



**Sonoma County Community Development Commission**  
**Sonoma County Housing Authority**  
1440 Guerneville Road, Santa Rosa, CA 95403-4107

*Members of the  
Commission*

**James Gore**  
Chair

**Chris Coursey**  
Vice Chair

**Susan Gorin**  
**Lynda Hopkins**  
**David Rabbitt**

**Dave Kiff**  
Interim Executive  
Director

## MEMORANDUM

Date: July 20, 2022  
To: Community Development Committee  
From: Kathleen H. Kane, Interim Assistant Executive Director  
Subject: Committee Bylaws Revisions

The Board of Supervisors (Board) established the Community Development Committee by adoption of Ordinance No. 3257 on March 20, 1984, as revised by Ordinance No. 6014, adopted on November 20, 2012. The Committee may create and amend its own governing bylaws, as long as they adhere to the provisions of the Ordinances.

On September 19, 2018, the Committee amended its Bylaws to make several changes. One change revised the Purpose section to reflect the creation of a new leadership council to govern CDC-administered homelessness assistance programs. The Board recently decided to move the CDC's Ending Homelessness division to a new Homelessness Services division within the Department of Health Services (DHS). This move is anticipated to be completed by December 2022, after which time the CDC will no longer be involved in homelessness policy or funding decisions for the county. *Therefore, staff recommends revision of the Bylaws' Purpose section to remove reference to the Homeless System of Care.*

Another revision approved on September 19, 2018 specified that tenant representatives would be nominated by the Board of Commissioners, as governing body of the Housing Authority, or by CDC staff. This change conflicts with the Ordinances, which stipulate that the Board and HSD appointees will nominate the tenant representatives. *Staff recommends revision of the Bylaws to eliminate this conflict by reverting to the nomination process as described in the Ordinances.*

On January 16, 2019, the Committee amended its Bylaws to require that its meetings be conducted according to Rosenberg's Rules of Order, rather than Robert's Rules of Order. This revision also conflicts with the Board-adopted Ordinances, which stipulate that meetings shall be conducted by Robert's Rules. *Staff recommends revision of the Bylaws to eliminate this conflict by reverting to the use of Robert's Rules as called out in the Ordinances.*





## **BYLAWS OF THE SONOMA COUNTY COMMUNITY DEVELOPMENT COMMITTEE**

### **ARTICLE I PURPOSE**

#### **Section 1.**

- (a) To review and make recommendations on all matters to come before the Sonoma County Community Development Commission prior to Commission action, except: emergency matters; matters involving the Sonoma County Successor Agency Consolidated Oversight Board ~~and the leadership council for the Homeless System of Care~~ and matters which the Committee by resolution or other action excludes from Committee review and recommendation.
- (b) To perform such other functions as the Board of Supervisors or the Commission may, by ordinance, resolution or minute order delegate to it.
- (c) To perform other functions as the Board of Supervisors or Commission may delegate to it.

### **ARTICLE II ORGANIZATION**

**Section 1.** The Committee shall be composed of eight (8) voting members. Seven (7) members shall be appointed by the Board of Supervisors, two of whom shall be tenants of the Sonoma County Housing Authority. One such tenant shall be at least 62 years of age. One member shall be appointed by the Sonoma County Human Services Department Director. Each member of the Board of Supervisors shall nominate one person from his or her Supervisorial district. The tenant members of the Committee shall ~~also~~ be nominated by the ~~six members first appointed by the Sonoma County Board and Human Services Director or Commissioners or Commission staff.~~ Each tenant member shall, subject to conditions prescribed by law, serve for a term of two years or until a successor is appointed and qualified. Each of the other five (5) Board-appointed members of the committee shall serve at the pleasure of the Board of Supervisors, provided that unless sooner terminated by the Board, the term of each such member shall be coterminous for the term of the supervisor by whom he or she was nominated and until his or her successor is appointed and qualified. The Human Services Department Director appointee shall serve at the pleasure of the Department Director.

### **ARTICLE III MEETINGS**

**Section 1. Regular Meetings.** There shall be one (1) regular meeting each month. The meeting shall be held on the third (3rd) Wednesday of the month. Whenever it is necessary to alter this schedule, the public shall be notified through mailings and notices to all media. The meetings will commence at 10:00 a.m.

Section 2. Special Meetings.

- (a) Special meetings shall be held on the call of the Chairperson of the Committee or upon the call of the majority of the group or upon the request of the Board of Supervisors following 48-hour written notice to each member of the Committee.
- (b) The Committee shall receive public testimony at a series of public hearings annually. The purpose of these hearings shall be to obtain the public's views and to respond to proposals and questions, and to review housing and community development needs, proposed policies and procedures and past program performance, per the requirements of the Community Development Commission's Citizen Participation Plan.

Section 3. Notification--Regular Meetings. Each member shall be notified of the time and place of each regular meeting. Said notice shall be given by the staff and shall be served in writing, emailed, mailed or hand-delivered to the last known address of each member or deposited in the post office at least three days prior to the date appointed for the meeting.

Section 4. Notification--Special Meetings. Each Committee member shall be notified of the time, place and purpose of each special meeting. Said notice shall be given by the staff and shall be served personally or in writing at least 48 hours before the time appointed for each meeting.

Section 5. Quorum. A quorum shall be required for official actions of the Committee. A majority of the voting members of the Committee shall constitute a quorum. If a Committee member's seat is vacant, it shall not be counted either way. Actions of the Committee shall be determined by a majority vote of the quorum present at any duly constituted meeting.

Section 6. Adjournment. The Committee may adjourn from time to time, absentees being notified thereof, and in event there shall be no quorum present on the day fixed for a regular, adjourned or special meeting, the Committee members present may adjourn from time to time until a quorum is obtained.

Section 7. State Laws. All provisions of the Government Code (including Sections 54950-54960, the Ralph M. Brown Act) shall be followed in the scheduling, notification and conduct of all meetings of the Committee.

Section 8. Unexcused Absences: After three unexcused absences from any 12--month period, written notice shall be sent to the appointing Supervisor(s) by the Executive Director. An unexcused absence is defined as when the person is absent without notifying the Community Development Commission, by no later than 5 o' clock in the afternoon on the day of the meeting.

ARTICLE IV  
OFFICERS

Bylaws Of The Sonoma County Community  
Development Committee

Section 1. The officers of the Sonoma County Community Development Committee shall consist of a Chairperson and a Vice-Chairperson, elected by a majority vote of the committee.

Section 2. Election of Officers. Election of officers shall take place annually on the third Wednesday of September or the next closest date on which the Committee meets. The elected officers will assume their positions beginning immediately or the next closest date on which the Committee meets.

Section 3. Term of Office. The officers shall hold office for twelve (12) months until their successors are appointed and qualify.

Section 4. Duties. The Chairperson shall chair the meetings. In the absence of the Chairperson, the Vice-Chairperson shall chair the meetings. In the absence of the Vice-Chairperson, a volunteer from among the Committee members present shall chair the meeting.

ARTICLE V  
CONDUCT OF BUSINESS

Section 1. Business at Special Meetings. No business shall be transacted at any special meeting other than that named in the call thereof.

Section 2. Meeting Attendance and Records. The staff shall be responsible for keeping a record of those Committee members present and those absent, and for recording the events of the meetings in the form of minutes.

Section 3. Meetings shall be conducted according to [Rosenberg'ss-Robert's](#) Rules of Order.

ARTICLE VI  
AMENDMENTS

Section 1. Amending Bylaws. These Bylaws may be added to or amended at any regular meeting on motion, duly seconded and carried by at least five of the eight Committee members.

DULY ADOPTED AND PASSED by the Sonoma County Community Development Committee the 26<sup>th</sup> day of October 1993; amended the 27<sup>th</sup> day of February 1996; as further amended on the 24<sup>th</sup> day of August 1999; as further amended on the 14<sup>th</sup> day of September 1999; as further amended on the 8<sup>th</sup> day of November, 2005; as further amended on the 15<sup>th</sup> day of January 2013; as further amended on the 18<sup>th</sup> day of April 2018; as further amended on the 19<sup>th</sup> day of September, 2018; as further amended on the 16<sup>th</sup> day of January, 2019; [as further amended on the 20<sup>th</sup> day of July, 2022.](#)

SO ORDERED.