

Proposed Officers/Board Member Positions

Produced for review at the meeting, June 01, 2022

In alignment with the SAC Bylaws the following document has been produced to further explain and explore the roles of the Shandon Advisory Council members.

Excerpt from the SAC Bylaws as approved November 2019:

ARTICLE IV MEMBERS

Section 1: A total of seven (7) members and up to three (3) alternates shall be selected at the Council's annual October public meeting by election of those persons present. Candidates for members shall be registered voters and resident of the Shandon area. Voting privileges are similarly restricted. Nominations for members shall be made only at the regular September meeting, preceding the October election meeting and may be written or oral. All nominees must give their consent, in writing, prior to their nomination at the September meeting. Council members will serve a three (3) year term; alternates will serve one (1) year terms.

Section 2: The council shall hold an Annual Public Meeting in October of each year, at which time election of members will be held and a year-end Council progress report will be made. The number of position required to maintain the seven members total will be elected to serve three (3) year terms and up to three (3) alternates will be elected to serve one (1) years. Newly elected members will assume office at the close of business immediately prior to adjournment of the October election meeting.

Section 3: All new SAC members will be provided with a copy of these bylaws and a copy of the SLO County CAC Handbook.

ARTICLE V OFFICERS

Section 1: All officers shall be elected by majority vote of members, in a closed session, immediately prior to the regular November public meeting.

Section 2: Officers of the Council shall consist of the Chairperson, Vice Chairperson, Secretary and Treasure.

ARTICLE VI TERMS OF OFFICE

Section 1: No elected officer of the Council shall serve more than two (2) consecutive one (1) year term in the same office.

Section 2: Vacated elected offices shall be filled by election of the Council.

Section 3: When an officer vacates his/her position, a replacement will be elected by the Council, in closed session, immediately prior to the next regular meeting.

ARTICLE VII COMMITTEES

Section 1: The chairperson shall appoint sub committees as needed with at least one member of SAC included.

Section 2: The sub-committees shall make recommendations and submit them to the Council for action.

Proposed Roles & Duties may include but are not limited to:

Chairperson: Presides at all meetings of the Advisory Council. Responsible for conducting all meetings with appropriate decorum.

Open the meeting and ascertain that a quorum is present; take roll call and conduct the meeting following the outlined agenda. If a quorum is not in present, a meeting can continue in order to receive public input, but no votes can be taken.

Coordinate the work of the officers, committees and sub-committees of the council in order to be sure that all objectives are fulfilled. I.e.: Referrals-information needed for follow up of review, etc.

Review and sign all written communication to the Board of Supervisors, Planning Commission and relevant County Departments should be reviewed by the Chairman if said communication is voted material by the Council.

Ending all meetings by calling for a vote.

Vice Chair: In the absence or disability of the Chairperson, the Vice Chairperson will perform the duties of the Chairperson.

Ensure that each Council member is provided with a copy of the Advisory Council Bylaws, title 22 and the San Luis Obispo County Advisory Council Handbook.

Participate in training provided by the County or SAC that is designed to educate council members on their duties and responsibilities.

Work with the Recording Secretary to maintain the SAC website

Recording Secretary: Maintain an accurate written record of the approved minutes of all meetings of SAC. All prior minutes should be at meetings for referral purposes.

Document attendance of council members and public

Take notes during all meetings to transcribe to written record. Keep a copy of SAC Bylaws and SLO County Advisory Council Handbook for refer at all meetings

Preside over the meeting if both the Chairperson and Vice Chairperson are absent

Perform such other duties as may be delegated by the Chairperson.

Upload all approved minutes and new agendas to the website and email accordingly.

Corresponding Secretary: To oversee the info@shandonca.org email account sending on to the proper board member for response.

Compose all necessary SAC correspondence authorized by the Chairperson and or council; including but not limited to the referral responses to the planning department.

Maintain a file of all necessary SAC correspondence. Submit copies of documents to the website as required.

Perform such other duties as may be delegated by the Chairperson.

Treasure: Keep such permanent books of account and records as will be sufficient to establish receipts and disbursements of the SAC.

Pay all bills as authorized by the SAC and on receipt of invoices signed by the Chairperson.

Keep accurate records of sub categories of income from various priorities. IE: grants, clean up and operating expenses (website/mailings etc.)

Provide Annual P&L reports to the committee.

ADDITIONAL COMMITTEE/ROLE IDEAS:

We need this one Referral Committee: 1-Board Member and Vice Chairperson to review all referrals; explain to the board and public what the referral pertains to and any possible impact it could have on the community; seek a vote and make sure all notes are handed to corresponding secretary so objections can be filed in a timely manner;

Follow the process of each referral through the planning department and to BOS

Water Committee: 1-Board Member & interested community member(s): Review the CSA16 water updates, system care and additional activity in cooperation with CSA16 Project Manager from SLO County Public Works.

Community Outreach Committee: 1-Board Member & interested community member(s): Work with local and county organizations providing services, support and entertainment for the community. Involved with upcoming Shandon non-profit (Tallman's) and other agencies facilitating event such as Holidays and Clean-Up.

Additional short-term committees/roles include

Elections

Bylaws

School District Liaison

The Unofficial Review of being a Council Member

What is a Community Advisory Council?

The Board of Supervisors adopted a policy that formally established criteria for “Board-Recognized Community Advisory Councils” through adoption of Resolution No. 96-485 on December 10, 1996.

The resolution states that the Board of Supervisors: Values the input of Community Advisory Councils,

* Wants to make sure that advising bodies addressing the Board of Supervisors on current and future planning matters in the unincorporated areas actually represent the communities for which they speak

* Wishes to establish a consistent set of guidelines to assist in the formation of future Community Advisory Councils

Shandon Advisory Council

How Many Council Members? When are they elected?

The Shandon Community Advisory Council is comprised of (7) Members & (3) Alternates

Members serve a 3-year term and the goal is to rotate tasks each year or two.

Alternates serve a 1-year term and may be moved into a Member seat should a seat open mid-term.

What is the time commitment for a CAC Member?

This varies based on duties such as Chair, Secretary or General Member. This may also vary on committee involvement and special projects throughout the year. Members may spend 2-hours a month or up 12-hours a month when they are working on or supervising projects or events.

Meeting attendance is required as we always want representation and input as well as need a Quorum to make motions & vote on these motions. (More details available in the Shandon AC bylaws.)

Structure of the Council:

There are four Officers on the Council, Chairperson, Vice-Chair, Treasurer & Secretary. These positions should be rotated every 2-years. Additional committee representatives and lead roles may be assigned.

Open Council Positions for 2021:

(3) Members (3-year) are at the end of their term, some have already welcomed nomination in 2021 for 2021-2024

(3) Alternate (1-year)

What is the Election Process for the Shandon Advisory Council:

Step 1: Be interested in joining! Or reach out to someone you think may be a good candidate.

Step 2: Nomination of yourself or someone you would like to see on the Council. Please provide your name and contact information to the Council

Step 3: Share with the Council & Meeting Attendees why you would like to be/remain on the Shandon AC. This will often take place at the Election Meeting (October) & the meeting prior (September)

Step 4: Election to take place at the October meeting. A ballot will be created and we encourage community members to attend and vote for your best choice for candidates.

Step 5: At Election Meeting there will be a count of ballots and winning nominees will be announced at the end of the meeting.

Step 6: Newly elected members will assume office at the close of business immediately prior to adjournment of the October Election meeting.

Join the Shandon AC where you can be a leader in your community.

Put your toe in the water and Make A Difference!

2022 Shandon Community Advisory Council Members

These are members of your community, your friends, neighbors and your advocates.

Chad Wittstrom - Chair - Elected for terms - Term Ending

April Tallman - Vice-Chair – Elected for terms 2021 – 2024

Susan Howard - Treasurer – Elected for terms 2021 – 2024

Jennifer Tallent Joseph – Communications Secretary - Term Ending

Juliane Starks, Recording Secretary – Elected for terms 2021 – 2024

Les Diffenbaugh, General Member - Elected for terms 2021 – 2024

General Member – OPEN for Nomination

Ron Tallman Sr., **Alternate** – 1 year term; available for nomination for re-election

Bob Hughes, **Alternate** - 1 year term; available for nomination for re-election

Alternate - 1 year term; OPEN for nomination