

THE IMPERIAL COUNTY HEBER COMMUNITY ADVISORY COMMITTEE (HCAC) THROUGH THE IMPERIAL COUNTY BOARD OF SUPERVISORS HEREBY RESOLVES, DETERMINES AND ORDERS, AS FOLLOWS:

1. NAME

The name of the committee shall be Heber Community Advisory Committee (HCAC).

2. PURPOSE

The purpose of HCAC shall be to bring together and support businesses, professionals, and Heber community (“community”) members for discussion of strategies to promote effective programs and services.

3. MISSION STATEMENT

HCAC’s ultimate goal is to ensure that the Heber community has equal access to all services. HCAC collaborates with the Imperial County Board of Supervisors to ensure that the community interests are met. HCAC shall serve as a liaison to the Imperial County Board of Supervisors. HCAC shall provide community education, information, and a resource information base.

4. CHARGE

HCAC shall have the following duties:

- a. To advise the Imperial County Board of Supervisors regarding community matters.
- b. To advise the Imperial County Administration regarding the development and services under consideration.
- c. To increase public awareness and to promote understanding of community needs.
- d. To prepare reports, recommendations, and statements, regarding the activities of HCAC and the implementation of community programs.
- e. To provide an annual status report to the Imperial County Board of Supervisors by December 31st of each year. Any member may attach a minority report to any such action by HCAC.
- f. To appoint representatives from HCAC to meet with other organizations and agencies.

5. MEMBERSHIP

Membership of the Committee shall consist of five (5) individuals representing the Heber community.

6. APPOINTMENTS AND TERM

- a. Applicants for voting membership shall be nominated to HCAC by the Community and appointed by the Imperial County Board of Supervisors.
- b. Nominations to the HCAC may be made at any time by any member or interested community person.
- c. The Board of Supervisors shall have sole authority to remove appointees from membership.

- d. Membership shall automatically terminate upon resignation of member or a change of residence for those appointments based upon residence. To resign, a member must submit a statement in writing to the Chairperson.
- e. Appointments by the Board of Supervisors shall be for a period of two years (ending on December 31st), unless sooner terminated as provided herein.
- f. Of the initial five appointments made by the Board of Supervisors, two shall be for a three-year term (ending December 31, 2022), and three shall be for a two-year term (ending December 31, 2021); and shall be determined by chance. Thereafter all appointments shall be for a two-year term.

7. OFFICERS

- a. The officers of HCAC shall be:
 - i. The Chair, whose duties shall be to preside at all HCAC meetings; serve as committee spokesperson to the Imperial County Board of Supervisors; direct planning for community sessions; and present annual report.
 - ii. The Vice-Chair, whose duties shall be to assist the Chair and in his/her absence serve as Chairperson; assume the position of Chairperson in the event the Chairperson leaves the committee.
 - iii. The Secretary whose duties shall be to, record minutes of all general meetings; receive and transmit committee correspondence and materials designated by members; maintain notebook of all minutes, agendas, correspondence, and other information pertinent to HCAC.
- b. The Chair, Vice-Chair, Secretary and the past Chair shall form the Executive Board.
- c. The Chair, Vice-Chair and Secretary shall be appointed for a two-year term by the Committee at its first regular meeting, and thereafter at the first regular meeting in January of each year.
- d. An officer may not serve more than two consecutive terms in the same office.
- e. Officers shall be elected biannually in January of even-numbered years.
- f. Nominations for officers shall be taken from the floor at the prior meeting and those names will be sent out with the January agenda. Nominations shall also be taken from the floor prior to the election at the January meeting. A nominee must be a member of HCAC and must agree to have their name placed in nomination.
- g. Elections shall be by ballot (that identifies the voter), unless there is only one candidate for office in which case there may be a voice vote.
- h. Vacancies in office shall be filled at the next regular meeting following the resignation of an officer.

8. MEETINGS

- a. HCAC shall meet at least four times per year. HCAC officers may elect to have additional meetings on specific topics.
- b. Notice of regular meetings shall go out in communications 72 hours prior to the meeting.
- c. Special meetings may be called by the Chairperson or by a majority of the HCAC. All members must be notified at least 24 hours prior to such meetings.
- d. All meetings shall be open to the public and held in accessible facilities as well as posted to the Imperial County website.
- e. Meeting notices shall include time, date, place, and agenda.

9. QUORUM AND VOTING

- a. Three members of the Committee shall constitute a quorum.
- b. A majority of members present at a meeting shall decide all questions coming before it for decision.
- c. No official business shall be conducted in the absence of a quorum.

10. ATTENDANCE

Regular attendance at meetings is required of all members of the Committee to properly discharge its duties. A member shall not exceed three consecutive absences from regular meetings or recommendation will be given to the Board of Supervisors for potential dismissal.

11. COMMITTEES

- a. The Committee may appoint such sub-committees as it desires. Appointments may be made by the Chair or upon motion of any member duly carried.
- b. The Chair shall require submission of any sub-committee reports which may be outstanding during his tenure of office prior to the annual election.

12. COMPENSATION

Appointees to this committee shall serve without compensation.

ADOPTED BY THE IMPERIAL COUNTY BOARD OF SUPERVISORS ON THIS
____ DAY OF FEBRUARY 2019.