



**San Diego County  
Fish & Wildlife Advisory Commission**

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# By-Laws

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## **PURPOSE**

The San Diego County Administrative Code creates and establishes the San Diego County Fish and Wildlife Advisory Commission to advise the Board of Supervisors, the Chief Administrative Officer and County Departments on procedures, programs and issues pertaining to fish and wildlife as defined in Section 286.8, Duties and Responsibilities. The Commission is responsible for the disbursement of the State Fish and Game Fines and Forfeitures moneys returned pursuant to provisions of Sections 13101 and 13103 of the State Fish and Game Code, in a manner consistent with that Code.

## **MEMBERSHIP AND SELECTION**

The Commission shall consist of ten (10) members demonstrating interest and expertise in fish and wildlife issues, environmental issues, or wildlife management issues. Each Supervisor shall nominate two (2) members, who shall be appointed by the Board of Supervisors. The members shall serve during their terms at the pleasure of the Board of Supervisors and any member may be removed at any time by a majority vote of the Board of Supervisors or by any member's failure to meet the regularly scheduled meeting attendance requirements.

## **EXCLUSIONS**

- (1) An employee of the County shall not serve on the Commission.
- (2) An employee of a State agency with responsibilities directly related to fish and wildlife habitat or game management within the County region shall not serve on the Commission.
- (3) No person shall be appointed to the Commission if by reason of such employment a conflict of interest could arise. Appointment by the court of an attorney to represent an individual shall not be considered a conflict of interest.

## **TERMS OF OFFICE**

Members shall serve a term of office concurrent with the term of office of their nominating Supervisor. The terms shall expire on the date of expiration of the term of the nominating member of the Board of Supervisors or at such time as said member of the Board of Supervisors ceases to hold office, whichever first occurs. Any member whose term has expired hereunder shall continue to discharge the duties as a member until a successor has been appointed and qualified. Any member who submits his or her intent to resign may continue to discharge the duties as a member until a successor has been appointed and qualified. The reelection of a member of the Board of Supervisors for a succeeding term shall not automatically extend the term of any Commission member.

## **VACANCIES**

A vacancy shall occur on the happening of any of the following events before the expiration of the term:

- (1) The death of the incumbent.
- (2) The resignation of the incumbent.
- (3) Unexcused absences from more than one-third of the regularly scheduled meetings in any 12-month period or any three consecutive regularly scheduled meetings.
- (4) Or for any reason specified in Government Code Section 1770.

When a vacancy occurs as the result of missing one-third of the regularly scheduled meetings in one 12-month period or three consecutive regularly scheduled meetings, both the member and the nominating Supervisor shall be notified by the Commission Chairperson. Vacancies shall be filled in accordance with Section 286.1 of the County Administrative Code. Vacancies shall be filled for the balance of the unexpired term of the member being replaced.

## **ORGANIZATION**

- (1) Officers. The Commission shall annually select from its membership a Chairperson, Vice Chairperson and Secretary. The officers shall serve for a calendar year. The Chairpersons shall preside at meetings, sign correspondence on behalf of the Commission and other duties. The Vice Chairperson shall assume the duties of the Chairperson if the Chairperson is not present.
- (2) Rules. The Commission shall prepare and adopt the necessary rules and regulations for the conduct of its business, including regularly updated by-laws, goals and grant guidelines.
- (3) Quorum. A majority of members currently appointed to the Commission shall constitute a quorum. A majority of members in attendance shall be required to carry any motion or approval.
- (4) Minutes. The Commission shall keep written minutes of its meetings, a copy of which

shall be filed with the Clerk of the Board of Supervisors and the Department of Agriculture, Weights and Measures. It shall be the responsibility of the Secretary, or a member appointed by the Chairperson if the Secretary is not present, to keep the minutes and file them with the Department of Agriculture, Weights and Measures.

- (5) Meetings. The Commission shall establish a regular meeting schedule and shall give public notice of the time and place of meetings in compliance with the requirements of the Brown Act. All meetings of the Commission shall be open and public and all persons shall be permitted to attend any meetings of the Commission.

The Commission shall meet no less than two times per year. These meetings shall be held on the second Thursday of each month at 5:30 p.m. If there is a holiday on the scheduled meeting date, the meeting shall be held on the following Thursday. Meetings will be held in January, July and other months as the Commission deems necessary. County Staff shall be present at all meetings where County funds are being recommended for disbursement.

#### **ESTABLISHMENT OF COMMITTEES**

- (1) Ad Hoc Committees. The Commission may appoint committees for the purpose of carrying out the functions and duties of the Commission. Any committee appointed shall consist of not fewer than three members, including at least one Commission member. The actions and recommendations of committees shall not be deemed the action of the Commission or its members.
- (2) Volunteer and Consultant Services. The Commission shall engage the services of volunteer workers and consultants without salary as it may find necessary from time to time. Service of an individual as a volunteer worker or as a consultant shall not be considered as service for or employment by the County.

#### **COMPENSATION AND EXPENSES**

Members of the Commission shall serve without compensation. Commission members shall be reimbursed for expenses incurred in performing their duties, including mileage reimbursement in accordance with Administrative Code Section 472 and 484, et seq.

#### **DUTIES AND RESPONSIBILITIES**

The Commission shall have the following duties and responsibilities:

- (1) To develop such criteria, guidelines and evaluation processes as deemed necessary for the distribution of State Fines and Forfeitures moneys in an equitable and regional manner within the parameters set forth by the Fish and Game Code. Programs, and/or projects funded under this program shall demonstrate a benefit to the fish and wildlife of the County of San Diego.
- (2) To disburse these funds in accordance with applicable State guidelines, including

provisions of the Fish and Game Code, and monitor project/program progress, completion and evaluation in accordance with established guidelines.

- (3) To develop recommendations to the Board of Supervisors, Chief Administrative Officer, and County Departments as appropriate regarding regionally significant fish and wildlife issues within the County, such as but not limited to habitat control, environmental hazards, effects of planning or recreational use on wildlife and its habitat, and wildlife/game management. Recommendations shall reflect Commission expertise and research which substantiates the Commission's position/recommendation.
- (4) To develop recommendations to the Board of Supervisors and the Chief Administrative Officer on those fish and wildlife issues referred to the Commission or the County by the State Department of Fish and Game. Recommendations shall reflect Commission expertise and research which substantiates the Commission's position/recommendation.
- (5) To review and comment on Policies and Programs from County Departments regarding the impact of such policies or programs on fish and wildlife within the County region.
- (6) To perform such other duties as may be assigned to the Commission by the Board of Supervisors.

## **REPORTS**

The Commission shall make available to the Board of Supervisors its findings and recommendations on fish and wildlife issues, and submit a written semi-annual report of its activities to the Board of Supervisors within 60 days of each semi-annual funding meeting.

## **STAFF ASSISTANCE**

The Chief Administrative Officer shall ensure the provision of the necessary staff and assistance to the Fish and Wildlife Commission. The Department of Agriculture, Weights and Measures shall provide a staff person to facilitate the work of the Commission. Expenses related to staffing the Commission shall not exceed \$3,000 per fiscal year and shall be reported to the Commission on a monthly basis.

## **GRANT FUNDING CONSIDERATION**

The Commission shall consider all requests for funds at its January and July Meetings. Deadlines for submission of proposals to be considered shall be the first of December and June, respectively.