

# TEMPLETON AREA ADVISORY GROUP BYLAWS

## Article I Name of Organization

**Section 1:** The name of this organization shall be the Templeton Area Advisory Group, hereinafter referred to as TAAG.

## Article II Form of Organization

**Section 1:** TAAG is an elected Community Advisory Council (CAC) of volunteers recognized as representing the unincorporated community of Templeton by the San Luis Obispo (SLO) County Board of Supervisors through Resolution 94-144 adopted April 5, 1994, and the criteria set forth for CAC recognition in Resolution 96-485 adopted December 10, 1996.

**Section 2:** TAAG is a private association that undertakes the study of land use projects and policies for the purpose of giving input to official SLO County Boards and Commissions. TAAG, although not an official part of county government, receives both limited financial assistance and staff support from the county.

**Section 3:** As an advisory organization, TAAG has no authority to approve, deny, or conditionally approve or deny proposed projects, policies or ordinances.

**Section 4:** As a private association, the provisions of the Brown Act (California Government Code §54950 and following) do not apply to TAAG.

**Section 5:** TAAG has no authority over Land Use Permit application processes.

## Article III Purposes of TAAG

**Section 1:** TAAG, in its capacity as a Community Advisory Council facilitates the informal hearing process intended to satisfy due process and public policy requirements for the SLO County Board of Supervisors, the SLO County Planning Commission, and other SLO County agencies and the public. TAAG has as its purposes the following:

- a. To develop and maintain community involvement for furthering sound planning and development within TAAG's boundaries as defined by the boundaries of the Templeton Unified School District.
- b. To foster a comprehensive program of development aimed at providing the maximum of public input and consensus on planning issues within TAAG's boundaries.
- c. To represent community views in matters identified with sound development including, but not restricted to, land uses, public services, circulation, public improvements, and other aspects of orderly community growth.
- d. To hold public hearings, conduct studies, and make recommendations to the County Board of Supervisors, County Planning Commission, and other County decision-makers on matters, issues, projects, and programs within TAAG's boundaries.

**Section 2:** TAAG's recommendations will be communicated to the appropriate agencies or decision-making bodies in written form that serve as permanent records. The recommendations will include statements of the

reasons for support or nonsupport of the matter before TAAG. TAAG's approved recommendations must be used as the basis of any presentation on its behalf.

## **Article IV Board Members**

**Section 1:** TAAG Board Members shall consist of seven (7) Delegates and two (2) Alternates whom are registered voters residing in the unincorporated area as defined by the boundaries of the Templeton Unified School District.

**Section 2:** Delegates shall serve a two (2) year term. Alternates shall serve a one (1) year term. Each new term begins at the regularly scheduled Board meeting in March. Term of service for each TAAG member and each TAAG Board Officer position expires as of the date of the regularly scheduled March Board meeting regardless of the actual time served by each member as a Delegate, an Alternate and/or an Officer.

**Section 3:** Each new member is expected to attend the Community Advisory Council training. All members are encouraged to attend for their continuing education. New members will be provided copies of Templeton Area Advisory Group Bylaws, Templeton Area Advisory Group Policy and Procedure Guidelines and copies of the San Luis Obispo County Community Advisory Council Handbook.

**Section 4:** All members of TAAG sit at the dais and participate in discussion and deliberations.

**Section 5:** Delegates are the voting members of TAAG and must be present at a meeting in order to vote. If a Delegate is absent from a meeting, or recuses themselves from the discussion and deliberation of an agenda item, the Chairperson shall appoint the First Alternate present to be seated as a voting member for that meeting and/or item.

**Section 6:** When a Delegate's seat becomes vacant, the First Alternate shall be seated as a replacement for that Delegate for the remainder of that Delegate's vacated term. The Second Alternate then assumes the position of the First Alternate. The Second Alternate seat is deemed vacant and open.

**Section 7:** When there is an open or vacated Delegate or Alternate seat, if deemed necessary, TAAG shall make a call for candidates. The call for candidates shall be published in local newspapers, newsletters, on local websites, or by any other means that may generate responses from the public. At its next Board meeting, TAAG shall appoint, by an affirmative vote of approval by five (5) or more Delegates, a replacement for the remainder of that term.

**Section 8:** A member who fails to attend three (3) consecutive regular Board meetings may be considered to have vacated their membership on TAAG. In such a case, TAAG may remove such member by an affirmative vote of five (5) or more Delegates approving such removal.

**Section 9:** Any member of TAAG may be removed for misconduct by an affirmative vote of approval by five (5) or more Delegates at any meeting wherein the matter is set as an item on the agenda. Misconduct shall include, but not limited to, conviction of a felony, or a deliberate and intentional violation of TAAG Bylaws or TAAG Policy & Procedures Guidelines as established.

## **Article V Conflict of Interest**

**Section 1:** No member of TAAG shall participate in discussion or deliberation on a matter before TAAG wherein the member knows, or has reason to know, that the making of the decision will have a reasonably foreseeable material financial effect on the member or on the member's immediate family that is distinguishable from its effect on the general public. Immediate family members are defined as a member's

spouse, partner, children, brothers and sisters, grandchildren, parents and grandparents of both the member and the member's spouse or partner, or cohabitants of the same household.

**Section 2:** Any member of TAAG having a conflict of interest concerning an issue before TAAG shall declare the existence of their conflict of interest and recuse themselves, leaving the meeting or moving to sit with the general public before discussion begins and staying there until the issue is resolved. The recused member may remain in the room, listen to public discussion and speak as a member of the public regarding the matter.

**Section 3:** A TAAG member shall not in any way attempt to use his or her position to influence TAAG's decision making process if the member or the member's immediate family has any interest in the following:

- a. Any project in which the member has a direct or indirect interest or is involved in any manner whatsoever.
- b. Any business entity in which the member has a direct or indirect investment.
- c. Any real property in which the member has a direct or indirect interest.
- d. Any source of income, other than gifts and other loans by a commercial lending institution in the regular course of business on terms available to the general public without regard to official status, received by or promised to the TAAG member, within twelve (12) months prior to the time when the decision is made.
- e. Any organization in which the TAAG member is a director, officer, partner, trustee, employee or holds any position of management.
- f. Any donor, or any intermediary or agent for a donor of a gift or gifts provided to, received by, or promised to the TAAG member within twelve (12) months prior to the time when a decision is made

## **Article VI Officers**

**Section 1:** Officers of TAAG shall consist of the Chairperson, Vice-Chairperson, Secretary, Treasurer and Historian.

**Section 2:** The Chairperson of the TAAG Election Committee will preside at the regularly scheduled March Board meeting until Officers are selected for the new term. After seating the newly elected Board members at the regularly scheduled March Board meeting, the first order of business will be the selection of Officers for the new term. Nominations may be made by TAAG Board members at the March meeting. The seated Board will then select the Officers for the new term by an affirmative vote of four (4) or more Delegates.

**Section 3:** With the exception of the office of Chairperson, any officer position may, at the discretion of TAAG, be combined.

**Section 4:** The Chairperson shall serve no more than two (2) consecutive one (1) year terms in that office.

**Section 5:** When an officer vacates the Officer's position, the Officer's replacement will be elected by the TAAG Delegates at the next regular Board meeting.

## **Article VII Duties of Officers**

**Section 1:** The Chairperson shall perform the following duties:

- a. Preside over all TAAG regularly scheduled meetings. As presiding Officer, the Chairperson can limit public comments and discussion and may change the order of agenda items.
- b. Ensure that SLO County, public and other referrals are properly addressed by TAAG.
- c. Prepare regular meeting agendas. In drafting the agenda, the Chairperson shall include any agenda items requested by two or more Board members as specified in Article VIII Section 7 of these Bylaws.
- d. Ensure the publication of regular and special meeting agendas as set forth in Article VIII, Section 3 of these Bylaws.
- e. Oversee the establishment of permanent and special Committees in accordance with Article IX of these Bylaws. Establishment of committees and committee membership is subject to approval by an affirmative vote of approval by four (4) or more TAAG Delegates.
- f. The Chairperson will communicate TAAG's approved recommendations and other TAAG actions in writing to the County Board of Supervisors, the Planning Commission, and to any other public or private agencies and other interested parties.
- g. Sign documents related to the business of TAAG.
- h. The Chairperson or a designee shall represent TAAG's position on any issue presented at other public meetings with the stated position approved by a majority vote of TAAG Delegates.
- i. Ensure the preparation and filing of the SLO County Annual Advisory Council Compliance Report by no later than February 28th of each year.
- j. Ensure that general TAAG administrative matters are performed in a timely and accurate manner.

**Section 2:** The Vice Chairperson shall assist the Chairperson, as needed, and shall assume the duties of the Chairperson during the Chairperson's unavailability. .

**Section 3:** The Secretary shall perform the following duties:

- a. Take, draft, and record minutes of all regular and special TAAG Board meetings.
- b. Assist in the preparation of correspondence relating to the business of TAAG.

**Section 4:** The Treasurer shall perform the following duties:

- a. Maintain a permanent record of all monies received, raised and spent by TAAG.
- b. Maintain a bank account in the name of the Templeton Area Advisory Group.
- c. Prepare a monthly report of all financial activity and submit such report at each regular monthly meeting for review and approval by the TAAG Board.
- d. Prepare and disburse funds to pay TAAG obligations previously authorized by the TAAG Board. TAAG disbursement checks require the signature of the Chairperson and the Treasurer.
- e. Prepare an annual operating budget for review and approval by a majority vote of the TAAG Board by no later than the TAAG regularly scheduled May meeting.

- f. Prepare an annual financial funding request to be reviewed and approved by a majority vote of the TAAG Board by no later than the TAAG regularly scheduled May meeting. The request is to be submitted to the SLO County Board of Supervisors by no later than May 30th of each year.

**Section 5:** The Historian shall maintain a permanent record of all TAAG activities, including meeting agendas and minutes, correspondences sent and media releases.

**Section 6:** In case of the absence of both the Chairperson and Vice Chairperson, TAAG shall appoint one of its members as Chair, pro-tem by a majority vote of the Delegates present.

## **Article VIII Board Meetings**

**Section 1:** Board meetings shall be conducted in accordance with these Bylaws and the TAAG Policy & Procedure Guidelines. The Chairperson shall preside over the orderly conduct of TAAG meetings with the proceedings guided by the spirit of Rosenberg's Rules of Order.

**Section 2:** Regularly scheduled meetings shall be held on the third Thursday of each month.

**Section 3:** Notices and agendas to be considered should be posted at community public locations, on TAAG's and other local websites, published in local news outlets and by other available means stating the time and place of each meeting.. Notices and meeting agendas shall be published at least seventy-two (72) hours prior to the time of each regularly scheduled meeting.

**Section 4:** A quorum shall consist of four (4) TAAG delegates.

**Section 5:** The Chairperson may call a special meeting after proper public notification. The chairperson shall call a special meeting at the request of two (2) or more delegates. All members must be notified of special meetings by email or telephone at least forty-eight (48) hours in advance of special meetings. Public notice shall be provided at least forty-eight (48) hours in advance of special meetings.

**Section 6:** Minutes of TAAG meeting shall include a report of major findings, decisions and progress of any programs discussed at the meeting.

**Section 7:** All meetings are open to the public. Visitors may bring matters to the attention of TAAG, express opinions and request action. No action will be taken on items not on the agenda. Consideration of action items shall be placed on the next available agenda if requested at least five (5) days prior to a scheduled Board meeting by two (2) or more TAAG members.

## **Article IX Committees**

**Section 1:** Committees may be established by the Board as needed to accomplish the goals of TAAG.

**Section 2:** A Committee's purpose is to gather information and make recommendations to TAAG's Board. Committees are to present their recommendations in writing to TAAG at their meetings for a final decision.

**Section 3:** Establishment of the permanent and special committees and their membership shall be determined by an affirmative vote of approval by four (4) Delegates. Committee membership of public community members who reside within TAAG's boundaries is allowed with the Board's majority vote of approval of each proposed community member. The limit on the total number of Committee members (TAAG members and community public members) on each committee shall be determined by TAAG's Board.

**Section 4:** The following are TAAG’s permanent committees that shall be appointed annually at the regularly scheduled March Board meeting:

- a. Community Outreach and Public Relations Committee – to promote TAAG, maintain its website, issue TAAG press releases, and notify the public about TAAG activities by various available methods such as emails and attendance at community events.
- b. Project Review Committee – to review project referrals from County agencies and make reports/recommendations to TAAG.
- c. Traffic Circulation Committee – to review matters of general traffic circulation in the Templeton area and make reports/recommendations to TAAG.
- d. Election Committee – to review and update candidate and applicant questionnaires, oversee candidate forums, and prepare for and oversee the annual TAAG Board election.

**Section 5:** Committees shall adhere to the following guidelines:

- a. Meetings shall be held as needed to accomplish the work of the committee in a timely manner.
- b. Public notice of meetings will be published through the TAAG website and email distribution lists.
- c. In the event that more than three (3) TAAG Board members are also members of TAAG Committees, the number of Committee Board members allowed to vote on committee matters is limited to three (3). Committee TAAG voting members shall be designated by a majority vote of the TAAG Board.
- d. All committee meetings are open to the public. Public comments are governed by the guidelines applied during regular TAAG Board meetings.

## **Article X Providing Public Comments on Behalf of TAAG at Other Meetings**

**Section 1:** TAAG’s approved position must be used as the basis of any presentation on its behalf.

**Section 2:** The Chairperson of TAAG, or the Vice-Chairperson in the Chairperson’s absence, or other TAAG members designated by the Chairperson are authorized to represent TAAG at public meetings.

**Section 3:** When members of TAAG make public comments on matters that have come before TAAG, and TAAG has not taken an official position approved by a majority of the TAAG Board, the member should clearly state that TAAG has yet to decide on the matter.

**Section 4:** A member of TAAG may provide TAAG’s viewpoint. The member is still obligated to use TAAG’s approved position as the basis of their comments on behalf of TAAG.

**Section 5:** When a member of TAAG is providing comments as a private citizen, or on behalf of an organization other than TAAG, that member should clearly state that the member is commenting as a private citizen and not as a member of TAAG.

## **Article XI General Provisions**

**Section 1:** Any disbursements of funds must be approved by a majority vote of TAAG.

**Section 2:** TAAG operating funds will be provided by the San Luis Obispo County Board of Supervisors and by public donations.

**Section 3:** Templeton Area Advisory Group Policy & Procedures Guidelines are guidelines to help assist in the effective and efficient conduct of TAAG activities. TAAG Policy & Procedures Guidelines may be amended or revised at any time by a majority vote of the TAAG Delegates.

## **Article XII Election of TAAG Board Members**

**Section 1:** TAAG Board elections shall be held on a date, time and location to be determined at a scheduled TAAG Board meeting by no later than January 31<sup>st</sup> of each year for the purpose of selecting Delegates and Alternates in accordance with these Bylaws and TAAG Policy and Procedures Guidelines. Newly elected members will be seated in March at the Board's regularly scheduled meeting.

**Section 2:** Registered voters residing in the unincorporated area of the Templeton Unified School District shall be entitled to vote in the annual TAAG Board election.

**Section 3:** Voters may vote for no more than the number of Delegate seats designated for election. The three or four candidates with the highest number of votes will be seated as Delegates. The two candidates with the next highest number of votes shall be seated as the First (1st) Alternate and Second (2nd) Alternate according to their number of votes.

**Section 4:** In the event that the number of qualified candidates that have stated their intention to run for an available Delegate seat is less than or equal to the number of Delegate seats up for election, the election will be cancelled and the candidates will be appointed and seated by the Board as Delegates at TAAG's regularly scheduled annual March Board meeting.

**Section 5:** The procedures for determining that candidates are qualified to run for election are as follows:

- a. A call for candidates will be made at the TAAG Board's regularly scheduled November meeting.
- b. Incumbent delegates whose terms are expiring have until the scheduled December meeting to declare to TAAG their intention to run for re-election in the March election.
- c. Non-incumbents have until TAAG's regularly scheduled January meeting to declare to TAAG their intention to run for office in the March election.
- d. Candidates must be registered voters residing within the boundaries of the Templeton Unified School District
- e. Two or more otherwise qualified voters who are "immediate family members", as defined in Article V Section 1. of these Bylaws, may not both run for election or hold office during corresponding office terms. The definition of immediate family members includes persons who are cohabitants in the same household.
- f. Otherwise qualified voters who are "immediate family members" of a current TAAG Board member whose term of office is not up for election during the current annual election year, as determined in accordance with Article XII Section 5 of these Bylaws, are not qualified to run for election.
- g. Otherwise qualified voters who are "immediate family members" of an incumbent Delegate Board member who declares, in accordance Article XII Section 4. b. of these Bylaws, his or

her intention to seek reelection to an available Delegate seat are not qualified to run for election.

**Section 6:** Terms of Office:

- a. Delegates shall hold office for a two (2) year term. Delegates are elected on a staggered basis with typically three (3) Delegates elected in a certain year and four (4) Delegates the following year. This election process shall continue each year on this staggered basis.
- b. Alternates shall hold office for a one (1) year term.

**Section 7:** The TAAG Election Committee shall conduct the annual TAAG elections.

- a. The Committee shall consist of three (3) TAAG Board members who are not running for election.
- b. The Committee will confirm that declared candidates have met residency and voter registration requirements as set forth in these Bylaws.
- c. The Committee may enlist community volunteers to assist in the conduct of the election.
- d. During the conduct of the election, at least two (2) Committee member should be on site at all times.

**Section 7:** Tie votes should be resolved the evening of the annual election, if possible, or by no later than the next regularly scheduled monthly Board meeting. A tie vote will be decided by a random drawing of names. The first (1st) names drawn will fill the remaining open Delegate seat(s). Once the Delegate positions are filled the final two names drawn will fill Alternate open seats. Alternate names will be drawn in order of the First (1st) and then the Second (2nd) Alternate positions. The election is then deemed closed and shall be certified by the Election Committee.

**Section 8:** In the event that open Delegate or Alternate seats are not filled as the result of an insufficient number of candidates, the Board will fill vacant seats in accordance with Article IV Section 7 of these Bylaws.

**Article XIII  
Amendment of Bylaws**

**Section 1:** Amendments to these bylaws may be made at a regularly scheduled Board meeting by an affirmative vote of approval by five (5) Delegates, providing that the proposed amendment has been previously presented for report, read in full at a previous regularly scheduled TAAG Board meeting and announced publicly prior to the vote.

Amended: 07/15/2005	Amended: 11/19/2015
Amended: 09/21/2005	Amended: 12/21/2017
Amended: 09/20/2007	Amended 12/20/2018
Amended: 10/16/2008	Amended 1/16/2020
Amended: 12/18/2009	
Amended: 03/04/2010	
Amended: 07/15/2010	