of the CAA and sub-contractors (i.e., delegate agencies) to the policies and procedures established by CSA and by the Board of Supervisors of the County of Riverside for the implementation of the Community Action Program. It is recognized that authority for the day-to-day supervision of the Community Action Agency and the Community Action Program is vested in the Executive Director of the CAA; however, the CAC may request that the Director provide them with timely and detailed reports on the implementation of the Community Action Program and any other assistance the CAC may require to carry out the duties and responsibilities specified in Part II.

Community Health Agency - Internal Journal Entry Form

Date: 3/28/2016

Prepared by: Renona Weathersby

JE Number: _____ Long Description: _____ To reclass - from Deferred Reveue Riverside Admin fee Disease Control

Account #	Fund #	Dept ID	Program	Class	Project/Grant	Debit Amount	Credit Amount	Description
230100	11064	4200100600	97000	6572	HS340002	16,087.00		Defer Riv Admin FEE June 2015
762040	11064	4200100600	97000	6572	HS340002		16,087.00	June 2015 Admin Fee for payroll & Expenses
Totals						16,087.00	16,087.00	

SEPTEMBER 22, 1981

23

6.13	Title V Agmt. w/Alcoholism Council of Riv. Co., Inc. appr.	060-05-01
6.14	Title V Agmt. w/Cooper-Burkhart House, Inc. appr.	060-05-01
6.15	Title V Agmt. w/Goodwill Industries, Inc. appr.	060-05-01
6.16	Title V Agmt. w/Housing Auth. of Riv. Co. appr.	060-05-01
6.17	Agmts. w/Continuing Sub-Contractors - Title V Sr. Employ. Prgm. appr.	060-05-01
6.18	Abatement of penalty for failure to file chg. of ownership stmt. appr.	090-12
6.19	ASSESSOR auth. to contract w/St. Bd. of Equalization for auditing svcs.	090-05-01
6.20	AUDITOR auth. to reissue Co. Warrant.	110-14
6.21	Recomm. re: vehicle replacement appr.	160-02
6.22	Recomm. re: re-roofing Large Barrel-Roof Hangar at Thermal Airport appr.	170-11
6.23	BLDG. & SAFETY auth. purchase of equip.	180-02
6.24	Lease agmt. w/Co. Supt. of Schools for Parking Area for DPSS cont'd.	
6.25	Lease amend. for Probation Dept's. Youth Div. Team appr.	180-05-02
6.26	By-Laws of Comm. Action Comm. appr.	210-11
6.27	COMM. DEV. auth. add'l. work order imp. to Ripley Water System Proj. CSA #62 appr.	760-14-62
6.28	Recomm. re: Ntc. of Finding No Significant Effect on the Envir. & request for release of funds appr.	255-02
6.29	Recomm. re: setting of Public Hrq. on the Comm. Dev. Grantee Perfor. Report appr.	
6.30	Amend. Coop. Agmt. w/Valley Resources Ctr. for the Retarded Inc. appr.	255-05-01
6.31	Contract awarded for Demolition of Ripley School Site.	255-05-01
6.32	Recomm. re: the securing of U.S.D.A. asst. for the table grape industry appr.	440-14
6.33	D.A. auth. to submit to the St. of Ca. a 6 mo. ext. & budget rev. on Victim/Witness Advocate Prgm. Grant.	360-05-01
6.34	Recomm. re: waiver of the \$10.00 EMT-1 Cert. & Re-Cert. Fees for Volunteer Fire Fighters appr.	255-02
6.35	Recomm. re: Fees for Cert. and Re-Cert. of certain Emer. Medical Care Personnel appr.	650-02
6.36	Recomm. re: issuance of new permit for garbage & rubbish collec. to R. Heale, Inland Disposal, Inc. appr.	650-04
6.37	Recomm. re: 1981/82 Co. Short-Doyle Plan submission appr.	650-13
6.38	Recomm. re: 2nd amend. to option agmt. for acq. of real prop. at	

SEPTEMBER 22, 1981

6.23 On motion of Supervisor Abraham, seconded by Supervisor Schroeder and duly carried by unanimous vote, IT WAS ORDERED that the Purchasing Agent is authorized to purchase for Building and Safety Department one conference table.

IT WAS FURTHER ORDERED that the Auditor/Controller is authorized and directed to transfer \$350 from Account No. 1001-284-6-323, Office Supplies, to Account No. 1001-284-8-801, Fixed Assets - Equipment.

6.25 On motion of Supervisor Abraham, seconded by Supervisor Schroeder and duly carried by unanimous vote, IT WAS ORDERED that the Second Amendment to Lease between Charles Kinsey and Marilyn Kinsey (Lessors) and the County of Riverside for the Probation Department's Youth Diversion Team in Corona, California, is approved and that the Chairman is authorized to execute said amendment dated September 22, 1981 on behalf of the County.

6.26 On motion of Supervisor Abraham, seconded by Supervisor Schroeder and duly carried by unanimous vote, IT WAS ORDERED that the By-Laws of Community Action Commission are approved as submitted by the Executive Director of Community Action with her request to the Board dated August 20, 1981.

6.27 On motion of Supervisor Abraham, seconded by Supervisor Schroeder and duly carried by unanimous vote, IT WAS ORDERED that Change Order No. 2 on the contract with Edmond J. Vadnais for Improvements to the Ripley Water System Project, County Service Area No. 62, for an additional amount not to exceed \$55,000, is approved and that the Chairman of the Board is authorized to execute said Change Order on behalf of the County.

6.28 On motion of Supervisor Abraham, seconded by Supervisor Schroeder and duly carried by unanimous vote, IT WAS ORDERED that the Board of Supervisors finds that the project entitled "Jamestown Storm Drain Construction" is not an action which may significantly affect the quality of human environment, and that the Director of Community Development shall publish the Notice of No Significant Effect on the Environment in legal advertisement, and

IT WAS FURTHER ORDERED that the Request for Release of Funds from HUD for said project is approved and that the Chairman of the Board is authorized to execute said document on behalf of the County for transmittal to HUD.

6.29 On motion of Supervisor Abraham, seconded by Supervisor Schroeder and duly carried by unanimous vote, IT WAS ORDERED that the Community Development Grantee Performance Report is scheduled for a public hearing on Tuesday, September 29, 1981 at 10:00 a.m. in the Board Room.

SEPTEMBER 9, 1981

- 43- 5.10 Public Defender auth. to acquire temp. help svcs.
- 6.1 Resol. 81-2A7, auth. purchase of real prop. adop.
- 6.2 Resol. 81-321, prop. tax transfer agmt. btw. the Yucaipa Valley Co. Water Dist. & the Co. of Riv. adop.
- 6.3 Recomm. re: short-term conces. agmts. for spec. events at Co. Parks ref'd.
- 7-30 6.4 T. Fish reappt'd to the Citrus Pest Control Dist. \$2.
- 6.5 Recomm. re: the need for decent & affordable housing cont'd.
- 6.6 Recomm. re: Self Funded Group Long Term Disability cont'd.
- 6.7 Membership of the Comm. Dev. Coordinating Comm. increased.
- 6.8 Ntc. of Completion on Desert Comm. Mental Health Ctr. accep.
- 7-30-83 6.9 Recomm. re: replacement of Superior Ct. Judge appr.
- 740-5-1 6.10 Temp. transfer of funds to the Governing Bd. of the Palo Verde Comm. College Dist. appr.
- 740-2-1 6.11 Temp. transfer of funds to the Governing Bd. of the Val Verde School Dist. appr.
- 11-14 6.12 Auditor auth. to reissue Co. Warrant.
- 110-5 6.13 Request of Auditor re: Consultant to provide cost allocation svcs. appr.
- 110-01 6.14 Agmts. for Collec. of Taxes & Provision of Finan. Svcs. appr.
- 150-01 6.15 Auto Maint. auth. Parking lot changes.
- 150-01 6.16 Auto Maint. auth. vehicle replacements.
- 150-01 6.17 Amend. to lease btw. Co. & Hemet Valley Flying Svc. appr.
- 04- 6.18 Lease btw. the Co. & U.S. Dept. of Transportation appr.
- 6.19 Agmt. for custodial svcs. at Palm Springs Admin. Ctr. appr.
- 6.20 Recomm. of Communications re: disp. of prop. appr.
- 6.21 Request re: selec. of 4 delegate agencies to receive grants cont'd.
- 6.22 Recomm. re: Comm. Action Comm. by-laws cont'd.
- 255- 6.23 Reprogram. of Comm. Dev. Block Grant Funds for the City of Palm Desert appr.
- 6.24 Reprogram. of Comm. Dev. Block Grant Funds for the City of Beaumont appr.
- 310-11 6.25 Report on the Rudie Co. Complaint re: bids on Mead Valley Comm. Ctr.
- 310-01 6.26 Fair auth. on-premises sale of alcoholic beverages license.
- 400-05-1 6.27 Lease agmt. for the City of Palm Desert Fire Station #67 appr.
- 650-01 5.28 Child Health & Disability Prevention Prgm. Plan appr.
- 650-05-01 6.29 Agmt. w/G. Osinski for svcs. appr.

AUGUST 25, 1981

- 659-02 6.25 Request re: Health Dept. Supply appr.
- 650-05-01 6.26 Amend. to Agmt. w/K. & B. Pedersen DBA Voyager Inn for catering svcs. appr.
- 439-02 6.27 HOSP. auth. purchase of equip.
- 439-02 6.28 Physicians appt'd. to the Attending Medical Staff.
- 659-02 6.29 PROBATION auth. purchase of equip.
- 6.30 Ltr. from Riv. Co. Farm Bureau, Inc. requesting amend. to Ord. 457.57 relating to commercial agri. bldgs. ref'd.
- 7.1 Resol. P81-27 re: PARAMOUNT ESTATES MASTER DRAINAGE PLAN adop.
- 410-05-01 7.2 R/W Agmt. for Mary St. Dam - So. Lateral appr.
- 659-01 8.1 ABATEMENT OF NUISANCE CASE 01244-81 - V. Fry appr.
- 659-01 8.2 ABATEMENT OF NUISANCE CASE 01255-81 - G. & F. Stalker appr.
- 659-01 8.3 ABATEMENT OF NUISANCE CASE 01256-81 - V. Adams appr.
- 659-01 8.4 ABATEMENT OF NUISANCE CASE 01257-81 - J. & L. Effertz appr.
- 610-01 8.5 CERT. OF ZONING COMPLIANCE (SIGN #716) appeal appr.
- 610-17 8.6 PLOT PLAN 6267 appr.
- 610-17 8.7 TENT. TRACT 9828, Rev. #1 appr.
- 610-17 8.8 TENT. TRACT 14407 appr.
- 8.9 TENT. TRACT 17194, Amd. #3 cont'd.
- 610-17 8.10 TENT. TRACT 17226 appr.
- 8.11 TENT. TRACT 17436 cont'd.
- 610-17 8.12 TENT. TRACT 17524 appr.
- 610-17 8.13 TENT. TRACT 17528 appr.
- 610-17 8.14 TENT. TRACT 17544 appr.
- 8.15 Applic. of Co. Telecomm. for a non-exclusive license to construct, operate & maintain a T.V. antenna cable svc. in areas in Riv. Co. cont'd.
- 610-23 10.1 Ltr. from Mile High Recovery, Inc. requesting waiver of fees for a public use permit.
- 9.1 RESOL. 413-159 estab. no parking zone adop.
- 670-01 9.2 DPSS auth. parking for Dist. Ofc.
- 9.3 Request of Comm. Act. re: Comm. By-Laws cont'd.
- 910-11 9.4 Dir. of Comm. Act. auth. to attend mtg. in Washington, D.C.
- 720-21 9.5 TRACT 12384 appr.
- 1.1 COND. USE PERMIT 2417-W cont'd.
- 1.2 VARIANCE 1394-W cont'd.
- 610-17 1.3 CHG. OF ZONE 3413 appr.
- 610-17 1.4 TENT. TRACT 14096, Rev. #2 appr.

6.5

1 Board of Supervisors

County of Riverside

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**RESOLUTION NO. 76-150
DESIGNATING THE COUNTY OF RIVERSIDE COMMUNITY ACTION AGENCY**

WHEREAS, pursuant to the Economic Opportunity Act of 1964, as amended (Act), this Board of Supervisors may designate and establish a Community Action Agency for the purpose of enabling low income families to attain the skills, knowledge and motivations to become fully self-sufficient; and

WHEREAS, this Board of Supervisors believes that there is a need for such an agency within the County of Riverside; and

WHEREAS, federal financial assistance may be available under the Act, through the Community Services Administration (CSA), for the planning, conduct, administration and evaluation of community action programs; now, therefore,

BE IT RESOLVED by the Board of Supervisors of the County of Riverside, State of California, in regular session assembled on June 1, 1976, that this Board of Supervisors hereby designates the County of Riverside as the local Community Action Agency under the Act.

BE IT FURTHER RESOLVED that this Board shall act as the Governing Board of said Community Action Agency and shall establish an Advisory Council in accordance with the requirements of the Act, the regulations promulgated thereunder and the applicable orders of the CSA.

BE IT FURTHER RESOLVED that the Chairman of this Board is hereby authorized to execute the Application for Recognition which shall be transmitted to the Regional Office of the CSA.

BE IT FURTHER RESOLVED that the County Counsel is hereby authorized to execute the Certifications which shall accompany said Application.

MLP
5/27 76

ROY T. SULLIVAN, JR.
COUNTY COUNSEL
240 LYONAVILLE BLVD.
RIVERSIDE, CALIFORNIA

6-1-1976

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Glossary

COUNTY OF RIVERSIDE COMMUNITY ACTION AGENCY

Proposed By-laws

Article I

The name of the organization is the Community Action Agency of Riverside County. The Agency is located in Riverside County.

Purpose

The County of Riverside Community Action Agency was designated July 1, 1979. The Agency (CAA) will be responsible for planning, developing, and executing the Community Action Program for alleviating poverty in the County of Riverside.

Article II

The Community Action Agency (CAA) comprises the designating officials, a Community Action Commission, and a paid staff.

Section 1. The designating officials are the Board of Supervisors for the County of Riverside in accordance with the provisions of 45 CFR 1062.200-3., which grants local government such prerogative.

Section 2. The Community Action Commission is the tripartite body, which administers the Community Action Program.

Article III

Composition of the Commission. The Commission is a tripartite body composed of 15 members.

Section 1. One third (1/3) of all seats shall be allotted to public officials.

Section 2. One third (1/3) of all seats shall be allotted to representatives of the poor.

Section 3. One third (1/3) of all seats shall be allotted to representatives of the private sector.

Article IV

Selection Procedures for the Commission. Members of the Commission are selected in such a manner as to assure that they speak and act on behalf of the group or organization which they represent.

Section 1. The Representatives of the Public Sector (5 members) shall be appointed by the designating officials. They shall be governing officials of five cooperating cities, two (2) from the Eastern and three (3) from the Western portion(s) of the County of

Riverside. Nominations are made to the designating officials by the City Selection Committee of the Mayors and Councilmen's Conference of Riverside County. The Board will approve the nominations as a group, taking into account the need for geographic distribution of cities represented and the number of poor, and concentration of poor of those cities represented. Public members serve at the pleasure of the designating officials. According to 45 CFR 1062.200-3 (a) (2) (1) under the Public Officials, each public official selected to serve on the board may choose one permanent representative to serve either full-time in his/her place or whenever he/she is unable to attend a meeting. That is, the designating officials may select the public officials, and the public officials may then choose representatives to serve for them full-time or when they are unable to attend. The designating officials may fill these seats at any time, as soon as an official is willing to sit on the Commission. 45 CFR 1062.200-3 (2) (1)

- Section 2. The representatives of the poor are democratically elected by the poor to assure maximum feasible participation of the poor. The process used to elect five representatives will be by secret ballot during specially held elections. The county is divided into five sub-county districts and the pockets of poverty are identified in each district. The population of the county has been nearly equally distributed between supervisorial districts. Any individual residing in the district may be a candidate for election by district residents who meet the CSA income criteria. One primary representative and one secondary representative is elected from each district. Both the primary representative and the secondary representative must receive a minimum of twenty-five (25) votes to constitute a valid election. The candidate who receives the highest amount over minimum shall win the seat.

The City of Riverside, which falls within three districts, holds a permanent seat on the CAC because of the concentration of population.

- A. Election of representatives will not be held on a Sabbath Day.
- B. The following measures will be taken to insure that persons vote only once, particularly when voting by mail.
 1. Each voter must request a ballot. One signature must accompany each ballot request.
 2. A signature is required on the envelope in which the voter returns the ballot.
 3. Before the envelope is opened, the signature will be compared to the signature on the request for ballot; then, the ballot is checked to verify the signature.

Section 3. Appeals: Community Agencies and Representative Groups of the poor which feel that a significant segment of the low-income persons of the County are not properly represented may petition the Community Action Commission for representation pursuant to 45 CFR 1062.200-3 (c) (3). Upon the presentation of a petition signed by at least fifty (50), low-income persons, the CAC shall schedule an informal hearing at the next regular meeting of the Commission. Following the hearing, a report shall be prepared recommending to the designating officials that the petition be either approved or denied. The designating officials shall consider the petition at one of its regularly scheduled meetings and shall give any individual who is present and desires to do so, the opportunity to comment. A written statement of the decision and the reason for approval or denial of the petition shall be forwarded to the CSA Field Representative. When a petition for adequate representation is granted, the Commission shall conduct an election for a representative of the poor in the area which is in question. The composition of an administering Commission is tripartite, thus the proper percentage of representation is equal: 1/3 public sector, 1/3 low-income sector and 1/3 private sector.

Sector 4. Recruitment of the private sector will be tied to the priority areas of the Needs Assessment. The private sector is defined as business, labor and private non-profit organizations. Private sector representation shall be selected in such a manner as to assure that the Commission will benefit from broad community involvement.

Private organizations must be able to meet at least two of the following criteria:

- Provide special technical expertise useful to the CAC in addressing poverty-related problems in the County.
- Be broadly representative of groups or geographical areas in the County particularly affected by poverty-related problems.
- Have the ability to mobilize resources from the private sector capable of aiding significantly in overcoming poverty-related problems in the County.
- Provide linkages with other significant private sector programs addressing poverty-related problems within the County.

In order to achieve some balance of representation, the Commission shall seek to fill the private sector slots with one business, one labor, and three social service organizations. In the event there are more organizations willing to serve than there are seats available and all the organizations meet at least two of the criteria for selection, members shall be selected by lottery within category: labor, business, or social service.

Section 5. Only representatives of the poor and the private sector may have alternates. The alternate representative of the poor must receive minimum of 25 votes in the election. The secondary representatives for the private sector are selected by their organization. Public members may choose one permanent representative to serve on the Commission either full time in his/her place or whenever he/she is unable to attend a meeting.

-CAC members may have only one alternate.

-Alternates may not serve as officers of the CAC.

-Alternates may act only as substitutes and will only fill in by the duration of the term. 45 CFR 1062-200-3 (C) (5).

Section 6. Public officials, or their representatives, serve at the pleasure of the designating officials and as long as the public official is currently holding office. The terms of the representative of the poor shall be four (4) years. If interested in a second term, the member must wait until one year has elapsed before running again. Private sector representatives may serve one four-year term.

Section 7. Removal applies only to the representatives of the poor and of the private sector. Public officials may be removed from the Commission only by the cooperating city of designating officials. However, the Commission may petition the city of the designating officials to remove a representative. Members of the poor and private sector may be removed on the following grounds:

- a. Absence of three consecutive meetings whether excused or unexcused.
- b. When no longer a member of the participating organization.
- c. No longer a resident of the district in which elected.

The procedures for removal apply to ground "a":

1. The Commission shall give member a warning after two meetings.
2. The Commission shall vote that the Chairperson forward a letter to the member citing the grounds. The member shall be offered a hearing prior to removal. A two-third (10) vote of the Commissioners present is required to remove a member.

Section 8. When the seat of a public (governing) official is vacant, the Commission shall ask the designating officials to select another public official to fill the seat.

Article V

Powers of the Commission. The designating officials share power with the Community Action Commission, Section 211 of the Economic Opportunity Act states that when a local government serves as the Community Action Agency, it "shall administer its program through the Community Action Board". Therefore, the Community Action Commission must have the following powers:

- A. To participate jointly and to concur formally in the selection of the Executive Director of the CAA.
- B. To exercise all powers which the designating officials choose to delegate to the Community Action Commission.
- C. To oversee the extent and the quality of the participation of the poor in the programs of the CAA.
- D. To determine, subject to CSA policies, rules and procedures for the Community Action Commission.
- E. To select the officers and the Executive Committee, if any, of the Community Action Board.

Furthermore, according to the mandate of Section 211 (f), of the Act, the Community Action Board shall deliberate upon the following matters and submit its written recommendations to the designating officials before they render a final decision whenever the designating official has not specifically delegated these powers:

- F. Determination, subject to CSA policies, of major personnel, organization, fiscal, and program policies.
- G. Determination of overall program plans and priorities.
- H. Approval of all program proposals and budgets.
- I. Approval of all evaluation and assessment studies and reports.
- J. Approval of all arrangements for delegating the planning, conduct, or evaluation of a component of the program.

Article VI

Officers and Executive Committee of the Community Action Commission.

The officers of the Community Action Commission shall number three: Chairperson, Vice-Chairperson, and the Secretary.

Officers of the Commission of the Community Action Agency shall be the Chairperson, Vice-Chairperson and Secretary. Terms of office are for one year. No officer shall serve in the same position for more than two (2) consecutive terms. Election of each officer is by secret ballot at the regular meeting of the Commission in September of each year.

Special elections may be called by the Commission Chairperson or acting Chairperson to fill the unexpired terms resulting from vacancies in the office. Removal of officer requires a two-thirds vote of the commissioners present at a regular meeting.

Section 1. Chairperson

The Chairperson of the Commission serves as Chairperson of the Commission Executive Committee, presides over regular and called meetings of the Commission and the Executive Committee, and provides the initiative and leadership necessary to their proper functioning.

with assistance of the CAA Director. He/she serves as the Commission's point for communications with the Board and the principle point for communicating the Commission's decisions and directives to the CAA Director in his/her role of providing overall administrative direction to the Community Action Agency. The Director consults with the Chairperson of the Commission on plans, projects, progress and problems of the programs and communicates the need for actions to the Commission.

Section 2. Vice-Chairperson

The First Vice-Chairperson serves as Chairperson of the Commission and its Executive Committee in the absence of the regular Chairperson from any regular or called meeting at which he would normally preside.

Section 3. Secretary

The Secretary is responsible to insure that minutes of each official meeting of the Commission are recorded, and that any errors in the minutes are presented to the Commission for correction. The Secretary is also the official custodian of documents and records of the Commission including minutes, committee reports, and correspondence to the Commission.

From a practical standpoint, the Secretary is empowered to obtain services and assistance through the CAA Director in the recording of minutes and in maintaining custodial files of the Commission's documents and records.

Section 4. Chairperson of Standing Committees

The Chairperson of the Standing Committees will be appointed by the Chairperson, Vice-Chairperson, and the Secretary acting together. The Standing Committee Chairperson will be responsible for providing the leadership and direction for carrying out the Committee's goals and functions. The Chairperson will be expected to report on the Committee's activities at the regular Commission meetings and special meetings as the need arises.

Article VII

Standing Committees of the Community Action Commission

General Provisions: Standing Committees may be formed as needed by a majority vote of CAA members present. Each Committee serves as a working extension of the Commission in its consideration of issues, opportunities and plans in the area of the Committee's particular attention. As such, the Committee receives assignments from and reports findings and recommendations to the Commission. All standing committees must be divisible by three and fairly reflect the composition of the Commission, with exactly one-third public officials and at least one-third representatives of the poor. It is further required that a Community Action Agency staff person be present during all committee meetings. In special instances, Committees may be empowered by the Commission to act for the full

Commission in deliberating an issue and reaching a decision or taking action. The Committee members will be selected by the Executive Committee subject to approval by a majority vote of the Commission in formal session.

- A. The Executive Committee may carry on routine business in between meetings of the Commission.
- B. Human Rights Committee shall be composed of three members one from each sector. Its duties are to promote and monitor affirmative action on equal opportunity.
- C. The Planning and Evaluation Committee will recommend action to the Commission for vote; the Committee recommends on grant application, Needs Assessment, selection of delegate agencies.
- D. Ad Hoc Committees: In addition to Standing Committees, the Commission operates with special (Ad Hoc) Committees as their need arises. Decision to create a special committee is by approved motion of the Commission. The Chairperson of each special Committee is appointed by the Commission Chairperson at the time of creation of the Committee. The purpose of the Committee must be so stated in the creating motion as to permit the Committee Chairperson to report accomplishment of the purpose to the Commission, with subsequent dissolution of the Committee. Dissolution is by declaration of the Commission Chairperson, unless the Commission approves a countering motion to continue the Committee in being. The Chairperson of each Committee selects the remaining members of the Committee, observing the conditions of membership specified for the Committee. To the extent feasible.

Executive Committee

The Executive Committee shall be composed of the officers of the CAA. The Commission Chairperson shall serve as Chairperson of the Committee. The Executive Committee shall be charged with the following duties and responsibilities:

- As stated in the by-laws and set forth in 45 CFR 1062.200-3 (C) (10), the Executive Committee may only transact routine and ordinary business between meetings of the full board; therefore, agency policy considerations or matters of significant impact on the community cannot be transacted.
 - The Commission Chairperson, on behalf of the Executive Committee, approves the agenda for each regular monthly meeting of the Commission Secretary.
- B. The composition of the Executive Committee shall fairly reflect the composition of the full Commission as required by Section 211 (d) of the Act and Section 3j of CSA instruction 6400-01a, dated May 8, 1979, which was published in the Federal Register May 14, 1979. Emphasis is given to the proportionate representation of the Committee by democratically selected representatives of the poor of the Commission.

Article VIII

Meetings of the Community Action Commission and Committees

- Section 1. All meetings of the Commission shall be open to the public and shall be held at a time and place convenient to the public. Persons who are not members of the Commission may attend and will be offered a reasonable opportunity to be heard, whether or not they are on the agenda. Public notice of each meeting shall include the time and place at which the meeting shall be held, and the agenda for the meeting shall be given not less than 10 days before the day of the meeting. Notice of the meeting shall be given in accordance with the provisions of 45 CFR 1062.200-3 (c) (9). Regular meetings of the Commission are held every third Thursday at 7:30 P.M. A special meeting of the Commission may be called on petition by a majority of the CAA members.
- Section 2. A quorum is comprised of fifty-one (51%) percent of current membership of the commission and includes 51% low income representation. A quorum must be present in the meeting room while an attendance register upon entering the meeting. The presiding officer convenes the meeting at the appointed time or upon arrival of the quorum, whichever occurs later.
- Section 3. Each Committee of the Commission conducts its meetings and discharges its duties in accordance with rules which the Committee sets for itself on the occasion of its first meeting following appointment of its slate of members. The first meeting of a Committee is called by its Chairperson during a regular meeting of the Commission. Subsequent meetings shall be given three days advance notice.
- Section 4. Minutes of the CAC meetings shall be in accordance with 45 CFR 1062.200-3 (c) (a).
- Written minutes shall be kept for each meeting.
 - The minutes shall include a record of votes on all Board motions.
 - The minutes of previous meetings shall be sent to all Board members at least five days before the meeting.
 - The minutes shall be made available for public inspection, and translated when necessary. Minutes will be recorded by the Executive Secretary, of the Community Action Agency. The Secretary is responsible to insure that Minutes of each official meeting of the Commission are recorded, and that any errors in the minutes are presented to the Commission for correction. The Secretary is also the official custodian of documents and records of the Commission including minutes, committee reports, and correspondence to the Commission. All standing and Ad Hoc Committees shall keep minutes of each meeting and the minutes of each are read at the next regular meeting of the Commission. The Executive Committee minutes shall be accompanied by motion of the Executive Committee Chairperson for the Commission ratification of decisions and actions taken by the Executive Committee acting for the Commission.
- Section 5. Proxy voting by any Board member shall be prohibited at meetings of the Commission and its Committees.

Section 6. Compensation

- a. Allowances for representatives of the poor and reimbursements to all members of the Board for expenses are permitted in accordance with 45 CFR 1062.200-3 (c) (13). Allowance may be defined as reimbursement for child care.
- b. Regular compensation is prohibited.

Section 7. Every meeting of the Commission is public except those which, under personnel policies and rules of the CAA, must be held in executive session and will comply with the Ralph M. Brown Act. Approval of such a motion for executive session requires affirmative vote of two-thirds of the members present, and the minutes of each closed session must be read in the next regular open meeting. The Commission shall hold a public meeting in response to a written request for such a meeting by a person of the group. The meeting shall be held within thirty (30) days of the receipt of a written request by the CAA. A request for meeting shall include a statement of the basic issue which the requesting party particularly wishes considered at the meeting. A request may be denied if, by vote of at least three-fourths of the members of the Commission who are present at a lawful meeting, the Commission determines either that the request raised only frivolous issues or that the proposed meeting would merely be repetitive of previous public meeting. Notice of such Commission decision must be sent within thirty (30) days in the Office of Economic Opportunity and the Regional Office of the Community Services Administration.

Section 8. Robert's Rules of Order, newly revised, serves as the rules for the conduct of Commission meetings and for parliamentary procedures within each meeting, except: (1) Where Robert's Rules are in conflict with these by-laws; (2) The Chairperson may vote in Commission meetings and Committee Meetings; (3) Any Robert's Rules may be suspended by a simple majority vote of the Commissioners present, in which cases the by-laws take precedence. In those cases where Robert's Rules offer alternatives in procedures and conduct, the alternative which is to apply is adopted by approved motion at the time the issue exists. Such a motion is approved by simple majority of those Commission members present.

Section 9. *When the seat of a public (government) official is vacant, the Commission shall ask the designating officials to select another public official to fill the seat. Where the seat of a private sector representative his/ her/ its/ secondary representative has been vacated, the Commission shall ask that organization to name another representative to fill the seat. Where the seat of a representative of the public his/ her/ its/ secondary representative which the majority votes, the Commission may allow the remaining representative of the public acting alone to select a person to fill but the term. The Commission shall fill vacancies as soon as it is reasonably possible. This paragraph amended 2/17/83. Amendment is attached.*

Section 10. Each Commissioner must certify that he/she is not in conflict of financial interest in accordance with OEO instruction 6909-01 and 6909-1.

Article IX

Amendment of By-laws

The Commission may amend, without consent of the Board, those elements of these by-laws which: (1) define the officer positions of the Commission; (2) define the method, frequency, and timing by which each Commissioner is elected to his official position; (3) define the standing Committees of the Commission, and (5) define the rules for the conduct of official meetings of the Commission or any of its Committees during the presence of a quorum for such meeting. A minimum of ten (10) days advance notice shall be given members of the Commission when their deliberations will include proposed amendments to the by-laws.

The Commission may recommend by-law amendments to the Board beyond those which are the prerogative of the Commission to make. Such recommendations are stated in a letter of memorandum from the Commission Chairperson, addressed to the designating officials and forwarded to the CAA Director who, upon receipt, distributes a copy to each designating official.

An affirmative vote of a quorum of the Commissioners is required to approve an initiative which would amend the by-laws or which recommend such amendment to the designating officials.

Every member of the Commission must be notified at least ten (10) days in advance of any meeting which the Commission is to consider amendments to, or recommendations of amendments to the by-laws unless such consideration comes up during a meeting of the full membership of the Commission, in which case the requirement of prior notice is waived.

The Community Action Commission in accordance with 45 CFR 1062.200-3 (a) (3) (iii) has the power to determine, subject to CSA policies, its own rules and procedures, e.g.

- election of officers
- time, date, place of meetings
- matters of representatives
- establishment of standing and ad hoc committees
- and similar provisions that effect the Community Action Commission.

Rules and procedures such as board size, compensation, staff support and similar provisions that affect the Community Action Agency will be submitted to the designating officials for approval.

Article X

Public Access to Grantee Records

All requests for public access to grantee records will be processed in accordance with OEO instruction 7041-01. All requests will be made in writing and directed to the County Administrative Officer.

GLOSSARY

Designating Officials

The Riverside County Board of Supervisors when acting within the purview of

Community Action Commission

A group of community representatives convened within the purview of section.

Ratification

Authority retained to approve acts, policies of procedures of a subordinate agency or element.

Community Action Agency

The Community Action Agency is referred to herein as the CAA and consists of a governing board, a Community Action Commission and a paid staff of employees under the supervision of the Director.

County Administrative Officer

The CAO is the officially designated person to act in liason capacity between the governing board, the Community Action Commission, and the paid staff of employees.

/dom
10/29/82

AMENDMENT TO ARTICLE VIII, SECTION 9

The following statement sets forth the process for filling the vacancy of a representative of the poor on the Community Action Commission:

- a. Nominations will be received from Commissioners and others from the district where the vacancy exists.
- b. The commissioners who are representatives of the poor, acting alone, will hold an election for the representative to fill the vacancy.
- c. The representative will serve only until the next regular election.

As Amended 2/17/83.

TO: Board of Supervisors, County of Riverside		Date	Agenda No.
F	LOIS J. CARSON, EXECUTIVE DIRECTOR, COMMUNITY ACTION	598 Department	08-20-81
Subject:	COMMUNITY ACTION COMMISSION BY-LAWS	Concerns Supv. Dist. No.	9.3

Specific Request or Recommendation:

APPROVAL OF BY-LAWS OF COMMUNITY ACTION COMMISSION

Justification or Information:

THE COMMUNITY SERVICES ADMINISTRATION REGIONAL COUNSEL HAS APPROVED THE NEW BY-LAWS WITH RECOMMENDED REVISIONS BY THE COMMUNITY ACTION COMMISSION AS A REQUIREMENT TO MAINTAINING THE COMMUNITY SERVICES ADMINISTRATION GRANT. THE BY-LAWS WERE RE-DRAFTED IN ACCORDANCE WITH GUIDANCE FROM THE REGIONAL OFFICE. ADDITIONAL INPUT FROM COUNTY COUNSEL HAS BEEN TAKEN INTO ACCOUNT BY THE REGIONAL OFFICE.

/dom

C.A.O. Recommendation:

Signature Lois J. Carson

Approve Disapprove

JAMES H. ANDRELL, County Counsel

AUG 20 1981

By James H. Andrell
Deputy

State law to be applied where necessary Administrative Officer Signature Robert J. Pritch
Board of Supervisors Action:

- Approved as requested
- Approved as recommended
- Denied

(C. 117)

Referred to: _____
For: _____
Cont. to Agenda of: _____
Hearing set: _____ at _____ M.

OK Suppl RJF

Certified a true abstract of action of the Board of Supervisors
on: DONALD D. SULLIVAN, Clerk

Submit in triplicate; if fund transfer, quadruplicate.

By _____ Deputy

MEMORANDUM

DATE: August 18, 1981

TO: James H. Angell
County Counsel

FR: Verne H. Tindell
Deputy County Counsel

RE: Proposed By-Laws for the County of Riverside Community Action
Agency

Pursuant to your direction, I have carefully reviewed the above noted By-Laws and find the same to be in order as to legal form.

It should be recognized that an exceptional review of the by-laws was made by Ms. Mona Litrownik, Assistant Regional Counsel for the Community Services Administration, resulting in a substantial number of changes in the proposal to conform with Federal law.

It is recommended, however, that since the by-laws cover in detail such matters such as notices for meetings, vacancies, agendas and conflict of interest statements, that California statutes be referenced in the applicable sections. Federal regulations, in most instances, are stricter than the California law in regard to the above matters, but not all, and therefor in order that the requirements not be overlooked, should be cited in the relevant sections where mandated and stricter than the Federal regulations. The California law pertaining to meetings can be found at California Government Code Section 54940 et. seq. with the statute regulating Notices for Vacancies following at section 54970. Conflict of Interests and Financial Disclosure laws can be found at California Government Code Section 87100 et. seq.

Respectfully,

Verne H. Tindell
Verne H. Tindell

VHT:mj

cc: Ms. Lois Carson, ✓
Community Action
Ms. Mona Litrownik
Assistant Regional Counsel