

**SANTA CRUZ COUNTY  
MOBILEHOME COMMISSION**

**BY-LAWS**

1. **DUTIES AND RESPONSIBILITIES**

As set forth in Santa Cruz County Code, Chapter 2.64, the Commission shall perform the following duties:

- A. Study proposed state and federal legislation relating to mobilehome living and make recommendations regarding such legislation to the Board of Supervisors;
- B. Assess the needs of persons living in mobilehomes and make recommendations to the Board on matters under the Board's jurisdiction;
- C. Consider and advise the Board of Supervisors no later than September 1<sup>st</sup> of each year pursuant to Section 13.32.092 of the Santa Cruz County Code;
- D. Consider and advise the Board of Supervisors on other matters related to mobilehome living;
- E. Hold meetings in mobilehome parks within the County, to increase the ability of interested citizens to participate in the work of the Commission; and
- F. Accept public input on any matter within the jurisdiction of the Commission.

2. **MEMBERSHIP**

The Commission shall consist of seven (7) persons, residents of the County, appointed by the Board of Supervisors:

- A. One member shall be nominated by the Golden State Mobilehome Owners League to represent mobilehome residents;
- B. One member shall be nominated by the Western Mobilehome Association to represent mobilehome park owners, managers, and operators;
- C. Each Supervisor shall nominate one (1) person, who may reside within the Supervisor's district, and who shall possess a knowledge of the mobilehome community and its problems.

3. TERM OF OFFICE

Each member representing a supervisorial district shall serve for a term of four (4) years, commencing on April 1<sup>st</sup> of the year in which the member's nominating supervisor begins a full term.

Each at-large member shall serve for a term of four years staggered in accordance with Subsection (a)(2) of Section 2.38.100 of the Santa Cruz County Code, with such staggering determined by lot or until replaced by the nominating body.

The absence of any member from three consecutive regular meetings without good cause which is entered in the minutes of the Commission, shall be considered a vacancy and shall be reported in writing by the Mobilehome Commission Chair to the Board of Supervisors, the Clerk of the Board, and the member vacating his or her seat.

4. OFFICERS

The officers of the Commission are the Chairperson and the Vice-Chairperson.

A Chairperson shall be elected by the Commission members at the June meeting to serve in such capacity for one (1) year. Duties of the Chairperson are to preside over meetings, prepare agendas, represent the Commission, and be responsible for communication with the Board of Supervisors. The Vice-Chairperson shall assume these same duties in the absence of the Chairperson.

5. MEETINGS

Regular meetings of the Commission shall be held monthly. The Commission shall meet on the fourth Thursday of each month. When the fourth Thursday is a County-observed holiday or the Commission determines that meeting on the regularly scheduled day is not practical, the Commission shall set a special meeting date which would be made available to the public by contacting the Office of the County Counsel. Under no circumstances shall the Commission meet fewer than ten times in a fiscal year. Meetings shall be convened at 9:30 a.m. at the Live Oak Senior Center, 1777 Capitola Road, Santa Cruz, CA 95062, or such other facility that may be determined by the Commission.

No meeting of this Commission shall be held in any facility that prohibits the admittance of any person, or persons, on the basis of race, religious creed, color, national origin, ancestry, physical handicap, medical condition (cancer related), marital status, sex, sexual preference, age (over 40), or veteran status. Meetings shall not be held in any facility that is inaccessible to disabled

persons, or where members of the public may not be present without making a payment or purchase.

6. QUORUM

A majority of voting members shall constitute a quorum. All official acts of the Commission shall comply with Santa Cruz County Code Section 2.38.150.

7. AGENDA

At least seventy-two (72) hours prior to each regular meeting, an agenda for the regular meeting shall be mailed to each Commission member, and to each representative of the news media and to each other person who has submitted a written request to the Commission for notification of meetings, and shall be posted at least seventy-two (72) hours prior to the regular meeting at a location that is freely accessible to the public. The agenda shall contain a brief general description of each item of business to be transacted or discussed at the meeting. No action or discussion shall be undertaken on any item not appearing on the posted agenda except that members of the Commission may briefly respond to statements made or questions posed by persons exercising their public testimony rights or ask a question for clarification, refer the matter to staff or to other resources for factual information, or request staff to report back at a subsequent meeting concerning any matter. Notwithstanding the foregoing, action may be taken on an item of business not appearing on the posted agenda upon a determination by two-thirds vote of the membership of the commission, or if less than two-thirds of the members are present, by unanimous vote of those members present, that there is a need to take immediate action and that the need for action came to the attention of the County subsequent to the agenda being posted.

At least seventy-two (72) hours prior to each special meeting, an agenda for the special meeting shall be mailed to each Commission member and to each representative of the news media and to each other person who has submitted a written request to the Commission for notification of meetings; and shall be posted at least seventy-two (72) hours prior to the special meeting at a location that is freely accessible to members of the public. No business other than that listed on the agenda shall be considered at a special meeting.

Public participation in Commission meetings shall be allowed as follows:

- A. An opportunity for members of the public to directly address the Commission on any item on the agenda of interest to the public shall be provided before or during the Commissions' consideration of the item.

- B. In addition, the agenda will provide for community oral communications on items not on the agenda which are within the subject matter jurisdiction of the Commission at the end of each regular meeting agenda.
- C. The Chairperson of the Commission may establish reasonable limits on the amount of time allotted to each speaker on a particular item, and the Commission may establish reasonable limits on the total amount of time allotted for public testimony on a particular item or the total amount of time allotted for community oral communications. When further discussion is required, the Commission may vote to allot time in the agenda of the following meeting.

8. SUBCOMMITTEES

Subcommittees may be appointed, as needed, by the Chairperson with the majority approval of the Commission. The Chairperson shall terminate the subcommittee when its function is no longer necessary.

All subcommittees shall comply with the notice and agenda requirements otherwise applicable to the Commission in these by-laws, except for subcommittees composed solely of less than a quorum of the members of the Commission which are not standing subcommittees of the Commission with either a continuing subject matter jurisdiction or a meeting schedule fixed by resolution or other formal action of the Commission.

9. AMENDMENTS

Amendments to these By-Laws may be recommended to the Board of Supervisors by a majority vote of the Commission.

10. APPROVAL OF BY-LAWS

These By-Laws, and any subsequent amendments thereto, shall be approved by the Board of Supervisors pursuant to the Santa Cruz County Code Section 2.38.140.

DATE ADOPTED BY COMMISSION: June 23, 1994

DATE APPROVED BY BOARD OF SUPERVISORS: May 21, 1996