

BY - LAWS

SANTA CRUZ COUNTY EQUAL EMPLOYMENT OPPORTUNITY COMMISSION

I. MEETINGS

- A. Regular meetings of the Commission shall be held the third Wednesday of each quarter of the calendar year - January, April, July and October, convening at 5:30 p.m. All meetings shall be held in the County Governmental Center in North County unless otherwise noticed. At least one meeting per year shall be held in an accessible facility in South County.
- B. No meeting of this Commission shall be held in any facility that prohibits the admittance of any person, or persons, on the basis of race, religion, creed, color, national origin, ancestry, sex, gender, medical condition (cancer related or genetic characteristic), marital status, sexual orientation, age (over 18), pregnancy, veteran status or disability.
- C. Special meetings may be called by the Chairperson, or by a majority vote of the Commission during any regular or special meeting.
- D. The public shall be notified in advance of the time and place of regular and special meetings.
- E. At least seventy-two (72) hours prior to each regular meeting, an agenda for the regular meeting shall be mailed to each Commission member, and to the news media and to each other person who has submitted a written request to the Commission for notification of meeting, and shall be posted at least seventy-two (72) hours prior to the regular meeting at a location that is accessible to the public. The agenda shall contain a brief general description of each item of business to be transacted or discussed at the meeting. No action or discussion shall be undertaken on any item not appearing on the posted agenda except that members of the Commission may briefly respond to statements made or questions posed by persons exercising their public testimony rights or ask a question for clarification, refer the matter to staff or to other resources for factual information, or request staff to report back at a subsequent meeting concerning any matter. Notwithstanding the foregoing, action may be taken on an item of business not appearing on the posted agenda upon a determination by two-thirds vote of the membership of the Commission, or if less than two-thirds of the members are present, by unanimous vote of those members present, that there is a need to take immediate action and that the need for action came to the attention of the County subsequent to the agenda being posted.

- F. The following items shall be mailed to each Commission member at least seventy-two (72) hours prior to each regular meeting:
1. Any written material to be discussed at the meeting.
 2. Minutes of the last meeting.
- G. At least seventy-two (72) hours prior to each special meeting, an agenda for the special meeting shall be mailed to each Commission member and to the news media and to each other person who has submitted a written request to the Commission for notification of meetings; and shall be posted at least seventy-two (72) hours prior to the special meeting at a location that is accessible to members of the public. No business other than that listed on the agenda shall be considered at a special meeting.
- H. A person shall not be required to register his or her name or fulfill any other obligation as a condition to attend any meeting of this Commission, but may volunteer such information for inclusion in the Commission's minutes (Government Code Section 54953.3).
- I. The meetings will be conducted in accordance with Robert's Rules of Order Revised. A majority of the Commission may vote to suspend the rules at any time.
- J. Three consecutive unexcused absences by a Commissioner will be considered as a resignation.

II. VOTING

- A. A majority of the voting members shall constitute a quorum.
- B. All official acts of the Commission shall comply with Santa Cruz County Code Section 2.38.110.A, which requires compliance with the Brown Act.

III. OFFICERS

- A. The officers of the Commission are the Chairperson and the Vice-Chairperson.
- B. The duties of the Chairperson are to preside over meetings, prepare agendas, represent the Commission, and be responsible for Commission communications.

The Vice-Chairperson shall assume these same duties in the absence of the Chairperson.

- C. The term of office for the officers of the Commission will be one (1) year with elections held during the April meeting.

IV. AGENDAS

- A. Items that are to be printed on the agenda shall be mailed or submitted in person to the Equal Employment Opportunity Officer by noon on Wednesday of the week prior to the meeting.
- B. Public participation in Commission meetings shall be allowed as follows:
 - 1. An opportunity for members of the public to directly address the Commission on any item on the agenda of interest to the public shall be provided before or during the Commission's consideration of the item.
 - 2. In addition, the agenda will provide for community oral communications on items not on the agenda which are within the subject matter jurisdiction of the Commission at the beginning of each regular meeting agenda.
 - 3. The Chairperson of the Commission may establish reasonable limits on the amount of time allotted to each speaker on a particular item, and the Commission may establish reasonable limits on the total amount of time allotted for public testimony on a particular item or the total amount of time allotted for community oral communications. When further discussion is required, the Commission may vote to allot time in the agenda of the following meeting.
- C. The agenda will provide for opportunity for accommodation for individuals with special needs to participate in the regular or special meetings.

V. STANDING SUBCOMMITTEES

- A. Standing Subcommittees may be established by a majority vote of the Commission and approval of the Board of Supervisors.
- B. There will be established a standing committee for Equal Employment Opportunity Plan Review and Internal Affairs Review.
- C. Standing subcommittee members shall be appointed from members of the Commission, as needed, by the Chairperson with the majority approval of the Commission.

- D. The composition of such standing subcommittees shall whenever feasible reflect gender and ethnic diversity.
- E. Standing subcommittee activities will provide for development of recommendations to the Equal Employment Opportunity Commission for implementation of projects. Approval by the Commission is required to implement projects developed through the subcommittee process.
- F. The Chairperson, with the majority approval of Commission, shall terminate the standing subcommittee when its function is no longer necessary with approval of the Board.
- G. All subcommittees shall comply with the notice and agenda requirements otherwise applicable to the Commission in these By-Laws, except for the subcommittees composed solely of less than a quorum of the members of the Commission which are not standing subcommittees of the Commission with either a continuing subject matter jurisdiction or a meeting schedule fixed by resolution or other formal action of the Commission.

VI. APPROVAL OF BY-LAWS

These By-Laws, and any subsequent amendments thereto, shall be approved by the Board of Supervisors pursuant to Santa Cruz County Code Section 2.38.140.A.

VII. AMENDMENTS TO BY-LAWS

Amendments to these By-Laws may be recommended to the Board of Supervisors by a majority vote of the Commission.

DATE ADOPTED BY COMMISSION: May 19, 1976

DATE AMENDMENTS ADOPTED BY COMMISSION: June 15, 1993, April 20, 1994, October 17, 2007

DATE AMENDMENTS APPROVED BY BOARD OF SUPERVISORS: November 28, 1994, November 20, 2007