

**BYLAWS AND RULES OF PROCEDURE OF THE
NORTH FAIR OAKS COMMUNITY COUNCIL**

PREAMBLE

These Bylaws and Rules of Procedure (which may be referred to as "Bylaws") are adopted in keeping with Section 16 of Resolution No. 069276, and Section 8 of Resolution No. 069914, of the County of San Mateo Board of Supervisors. These Bylaws, effective as of July 1, 2013, having been reviewed and approved by County Counsel and by the North Fair Oaks Council, supercede and replace any and all previous bylaws of the North Fair Oaks Council. These Bylaws refine the operating procedures set forth in Resolution No. 069914 and are not intended to expand or restrict the scope, purpose or authority of the North Fair Oaks Council as prescribed by the Board of Supervisors. On adoption, these Bylaws are to be filed with the Clerk of the Board of Supervisors.

ARTICLE I

Name

Section 1. This municipal advisory council, established for the unincorporated North Fair Oaks community, is known as the "North Fair Oaks Council," and may be referred to and conduct business as the "North Fair Oaks Community Council". Throughout these Bylaws, the North Fair Oaks Council shall be referred to as "Community Council". The area within the jurisdiction of the North Fair Oaks Council (the "North Fair Oaks Area") is described in Board of Supervisors' Resolution No. 069914 as follows: "The unincorporated North Fair Oaks Community composed of census tracts 6105 and 6106, is generally bounded by Bay Road, Marsh Road, 17th Avenue, Oak Drive, Encina Avenue, Loyola Avenue, El Camino Real, Northumberland Avenue, Charter Street, Middlefield Road, Douglas Avenue, Spring Street, and Willow Street." The precise boundaries of the North Fair Oaks Area are set forth on the map entitled "Jurisdictional Boundaries, North Fair Oaks Council, December 1990", which map is attached to San Mateo County Board of Supervisors Resolution No. 54597, which resolution originally established the North Fair Oaks Council.

Section 2. The principal office of the North Fair Oaks Council shall be the Fair Oaks Community Center, located at 2600 Middlefield Road in Redwood City.

ARTICLE II
Purpose and Scope

Section 1. The Community Council will represent the community and advise the San Mateo County Board of Supervisors on those matters which relate to the North Fair Oaks community, including, but not limited to, advice on matters of public health, safety, welfare, public works, policy, planning, community development, program development, and services pertaining to North Fair Oaks.

Section 2. The Community Council may study or cause the study of the options available to the North Fair Oaks community relating to the government of said community, including, but not limited to, incorporation, annexation and remaining an unincorporated area of San Mateo County.

Section 3. The Community Council shall actively encourage and coordinate citizens' input regarding matters of public health, safety, welfare, public works, policy, planning, community development, program development, and services pertaining to North Fair Oaks.

ARTICLE III
Membership

Section 1. The Community Council shall have a designated membership of no fewer than five members and no more than nine members, as provided in County Resolution No. 069914 ("Designated Membership"). The Designated Membership of the Council shall be set at the Community Council's regular meeting in July of each year, and the designated number of members shall neither be increased nor decreased until the Community Council's regular meeting in July of the following year.

Section 2. Community Council members are appointed by and serve at the pleasure of the Board of Supervisors. It is understood that the Board of Supervisors apply the following membership criteria and categories: (a) individuals residing in the North Fair Oaks Area (as either a homeowner or a tenant); or (b) an individual (regardless of residency location) who owns, or is the representative of, a business located in the North Fair Oaks Area.

Section 3. In addition to the Community Council's established membership, the Council may include one youth member, as well as an alternate youth member who shall participate in Council meetings when the youth member is unable to do so and that the youth member or alternate youth member, when participating in Council meetings, shall be a voting member of the Council.

ARTICLE IV
Officers

Section 1. The officers of the Community Council shall be a Chairperson, a Vice Chairperson, and a Secretary. Officers shall be voting members of the Community Council and no member may hold more than one office.

Section 2. The Chairperson of the Community Council shall, if present, preside at all meetings of the Community Council and exercise and perform such other powers and duties as may be from time to time assigned to him or her by the Community Council or prescribed by these Bylaws. The Chairperson shall act as a duly authorized representative of the Community Council in all matters in which the Community Council has not formally designated some other person to act.

Section 3. In the absence or disability of the Chairperson, the Vice-Chairperson shall perform all of the duties of the Chairperson, and when so acting shall have all the powers of, and be subject to all of the restrictions upon, the Chairperson.

Section 4. The Secretary shall keep or cause to be kept minutes of meetings and of actions taken at all meetings of the Community Council.

ARTICLE V
Term and Election of Officers

Section 1. Each officer shall be elected for a term of one year, but shall continue to serve until his or her successor is elected. The annual election of officers is to take place at the second regular meeting of each calendar year. If a quorum of members is not present, it shall take place on the first meeting thereafter at which a quorum is present. There shall be no limit on the number of terms for which a member may serve as an officer.

Section 2. Except as provided in Article VI, Section 7, the election of Officers shall be by simple majority vote of those members present at a duly constituted meeting. In the event that no nominee obtains a majority, all nominees but the two receiving the largest number of affirmative votes shall be removed from consideration and the vote shall be repeated.

Section 3. No Officer shall hold more than one office concurrently.

Section 4. A vacancy in an office shall be filled by election as described in Section 2 of this article.

ARTICLE VI
Meetings and Quorum

Section 1. Regular meetings of the Community Council shall be held on the fourth (4th) Thursday of each month. All meetings shall begin at 7:00 PM. The regular meeting place of the Community Council shall be the North Fair Oaks Community Center in Redwood City, or at such other places and times as may be determined by a majority vote of the Community Council at a prior noticed meeting.

Section 2. All meetings shall be open to the public.

Section 3. All meetings shall be presided over by the Chairperson.

Section 4. In the absence or disability of the Chairperson, the Vice Chairperson shall preside over meetings of the Community Council and execute all of the duties of the Chairperson.

Section 5. If any meeting shall fall on a legal holiday, said meeting shall be held on the next following Thursday, unless the Community Council, by a majority vote at a previous meeting, decides otherwise.

Section 6. The following definitions shall apply:

“Actual Membership” shall be the Designated Membership (as defined in Article II, Section 1 of these Bylaws) less the number of Vacant Memberships.

“Vacant Membership” means there is no individual serving as that member. By way of example, if there are seven Designated Memberships, but only six individuals have been appointed, then there is one Vacant Membership, thus establishing an Actual Membership of six.

Section 7. A quorum of the Community Council shall be a majority of the Actual Membership. All decisions and actions of the Community Council must be by at least a majority of the quorum present at a meeting; provided however, notwithstanding any other provision of these Bylaws, all decisions and actions of the Community Council shall require no fewer than 3 votes, regardless of the number of Actual Members. By way of example, if the Actual Membership is 5, 3 members constitute a quorum and could conduct a meeting, and 3 (not 2) votes would be required for a decision or action by the Board at such a meeting.

Section 8. Community Council proceedings shall be governed by the most recent version of Rosenberg’s Rules of Order.

ARTICLE VII
Committees

Section 1. The Community Council may create standing, special or *ad hoc* committees for any purposes and delegate to such committees any of the powers and authorities of the Community Council.

Section 2. Committee members may include Community Council members and non-Community Council members as deemed appropriate by the Community Council.

ARTICLE VIII
Miscellaneous

Section 1. No later than ninety (90) days after the annual election of officers, the Community Council shall develop an annual work plan, in accordance with Section 20 of Resolution No. 069276 of the San Mateo County Board of Supervisors.

Section 2. The provisions of Resolution No. 069914 of the San Mateo County Board of Supervisors are incorporated herein. In the event of an inconsistency between Resolution No. 069914, Resolution No. 069276, resolutions of the Community Council and/or these Bylaws, Resolution No. 069914 shall control.

Section 3. These Bylaws may be amended by the affirmative vote of a quorum, provided that a notice of the substance of any amendments shall have been delivered to each Community Council member no less than fifteen (15) days prior to the date of the meeting.