

BY-LAWS
of the
COALITION OF CALIFORNIA
LOCAL AGENCY FORMATION COMMISSIONS
(CCL)

CHAPTER I

GENERAL PROVISIONS

SECTION 1. These By-Laws rules shall apply to the **COALITION OF CALIFORNIA LOCAL AGENCY FORMATION COMMISSIONS (CCL)** and are adopted pursuant to the authority vested to the Board of Directors (Board) by the membership.

SECTION 2. Any By-Law, legislative position or membership may be amended, repealed, or adopted at any time by a three-quarter (3/4) vote of the Board.

SECTION 3. Unless otherwise provided by these By-Laws, all proceedings before the Board shall be conducted in accordance with, and pursuant to, the parliamentary rules of procedures as prescribed in "Robert's Rules of Order." Provided, further, that the failure to follow the parliamentary rules of procedures as prescribed in "Robert's Rules of Order" shall not invalidate any action taken by the Board.

Chapter II

MEMBERSHIP

SECTION 4. Membership in the CCL is open to any of the 58 LAFCOs in the State of California. Membership shall be considered and approved by the Board at a regular meeting.

SECTION 5. Application for membership shall be in writing on forms provided by the CCL.

SECTION 6. The membership year and operating budget term shall be on a fiscal year basis from July 1st to June 30th.

CHAPTER III

MEETINGS

SECTION 7. The regular meetings of the CCL shall be held, at a minimum, on a quarterly basis at a time and location selected by the Board at the previous meeting. The meetings of the Board shall be open to members of the CCL and/or invited guests. Meetings of the CCL Board, records of reports and actions are to be considered private information.

SECTION 8. Special meetings of the CCL may be called by the Chair. The order calling the Special meeting shall be provided at least three business days in advance and shall specify the time and place of the meeting and the business to be transacted at such meeting, and no other business shall be considered at that Special meeting.

SECTION 9. Board members shall receive no compensation from the CCL for their participation in attending CCL meetings. Member agencies shall be responsible for their own expenses.

CHAPTER IV

ELECTION, POWERS, AND DUTIES OF THE CHAIR

AND VICE-CHAIRS, CONDUCT OF MEETINGS

SECTION 10. The CCL Board shall consist of one Commissioner and an alternate from each County. The alternate, as designated by the Commission, can be a staff member or other Commissioner as designated by the Commission who shall vote

in the absence of the regular Commissioner. The Board of Directors shall be presided over by a Chair, a Vice-Chair, a Secretary and Treasurer to be elected by the Board.

SECTION 11. The voting membership shall elect the officers at the first meeting of the CCL Board held in June of each year to serve until the election of their successors. In the event of a vacancy on the Board or in the office of the Chair/ Vice-Chair/Secretary/Treasurer, the next succeeding officer shall serve as his or her replacement for the remainder of the term. If no next succeeding officer is available to serve, the members of the Board shall elect another member of the Board to serve in that office until the end of the term.

SECTION 12. The Chair, when present, shall preside over all meetings of the Board and shall conduct the business of the Board in the manner prescribed by these By-Laws. The Chair shall preserve order and decorum and shall decide all questions of order subject to the action of a majority of the Board.

SECTION 13. A quorum shall constitute a majority of the voting Board members. In the absence of a quorum, the members present shall adjourn the meeting until the same hours on the next succeeding day or to the next regularly scheduled Board meeting date. For purposes of establishing a quorum, Board Members may access the meeting by telephone. No proxy voting allowed.

SECTION 14. In the absence of, or inability of, the Chair to act, the Vice-Chair shall preside over the meeting. When presiding over the meeting as provided for herein, the Vice-Chair shall have all of the powers and duties of the Chair.

SECTION 15. Each motion made by any member of the Board shall require a second. Motions and seconds may be made by any member of the Board.

SECTION 16. The roll need not be called in voting upon a motion except when requested by a member. If the roll is not called, in the absence of an objection, the Chair may order the motion unanimously approved. When the roll is called on any motion, any member present who does not vote in an audible voice shall be recorded as "aye."

SECTION 17. Each roll call of the Board shall be in random order, except that the Chair shall be called last.

SECTION 18. A majority of the members of the Board constitute a quorum for the transaction of business, no act of the Board shall be valid or binding unless a majority of all the members concur therein.

SECTION 19. The Board may postpone or continue any pending matter at any time by action of a majority of the Board.

SECTION 20. The Chair or his/her designee shall prepare an agenda for each meeting and distribute it to the Board at least three business days in advance of the meeting. The meeting agenda may be updated or amended by the Chair due to more recent information as needed prior to the meeting, subject to concurrence of the Board at the start of the scheduled meeting.

CHAPTER V

EXPENSES OF THE CCL

Section 21. Expense statements shall be presented to the Board quarterly for approval and apportionment to member agencies for payment.

CHAPTER VI

RULES AND REGULATIONS

(TO BE DEVELOPED)