



**Independent Office of Law Enforcement Review and Outreach (IOLERO)  
COMMUNITY ADVISORY COUNCIL (CAC)  
Public Meeting Agenda  
May 14, 2025 6:00 p.m.  
Finley Community Center  
2060 W. College Avenue  
Manzanita Room  
Santa Rosa, CA. 95401**

**ADVISORY NOTICE**

The meetings will be held as an in-person/online hybrid format.

**MEMBERS OF THE PUBLIC MAY ATTEND THIS MEETING IN PERSON AT THE ADDRESS ABOVE, OR MAY JOIN THE MEETING VIRTUALLY THROUGH ZOOM.**

**Members of the Community Advisors Council will attend the meeting in person, except that they may attend virtually via ZOOM, to the extent allowable by the Brown Act for good cause pursuant to AB-2449.**

**Join the meeting via the Zoom application on your computer, tablet or smartphone:**

**Go to:**

<https://sonomacounty.zoom.us/j/94963189007?pwd=qoEBNTnSmSJBuqbQVLm4pzGJYdtTqR.1>

Please be advised that those participating in the meeting remotely via Zoom do so at their own risk. The CAC's public meetings will not be canceled if any technical problems occur during the meeting.

Call-in and listen to the meeting:

By telephone: Dial 1-669-900-9128

Webinar ID: 949 6318 9007

Passcode: (IOLERO) 465376

1. Spanish interpretation will be provided via zoom and in-person. Any additional language services could be available at all regular and special CAC meetings if made at least 48 hours in advance of the meeting to help ensure availability. For more information or to request services: contact (707) 565-1477. If you need an accommodation, an alternative format, or required another person to assist you while attending this meeting, please contact the CAC Community Engagement Manager at (707) 565-1477 or by email [cac@sonoma-county.org](mailto:cac@sonoma-county.org) within 72 hours of the meeting to ensure arrangements for accommodation. Spanish interpretation will be provided within the Zoom application, you must use version 5.9.0 or later. We will make every effort to accommodate you.
2. **Interpretación al español se proveerá vía la aplicación de zoom y en persona.** Cualquier otro idioma/lenguaje podría ser disponible en todas las reuniones regulares y especiales del CAC si el pedido es 48 horas antes de la reunión para garantizar disponibilidad. Para más

información o para pedir servicios: llame al (707) 565-1477. Si necesita una adaptación, un formato alternativo o requiere que otra persona le ayude mientras asiste a esta reunión, por favor contacte ala Gerente de Compromiso Comunitario del CAC al 707-565-1477 o notifícanos por correo electrónico [cac@sonoma-county.org](mailto:cac@sonoma-county.org) en un plazo de 72 horas de la reunión para garantizar los arreglos para la adaptación. Para traducción en español, se tiene que usar la versión de Zoom 5.9.0 o una versión más adelantada. Haremos el esfuerzo posible por proporcionar la adaptación.

## **Public Comment at Community Advisory Council Meetings**

Members of the public are free to address the CAC. Public comments:

- Should fall under the subject matter jurisdiction of the CAC (as noted in the founding documents).
- Are time limited. Time limits are at the discretion of the Chair and may be adjusted to accommodate all speakers.

In addition to oral public comment at the meetings, the community is invited to communicate with IOLERO staff and CAC members through email. Members of the public who would like to make statements that may exceed the time limits for public comment, suggest topics to be placed on future agendas, or suggest questions to be raised and discussed by CAC members or staff, may send an email addressing these matters to [cac@sonoma-county.org](mailto:cac@sonoma-county.org)

CAC members may not deliberate or take action on items not on the agenda and may only listen and respond briefly in limited circumstances. Should CAC members wish to deliberate on an issue raised during public comment, that issue may be placed on a future agenda of the CAC for discussion and possible action. Materials related to an item on this Agenda submitted to the CAC after distribution of the agenda packet are available for public inspection in the IOLERO office at the above address during normal business hours or via email.

*Purpose. An IOLERO community advisory council is hereby established to increase visibility for the public into the delivery by the sheriff-coroner of policing and corrections services, to provide community participation in the review and establishment of sheriff coroner policies, procedures, practices, training, and initiatives, and to engage the public to better understand the role of IOLERO and of the sheriff-coroner.*

## **Agenda**

### **1. CALL TO ORDER, ROLL CALL**

### **2. APPROVAL OF APRIL 2, 2025 MEETING MINUTES**

### **3. OPENINGS AND APPOINTMENTS**

Chair will report on current openings and appointments. If you are interested in applying for the current vacancies, please visit: <https://sonomacounty.ca.gov/boardsandcommissions>

#### **A. Current Vacancies:**

- District 2
- District 4

**4. ORAL REPORTS AND COMMENTS**

Oral reports and/or comments to be provided. No action will be taken on these items.

- a. Sheriff's Liaison Report
- b. IOLERO Director's Report
- c. CAC Public Correspondence Report

**5. PRESENTATIONS:**

- A. Receive and Discuss Presentation Conducted by Lt. Brent Kidder, Sonoma County Sheriff's Office Related to the Topic of the Use of Tasers in the Jail

**6. BUSINESS ITEMS:**

- a. Discussion and Possible Action on 2025 Work Plan of the Community Engagement on ICE Ad Hoc Committee
- b. Discussion and Possible Action to Amend the CAC Bylaws for the Purpose of Changing the CAC Regular Meetings from the 1st Wednesday of each Month to the 2nd Wednesday of each Month
- c. Discussion and Possible Action on the Possible Cancellation of the July and August CAC Regular Meetings

**7. ADJOURNMENT FOR AD HOC COMMITTEE WORKING MEETINGS**

The CAC will adjourn for a 30-minute recess for each ad hoc committee to conduct business. The public is free to stay and listen. As these are ad hoc working sessions, no official public comment period will be held. Access to these working sessions is not available on Zoom.

**8. RECONVENE TO REGULAR MEETING**

**9. CAC COMMITTEE REPORTS**

Ad Hoc Committee Chairs to provide oral reports and/or updates on the work being conducted. No action will be taken on these items.

- A. Community Engagement
- B. Racial and Identity Profiling Act (RIPA)

C. Policy Recommendations Review (Canine)

D. Community Engagement about ICE

**10. OPEN TIME FOR PUBLIC COMMENT**

This section is intended for non-action items from this agenda and for items not appearing on the agenda that are within the subject matter jurisdiction of the CAC. Please state your name and who you represent, if applicable. Comments will be limited at the discretion of the chairs based on number of comments and other factors.

**11. REQUESTS FOR FUTURE AGENDA ITEMS**

**12. CAC ANNOUNCEMENTS**

Councilmembers may provide oral announcements on things related to CAC business.

**13. DISCUSSION OF POSSIBLE TOPICS TO PUBLICIZE**

The CAC will discuss possible topics of interest to publicize in order to better communicate with the public about the activities of the CAC. The CAC may take action to create such material or provide direction to staff to do so.

**14. ADJOURNMENT**

The next regular meeting of the Community Advisory Council will be TBD.

The in-person/hybrid meeting will be at the following location:

**Location:  
Finley Community Center  
2060 W. College Avenue  
Manzanita Room  
Santa Rosa, CA. 95401**

**Commitment to Civil Engagement**

All are encouraged to engage in respectful, non-disruptive communication that supports freedom of speech and values diversity of opinion. We, the members of the CAC, have adopted a list of norms referred to as our “Designed Team Alliance”, which describes the way we want to show-up and be in community while modeling collaborative behavior. We request that CAC members, staff, and the public follow the CAC’s agreed upon norms, which are:

- Be tough on the topic not on people

- Respect all participants in the meeting
- Respect others' perspective, even when you disagree
- Respect each other's time
- Stay within the meeting's time and content parameters
- Practice active listening
- Listen with an open mind to all information, including dissenting points of view
- Speak to others as you would like to be spoken to
- Allow others to speak without comment or intrusive sounds
- Honor freedom of speech
- Call each other "in"



**Community Advisory Council Meeting Minutes**  
Independent Office of Law Enforcement Review and Outreach  
**April 2, 2025**

**Members of the public and CAC members attended this meeting in person/online hybrid format. April 2, 2025, Community Advisory Council meeting was held hybrid in person and via zoom.**

**PRESENT**

Council Members: Nathan Solomon, John Azevedo, Nancy Pemberton, Alberto Botello, Imelda Martinez De Montano, Robin Jurs (zoom)

IOLERO Staff: John Alden, IOLERO Director, Lizett Camacho, Community Engagement Manager, Sylvia Valencia-Guido, Administrative Coordinator

Members of the Public: 5 members of the public attended via Zoom. 1 member attended in person.

Sheriff's Office: Sheriff's Liaison, Lt. Brent Kidder

Absent: Lorena Barrera, Trevor Ward, Casey Jones

**Call to Order**

The meeting was called to order at 6:00p.m.

**1. WELCOME AND ROLL CALL**

The meeting was facilitated by CAC Vice Chair Pemberton. Council members introduced themselves to the public.

**2. GUEST SPEAKER**

Vice Chairperson Pemberton welcomed Chair of the Board of Supervisors Lynda Hopkins, Supervisor from District 5. Chair Hopkins discussed the impact of federal cuts on County staffing and projects. She also discussed the impact of the problematic ICE arrest of a person on the County Probation Office lobby. She noted, however, that the Sheriff has agreed to share his office's compliance with state law as it relates to contacts with ICE. Finally, Chair Hopkins reported that her District 5 office is hosting a meeting on May 27<sup>th</sup> at 5:30pm for monolingual Spanish-speaking community members.

To listen to Chair Hopkins during the CAC meeting please visit:  
<https://sonomacounty.ca.gov/community-advisory-council-meeting-april-2-2025>

### **3. ORAL REPORTS AND COMMENTS**

#### a. Sheriff's Liaison Report

Lt. Kidder reported that the SCSO and staff attended several community events and underscored the Sheriff's prioritizing community engagement:

Lt. Kidder reported on upcoming community activities, including an event on May 3rd, 10 am-noon, at Andy Lopez Unityl Park and SCSO's AB 481 report to the Board of Supervisors at a May BOS meeting regarding military equipment use and purchases.

Lt. Kidder also discussed the increase in OCA and class participation at the jail because of increased staff and the change in scheduling to 12-hour shifts. Of particular note is that Mental Health staff can now do actual walk-throughs of cells rather than simply checking in at the door to the cells.

In answer to a CAC member's question at last month's meeting, Lt. Kidder reported that the attestation regarding whether deputies engaged in extremist activity during the prior year had been signed by all staff in November 2024. No one refused to sign it.

#### b. IOLERO Director's Report

Director Alden reported on the following topics:

How the SCSO communicates with ICE on certain cases  
Recent arrest by ICE at the Probation Department in Sonoma County  
Sonoma County continues to provide services to everyone in the county regardless of immigration status.

The county will be challenged as many other counties by changes in federal funding. The county is losing funding and will continue to lose funding for a variety of projects. Budget Workshops for the county, Board of Supervisors will be on April 29 for IOLERO. Update on the hiring process for new staff: background checks are in progress. Reminder for deadlines to add documents to the CAC agenda packet.

#### c. CAC Public Correspondence Report

Vice Chair Pemberton mentioned there was an email from community member Susan Lamont regarding a resistance statement that she would like for the CAC to place on next month's CAC agenda, in hopes that the CAC supports and signs the resistance statement.

Public Comment: 1 member of the public addressed the CAC

### **4. APPROVAL OF MARCH 5, 2025 MEETING MINUTES**

A. Motion to approve the meeting minutes: Councilmember Solomon

2<sup>nd</sup>: Councilmember Azevedo

Vote:

Ayes: Solomon, Jurs, Azevedo, Pemberton, Martinez De Montano, Botello

Abstain:

Absent: Ward, Barrera, Jones

Motion passes.

## **5. OPENINGS AND APPOINTMENTS**

Vice Chairperson Pemberton reported on current openings and appointments. If you are interested in applying for the current vacancies, please visit:

<https://sonomacounty.ca.gov/boardsandcommissions>

A. We continue to have the following vacancies:

- District 2
- District 4

## **6. PRESENTATIONS: NONE**

## **7. BUSINESS ITEMS:**

- a. Discussion and Possible Action on Acceptance of the 2025 Work Plan and SMART Goals

Discussion included CAC Vice Chair Pemberton sharing a brief summary of the CAC work plan. Only item missing in the work plan is the Community Engagement on ICE work plan since the ad hoc was recently created during the Strategic Planning Workshop in February. The Ad hoc now has a draft plan and will be submitted for review and approval of the CAC at its next meeting.

Public Comment: 1 member of the public addressed the CAC

Motion to approve the Acceptance of the 2025 Work Plan and SMART Goals:

Councilmember Solomon

2<sup>nd</sup>: Councilmember Botello

Vote:

Ayes: Pemberton, Azevedo, Botello, Solomon, Martinez De Montano, Jurs

Abstain:

Absent: Barrera, Ward, Jones

Motion carries.

- b. Discussion and Possible Action to hold Next CAC Meeting on May 14<sup>th</sup> instead of May 7<sup>th</sup>

Vice Chairperson Pemberton noted that staff was exploring the possibility of changing the CAC meetings from 1<sup>st</sup> Wednesday of the month to 2<sup>nd</sup> Wednesday of the month.

Public comment: no public comment

Motion to approve and hold the Next CAC Meeting on May 14<sup>th</sup> instead of May 7<sup>th</sup>: Councilmember Azevedo

2<sup>nd</sup>: Councilmember Solomon

Vote:

Ayes: Azevedo, Jurs, Solomon, Pemberton, Martinez De Montano, Botello

Abstain: None

Absent: Barrera, Ward, Jones

Motion carries.

8. Motion to amend Agenda and skip Item #8 (Adjournment for Ad Hoc Committee Working Meetings) and Item #9 (Reconvene to Regular Meeting) due to some CAC members being absent: Councilmember Botello

2<sup>nd</sup>: Councilmember Azevedo

Vote:

Ayes: Azevedo, Jurs, Solomon, Pemberton, Martinez De Montano, Botello

Abstain: None

Absent: Barrera, Ward, Jones

Motion carries.

## 10. CAC COMMITTEE REPORTS

Chairs of each ad hoc reported on the work of their committees.

- A. Community Engagement: The ad hoc's first goal was to reach out to 15 organizations. Emails are in progress. 8 emails have been sent. The playbook/manual being created with Rania's help is also in progress.
- B. Racial and Identity Profiling Act (RIPA): The ad hoc reached out to the SCSO for a meeting which has been scheduled for June 2025 (SMART goal B on work plan).
- C. Policy Recommendations Review (Canine): The ad hoc is working on a written report, policy recommendations, and an executive summary to be delivered to the CAC at the June CAC meeting.
- D. Community Engagement about ICE: Ad hoc is currently working on a draft of the SMART goals and will have that ready next meeting. It was reported that the SCSO will be having their TRUTH ACT presentation on May 20 at a regular Board of Supervisors meeting.

Public Comment: 1 member of the public addressed the CAC.

**11. OPEN TIME FOR PUBLIC COMMENT**

Public comment: 2 members of the public addressed the CAC.

**12. REQUESTS FOR FUTURE ITEMS**

- 1. Resistance letter from community member Susan Lamont
- 2. Agenda item to discuss canceling summer meetings
- 3. Taser in Jails presentation

**13. CAC ANNOUNCEMENTS**

NO announcements

**14. DISCUSSION OF POSSIBLE TOPICS TO PUBLICIZE IN NEXT NEWSLETTER**

CAC members suggested the following items to publicize:

- 1. Announcing the creation of the Immigration Ad Hoc in the newsletter
- 2. May 3<sup>rd</sup> SCSO Meet and Greet at Andy Lopez Unity Park
- 3. May 20<sup>th</sup> SCSO presentation on TRUTH Act

Public Comment: 1 member of the public addressed the CAC.

**15. ADJOURNMENT**

The meeting was adjourned at 7:10pm.

Motion to adjourn the meeting: Councilmember Azevedo

2<sup>nd</sup>: Councilmember Botello

Votes:

Ayes: Azevedo, Jurs, Solomon, Pemberton, Martinez De Montano, Botello

Abstain: None

Absent: Barrera, Jones, Ward

Motion passes.

The next meeting of the CAC is scheduled for Wednesday May 14, 2025, at 6:00pm and will be hybrid (via zoom and in person).

**Location:**

**Finley Community Center  
2060 W. College Avenue  
Manzanita Room  
Santa Rosa, CA. 95401**

DRAFT

## **COMMUNITY ENGAGEMENT ON ICE AD HOC COMMITTEE WORK PLAN FOR 2025**

### **ABOUT**

The Community Engagement on ICE Ad Hoc aims to provide, in cooperation with the Sonoma County Sheriff's Office (SCSO), Sonoma County communities with accurate information about ICE interactions while ensuring transparency, accountability, and public trust.

This Ad Hoc aims to ensure that information and related policies are clear, readily available, and easily accessible. It also seeks to partner with the Sheriff's office to provide a structured mechanism for reporting and engagement.

### **OBJECTIVES**

**Increase transparency** on Sheriff's Office policies dictating the terms of SCSO's communication and work with ICE.

**Improve communication** and enhance outreach and awareness about SCSO's policies and ICE-related interactions.

**Engage impacted communities** to surface concerns, share helpful information, and ensure community voices and perspectives help shape oversight and law enforcement efforts.

**Monitor and ensure accountability** by reviewing data to track trends and compliance with legal and policy requirements.

### **SMART GOALS**

#### **1. Increase transparency of SCSO-ICE interactions.**

Partner with the SCSO to establish a structured reporting mechanism for ICE-related interactions.

#### **We'll do this by:**

Coordinating with the SCSO for the SCSO liaison to report at CAC monthly meetings information and data over the past 30 days where available. The regular report-outs would include information like:

- Number of persons referred to ICE under the Sheriff's matrix of reportable convictions.
- Number of ICE requests and their outcomes.
- The number of community complaints related to SCSO-ICE interactions.

**Why this matters:** By establishing a regular cadence of information sharing and a structured approach dedicated to community awareness and engagement, we hope to enhance public understanding and support the SCSO's commitment to transparency.

**Timeline:** Implement by **July**, with the first report delivered in **meeting following implementation.**

## **2. Work with SCSO to improve public access to their information.**

Work with SCSO to enhance the content and the ease with which the public can digest its immigration-related content on its website.

### **We'll do this by:**

- asking the SCSO to bold two sections under its webpage on Immigration Information. The sections are: "Read Our Immigration Notification Matrix" and "Read Our Immigration Policies";
- asking the Sheriff to post on its website its contacts with ICE as outlined in #1 above;
- providing a link from IOLERO/CAC website and IOLERO/CAC's newsletter to SCSO Resources/Immigration Information webpage.

### **Why this matters:**

Many are skeptical of the Sheriff's Office's assurances of its limited contact with ICE. By making the information about those contacts more accessible, we hope to abate that skepticism.

**Time-line:** Make request to Sheriff's Office by **July**; post links on IOLERO/CAC website to Sheriff's website by **June**.

## **3. Enhance community awareness and expand public outreach**

Develop and distribute educational material regarding ICE, ICE interactions, your rights, and SCSO policies.

### **We'll do this by:**

- Creating a bilingual (English & Spanish) one-page flyer with key information, contacts for advocacy and community groups, and website links.
- Making material, including the flyer, available digitally and in print at key community hubs (e.g., libraries and resource centers).
- Sharing information through CAC, IOLERO newsletters, and community events.

**Why this matters:** Collating materials and information and leveraging the CAC's outreach channels helps maximize and address widespread concerns. It also continues to promote accurate information, dispelling false narratives and allaying fear and harm in our communities.

**Time-Line:** Completed and distributed by **August 2025**.

## **4. Review historical data and monitor ICE-SCSO interactions**

Track and analyze data in SCSO-ICE contacts to identify trends and patterns and ensure compliance with SB 54.

### **We'll do this by:**

- Requesting the Sheriff or a representative of the SCSO provide data and comparative analysis to help identify trends.

- Report key findings on the CAC webpage and include them in the relevant material.

**Why this matters:** Data can be pivotal in understanding and predicting behaviors and patterns. It also allows the CAC to support the SCSO's commitment to transparency and accountability.

**Timeline:** By end of **2025**.



## **Independent Office of Law Enforcement Review and Outreach Community Advisory Council Bylaws Adopted March 5, 2025**

### **Article I. Name**

The name of this Advisory Body is the Independent Office of Law Enforcement Review and Outreach ("IOLERO") Community Advisory Council, hereafter referred to as the "CAC."

### **Article II. Purpose**

The CAC is established to increase visibility for the public into the delivery by the sheriff-coroner of policing and corrections services, to provide community participation in the review and establishment of sheriff-coroner policies, procedures, practices, training, and initiatives, and to engage the public to better understand the role of IOLERO and of the sheriff-coroner.

Measure P, (passed in November 2020 by the voters of Sonoma County) repealed and replaced Sonoma County Code, Title 2, Article XXVII to expand the role and independence of the CAC and authorize the Board of Supervisors and IOLERO Director to appoint members to the CAC.

Sonoma County Board of Supervisors' Ordinance Number 6174 (adopted September 13, 2016) and subsequent amendments provide governing direction to the CAC.

Following the guidelines of the Creating Ordinance No. 6174, the CAC will continue to reflect and address the expressed needs of the community. It is the intent of the CAC to retain flexibility in the conduct of its affairs.

## Article III. Organization

### Section 1. Community Advisory Council Membership

The CAC shall consist of eleven (11) members. Each supervisor shall appoint two (2) CAC Members and the IOLERO director shall appoint one (1) Member-at-Large.

#### A. Terms

All appointments shall be for two years. There is no limit to the number of terms for which a CAC Member may be reappointed.

#### B. Composition

The CAC shall reflect and represent the diversity and demographics of the County by way of, including but not limited to, racial, ethnic, cultural, gender, socio-economic, and geographic diversity; and who are representative of the community and of community stakeholders of the law enforcement oversight process, and who reside within the County of Sonoma.

#### C. Qualifications

Members of the CAC must not have been employed by any law enforcement agency for three years prior to appointment. Members should have a demonstrated history of involvement in and engagement with community organizations that work in one or more of the following areas:

- i. Serving or empowering disadvantaged communities;
- ii. Protecting and defending the constitutional rights of individuals;
- iii. Issues concerning the effectiveness or fairness of the criminal justice system;
- iv. Serving or empowering members of communities that experience behavioral or mental health challenges; and/or
- v. Spiritual, faith or religious institutions.

Members of the CAC should have a demonstrated ability to engage in mature, objective decision making. CAC Members should have a demonstrated commitment to transparency and objective decision making and should have a demonstrated commitment to and support for civilian oversight of law enforcement. Members of the CAC should also have residency within the County of Sonoma and must be members of the National Association for Civilian Oversight of Law Enforcement (NACOLE).

#### D. Compensation

Members of the CAC shall serve without compensation but may, with prior approval, be reimbursed for authorized, reasonable, and necessary expenses incurred in the performance of their official duties, should funding become available for this purpose.

#### E. Resignation

The resignation of a CAC Member shall be in writing to the appointing Supervisor

(if applicable) the IOLERO Director, the Chair of the CAC, and staff. Resignation letters shall be submitted at least three (3) months before the effective date of resignation, to the extent possible.

**F. Removal from The Community Advisory Council**

CAC Members serve at the pleasure of the appointing Supervisor. The CAC Member-at-Large serves at the pleasure of the IOLERO Director. The failure of any CAC Member to fulfill the duties designated herein will be brought to the attention of the appointing Supervisor and the Director by a CAC Officer and/or IOLERO staff.

**Section 2. Community Advisory Council Member Role and Duties**

CAC Members are expected to fulfill the role and carry out the duties as described below:

**A. Attendance at Regular (Monthly) Community Advisory Council Meetings**

Attendance at Regular CAC meetings is essential, since a Quorum (as defined in Article IV, Section 4) is required to conduct CAC business. Therefore, CAC Members are expected to attend at least three-fourths (3/4) of the Regular CAC meetings held during any twelve (12) month period.

The CAC members must attend meetings in person or as allowed by the State of California.

Participation in meetings not in person shall constitute attendance and presence as though in person at the meeting. Quorum shall be established by either roll call or identification of individual members of the CAC. These meetings shall only be held as authorized by the State of California.

CAC Members absent from a Regular CAC meeting on official CAC business (official CAC business must be approved by Officers) will not be counted as having missed a meeting. Instead, any absence due to representation of the CAC at another event that is approved by all Officers is of the same value as being present at a Regular CAC meeting.

However, if it is necessary to miss a Regular CAC meeting, CAC Members are expected to give an Officer and/or staff prior notice.

Staff will provide a report on attendance at Regular CAC meetings. The three-fourths requirement is deemed to be met by attending nine (9) of twelve consecutive Regular CAC meetings.

## **B. Conduct**

### **1. Standards and Guidelines**

At CAC meetings, events and activities, as well as when representing the CAC in any official capacity, CAC Members shall adhere to generally acceptable standards of business conduct and to any specific guidelines/protocols adopted by the CAC. They shall not engage in:

- a. habitual conduct which disrupts the CAC and/or interferes with the conduct of CAC business, or
- b. conduct which would have a negative impact on the integrity of and/or the community's confidence in the CAC.

### **2. Ethics**

The members of the CAC shall adhere to the most current NACOLE Code of Ethics standards in the conduct of their duties. Using those standards, CAC Members shall:

- a. comply with both the letter and the spirit of the laws and policies affecting operations of the CAC;
- b. be independent, impartial and fair in their judgment and actions; and
- c. conduct public deliberations and processes openly, unless legally confidential, and in an atmosphere of mutual respect and civility.

### **3. Conflicts of Interest**

In order to assure their independence and impartiality on behalf of the public good, CAC Members are prohibited from using their official positions to influence decisions in which they have a financial interest, or an organizational responsibility, or where they have a personal relationship that would constitute a conflict of interest.

CAC Members should avoid taking any action that could be construed as, or create the appearance of, using public office for personal gain, including use of the title of CAC Member and/or CAC stationery or other County resources to obtain or promote personal interests and/or business through any means, including personal social media accounts.

### **4. Representation of the CAC**

CAC Members are encouraged to represent themselves as individual CAC Members in community advocacy and activities related to the adopted positions and Work Plan of the CAC, and are not to work to undermine the adopted positions and Work Plan of the CAC while serving as Members. However, they are not authorized to represent, speak or act on behalf of the

CAC as a whole through any means, including through personal social media accounts unless so authorized by the CAC. Members of the CAC should add an opinion disclaimer to their personal accounts in order to establish clarification that opinions shared on social media are not representative of the CAC.

**C. Communication with Appointing Supervisor**

Each CAC Member acts as a liaison between the CAC and his/her appointing Supervisor, and thus is expected to communicate regularly with his/her appointing Supervisor about the CAC's activities.

**D. Contribution to the Work of the Council**

In addition to the other responsibilities stated in this Section, each CAC Member is expected to support the CAC's goals and activities by serving as an Officer, Liaison and/or as Chair of a committee, or by serving as an active member of an Ad Hoc or a Standing Committee.

**E. Leaves of Absence**

If a Member is unable to fulfill the designated duties due to unusual circumstances, s/he can request a leave of absence from the CAC. Leaves of absence are granted at the recommendation of the Chair and with approval of the appointing Supervisor (or the IOLERO Director for Member-at-Large) and shall not exceed two (2) months.

**Section 3. Governance**

**A. Officers**

The Officers of the CAC shall be a Chair and a Vice-Chair. The duties of these Officers shall be those which generally apply to such officers, stated herein, and/or designated by the CAC.

**B. Term**

The term of Officers and appointments shall be for one (1) year from the date of election through the date of the next election.

**C. Qualifications for Officers**

**1. Chair**

To serve as the Chair, a Member shall:

- a. have attended at least four (4) CAC meetings within six (6) months prior to nomination.
- b. be an able and willing communicator.
- c. express the intention to attend and lead at least ten (10) of the Regular CAC meetings during the one-year term.

## **2. Vice-Chair**

To serve as the Vice-Chair, a Member shall:

- a. have attended at least four (4) CAC meetings within six (6) months prior to nomination.
- b. be an able and willing communicator.
- c. have expressed a willingness to support the Chair and to fulfill the other duties assigned.

## **D. Powers and Duties of Officers**

### **1. Chair**

The duties of the Chair are listed below.

#### **a. Duties for Community Advisory Council Meetings.**

At CAC meetings, the Chair shall:

1. preside over CAC meetings, maintain orderly procedure in accordance with these Bylaws, and decide questions of procedure subject to the full CAC.
2. develop the agenda for CAC meetings with the assistance of other CAC Members, Officers and staff.
3. be allowed to participate in discussion relating to any matters/he deems appropriate.
4. recognize any member of the CAC who desires to speak.
5. set and adhere to time-limits for any member of the public who desires to address the CAC, consistent with the requirements of the Brown Act.
6. rule on all procedural matters or questions not specifically addressed in these Bylaws, subject to the approval of the full CAC.
7. work with Officers and Staff to produce minutes of the meetings.

#### **b. Duties Related to Community Advisory Council Operations.**

The Chair shall:

1. serve as a primary liaison to the IOLERO Director.
2. serve as an ex-officio member and remain cognizant of the activities and progress of all committees, if any.
3. participate, together with the other Officers and Staff, in creating and monitoring the progress of the CAC's work activities to ensure that CAC goals are met and periodically make a progress report to the CAC.
4. serve as a resource to Members in their efforts to contribute to the CAC's work and, when required, collaborate with other Officers and staff to resolve issues related to a CAC Member's fulfillment of designated duties.
5. represent and speak on behalf of the CAC at public meetings (e.g. Board of Supervisors meeting) on matters relating to the CAC.

6. Create and sustain amicable and effective relationships with County and community leaders/organizations.
7. Advocate for CAC initiatives throughout the County approval process.
8. Remain cognizant of Brown Act requirements, both during meetings and throughout the month; monitor and intervene as needed.

## **2. Vice-Chair**

The Vice-Chair shall:

- a. preside over CAC meetings in the Chair's absence.
- b. assist the Chair in developing the agenda for CAC meetings.
- c. participate, together with the other Officers and staff, in monitoring the progress of the CAC work activities to ensure that CAC goals are met.
- d. serve as a resource to CAC Members in their efforts to contribute to the CAC's work and, when required, collaborate with other Officers and staff to resolve issues related to a CAC Member's fulfillment of designated duties.
- e. fill a vacancy occurring in the office of Chair for the unexpired term.

## **E. Nominations and Elections**

At a Regular CAC meeting prior to the end of the term for current Officers, the Chair will read the duties and qualifications of Chair from the By-Laws, and nominations will be taken from the floor. Any qualified CAC Member is eligible to be nominated (or to nominate him/herself).

The same process shall then be followed for taking Vice-Chair nominations. Elections can be held following the close of nominations, and Officers shall be elected by a simple majority vote. If a CAC Member is unable to attend the CAC meeting, s/he can be nominated and elected, based on prior verbal/written statement that if elected s/he will accept the position and fulfill the duties of the office.

## **F. Vacancies of Elected Office**

### **1. Chair**

Should the office of Chair become vacant during term, the Vice-Chair shall assume the office of Chair for the remainder of the term.

### **2. Vice-Chair**

Should the office of Vice-Chair become vacant during a term, the CAC shall elect a new Vice-chair at its next regular meeting after the vacancy is announced at a public meeting of the CAC.

### 3. Removal From Office

An Officer may be removed from office prior to the expiration of his/her term by vote of the CAC.

### Section 4. Staff

The CAC shall receive support from management and clerical staff as assigned by the Director of IOLERO.

## Article IV. Meetings

### Section 1. Regular Community Advisory Council Meetings

#### A. Schedule

Regular CAC meetings shall be scheduled for the ~~first-second~~ (2<sup>nd</sup> 4<sup>th</sup>) Wednesday of each month at 6:00 PM, except as noted in Article IV, Section 1 (E). The time and date will only be changed by the CAC for the purpose of facilitating the conduct of CAC business, and if changed, the date and time will be announced to the CAC and the public with at least thirty (30) days' notice.

Should the meeting fall on a holiday or County closure day, the meeting will be held on the Wednesday of the following week (subject to availability), unless the CAC makes other arrangements. This meeting shall be announced with at least thirty (30) days prior notice, when possible.

#### B. Location

Staff will be responsible for securing a facility deemed appropriate for the Regular CAC meetings. Once selected, the location will be announced to the CAC and the public.

#### C. Ralph M. Brown Act

All Regular CAC meetings shall be called, noticed, held and conducted in accordance with the Ralph M. Brown Act, hereafter referred to as the "Brown Act." Pursuant with Section 54954.3 of the Brown Act, the agendas for Regular CAC meetings shall provide an opportunity for members of the public to address the CAC on items of interest to the public that are within the subject matter jurisdiction of the CAC .

#### D. Agenda

##### 1. Submission of Items

Staff or any CAC Member may place an item on the agenda, subject to time limitations on CAC meetings and to the discretion of the Chair. Proposed agenda items should be submitted directly to staff of the Independent Office of Law Enforcement Review and Outreach at least two weeks prior to the CAC meeting. Any member of the public may suggest an item for consideration on a future agenda during public comment at CAC meetings.

**2. Preparation and Content**

The Chair will work through staff with Officers, and other CAC Members to prepare the agenda for CAC meetings. The agenda will contain a brief general description of each item of business to be transacted or discussed at the meeting.

**3. Distribution and Posting**

At least seventy-two (72) hours before the Regular CAC meeting, the agenda will be distributed to the CAC Members and posted at a location that is freely accessible to the public, as well as on the internet site for IOLERO.

**4. Additions after Posting**

No action shall be taken on any item not appearing on the posted agenda, except as permitted by Government Code 54954.2 of the Brown Act.

**E. Cancellation of a Regular Meeting**

A Regular CAC meeting can be cancelled by the vote or consensus of the CAC or the agreement of the two (2) Officers.

**Section 2. Special Community Advisory Council Meetings**

**A. Call for Special Meeting**

Special meetings may be called by the two Officers or the written agreement of the majority of active CAC Members (i.e. CAC Members not on a Leave of Absence, as defined in Article III, Section 2(E)).

**B. Purpose**

The purpose of the special meeting shall be stated in the call.

**C. Notice**

Except in cases of emergency, at least twenty-four (24) hour notice, and such other notice as directed by the Brown Act, shall be given prior to any special meeting.

**D. Agenda**

The agenda for a special meeting shall be limited to the specific issue(s) for which the meeting was called and will contain a brief general description of the business to be transacted and/or discussed at the meeting.

**E. Conduct of Meeting**

The meeting shall be held and conducted in accordance with the Brown Act.

**Section 3. Rules of Order**

Meetings of the CAC shall be conducted in accordance with fair and orderly procedures

such as those described in **Robert's Rules of Order** and/or **Roberta's Rules of Order**, latest edition, except as required by state law or as provided by these Bylaws.

#### **Section 4. Quorum**

A majority of the duly appointed active CAC Members shall constitute a Quorum. CAC action may be taken only by a majority vote of the active Members.

## **Article V: Structure for Supporting CAC's Goals and Activities**

#### **Section 1. Liaisons**

Liaisons act as intermediaries with other organizations/agencies. Liaisons are responsible for determining how to carry out their assignment. They may solicit other CAC Members (totaling less than a quorum) and/or community members, and/or staff to assist them as necessary.

Liaisons are responsible for reporting to the CAC on their activities and their progress toward meeting the goals/objectives established.

#### **Section 2. Ad Hoc Committees**

Ad Hoc Committees may be established to carry out a specific objective or activity within a stated time frame. They may solicit other CAC Members (totaling less than a quorum) and/or community members, and/or staff to assist them as necessary. Ad hoc committee members must appoint a Chair at the outset of the Committee's creation.

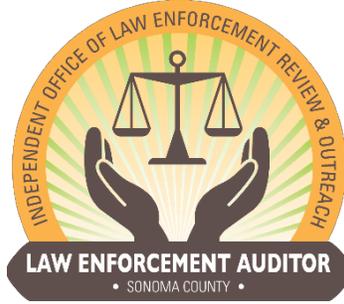
Ad Hoc Committees are disbanded once the specific objective has been accomplished.

#### **Section 3. Standing Committees**

Standing Committees may be established to assume responsibility for the CAC's ongoing work in a general topic area. Standing Committees are created by the CAC and remain active over an extended period. Regular meetings will be held according to regular dates, times and locations. Standing Committee meetings are subject to the requirements of the Brown Act.

## **Article VI: Amendments.**

Proposed amendments to these Bylaws shall be submitted to the Officers and then brought to the CAC for discussion and approval.



# **Independent Office of Law Enforcement Review and Outreach Community Advisory Council Bylaws Adopted March 5, 2025**

## **Article I. Name**

The name of this Advisory Body is the Independent Office of Law Enforcement Review and Outreach (“IOLERO”) Community Advisory Council, hereafter referred to as the "CAC."

## **Article II. Purpose**

The CAC is established to increase visibility for the public into the delivery by the sheriff-coroner of policing and corrections services, to provide community participation in the review and establishment of sheriff-coroner policies, procedures, practices, training, and initiatives, and to engage the public to better understand the role of IOLERO and of the sheriff-coroner.

Measure P, (passed in November 2020 by the voters of Sonoma County) repealed and replaced Sonoma County Code, Title 2, Article XXVII to expand the role and independence of the CAC and authorize the Board of Supervisors and IOLERO Director to appoint members to the CAC.

Sonoma County Board of Supervisors’ Ordinance Number 6174 (adopted September 13, 2016) and subsequent amendments provide governing direction to the CAC.

Following the guidelines of the Creating Ordinance No. 6174, the CAC will continue to reflect and address the expressed needs of the community. It is the intent of the CAC to retain flexibility in the conduct of its affairs.

## Article III. Organization

### Section 1. Community Advisory Council Membership

The CAC shall consist of eleven (11) members. Each supervisor shall appoint two (2) CAC Members and the IOLERO director shall appoint one (1) Member-at-Large.

#### A. Terms

All appointments shall be for two years. There is no limit to the number of terms for which a CAC Member may be reappointed.

#### B. Composition

The CAC shall reflect and represent the diversity and demographics of the County by way of, including but not limited to, racial, ethnic, cultural, gender, socio-economic, and geographic diversity; and who are representative of the community and of community stakeholders of the law enforcement oversight process, and who reside within the County of Sonoma.

#### C. Qualifications

Members of the CAC must not have been employed by any law enforcement agency for three years prior to appointment. Members should have a demonstrated history of involvement in and engagement with community organizations that work in one or more of the following areas:

- i. Serving or empowering disadvantaged communities;
- ii. Protecting and defending the constitutional rights of individuals;
- iii. Issues concerning the effectiveness or fairness of the criminal justice system;
- iv. Serving or empowering members of communities that experience behavioral or mental health challenges; and/or
- v. Spiritual, faith or religious institutions.

Members of the CAC should have a demonstrated ability to engage in mature, objective decision making. CAC Members should have a demonstrated commitment to transparency and objective decision making and should have a demonstrated commitment to and support for civilian oversight of law enforcement. Members of the CAC should also have residency within the County of Sonoma and must be members of the National Association for Civilian Oversight of Law Enforcement (NACOLE).

#### D. Compensation

Members of the CAC shall serve without compensation but may, with prior approval, be reimbursed for authorized, reasonable, and necessary expenses incurred in the performance of their official duties, should funding become available for this purpose.

#### E. Resignation

The resignation of a CAC Member shall be in writing to the appointing Supervisor

(if applicable) the IOLERO Director, the Chair of the CAC, and staff. Resignation letters shall be submitted at least three (3) months before the effective date of resignation, to the extent possible.

**F. Removal from The Community Advisory Council**

CAC Members serve at the pleasure of the appointing Supervisor. The CAC Member-at-Large serves at the pleasure of the IOLERO Director. The failure of any CAC Member to fulfill the duties designated herein will be brought to the attention of the appointing Supervisor and the Director by a CAC Officer and/or IOLERO staff.

**Section 2. Community Advisory Council Member Role and Duties**

CAC Members are expected to fulfill the role and carry out the duties as described below:

**A. Attendance at Regular (Monthly) Community Advisory Council Meetings**

Attendance at Regular CAC meetings is essential, since a Quorum (as defined in Article IV, Section 4) is required to conduct CAC business. Therefore, CAC Members are expected to attend at least three-fourths (3/4) of the Regular CAC meetings held during any twelve (12) month period.

The CAC members must attend meetings in person or as allowed by the State of California.

Participation in meetings not in person shall constitute attendance and presence as though in person at the meeting. Quorum shall be established by either roll call or identification of individual members of the CAC. These meetings shall only be held as authorized by the State of California.

CAC Members absent from a Regular CAC meeting on official CAC business (official CAC business must be approved by Officers) will not be counted as having missed a meeting. Instead, any absence due to representation of the CAC at another event that is approved by all Officers is of the same value as being present at a Regular CAC meeting.

However, if it is necessary to miss a Regular CAC meeting, CAC Members are expected to give an Officer and/or staff prior notice.

Staff will provide a report on attendance at Regular CAC meetings. The three-fourths requirement is deemed to be met by attending nine (9) of twelve consecutive Regular CAC meetings.

## **B. Conduct**

### **1. Standards and Guidelines**

At CAC meetings, events and activities, as well as when representing the CAC in any official capacity, CAC Members shall adhere to generally acceptable standards of business conduct and to any specific guidelines/protocols adopted by the CAC. They shall not engage in:

- a. habitual conduct which disrupts the CAC and/or interferes with the conduct of CAC business, or
- b. conduct which would have a negative impact on the integrity of and/or the community's confidence in the CAC.

### **2. Ethics**

The members of the CAC shall adhere to the most current NACOLE Code of Ethics standards in the conduct of their duties. Using those standards, CAC Members shall:

- a. comply with both the letter and the spirit of the laws and policies affecting operations of the CAC;
- b. be independent, impartial and fair in their judgment and actions; and
- c. conduct public deliberations and processes openly, unless legally confidential, and in an atmosphere of mutual respect and civility.

### **3. Conflicts of Interest**

In order to assure their independence and impartiality on behalf of the public good, CAC Members are prohibited from using their official positions to influence decisions in which they have a financial interest, or an organizational responsibility, or where they have a personal relationship that would constitute a conflict of interest.

CAC Members should avoid taking any action that could be construed as, or create the appearance of, using public office for personal gain, including use of the title of CAC Member and/or CAC stationery or other County resources to obtain or promote personal interests and/or business through any means, including personal social media accounts.

### **4. Representation of the CAC**

CAC Members are encouraged to represent themselves as individual CAC Members in community advocacy and activities related to the adopted positions and Work Plan of the CAC, and are not to work to undermine the adopted positions and Work Plan of the CAC while serving as Members. However, they are not authorized to represent, speak or act on behalf of the

CAC as a whole through any means, including through personal social media accounts unless so authorized by the CAC. Members of the CAC should add an opinion disclaimer to their personal accounts in order to establish clarification that opinions shared on social media are not representative of the CAC.

**C. Communication with Appointing Supervisor**

Each CAC Member acts as a liaison between the CAC and his/her appointing Supervisor, and thus is expected to communicate regularly with his/her appointing Supervisor about the CAC's activities.

**D. Contribution to the Work of the Council**

In addition to the other responsibilities stated in this Section, each CAC Member is expected to support the CAC's goals and activities by serving as an Officer, Liaison and/or as Chair of a committee, or by serving as an active member of an Ad Hoc or a Standing Committee.

**E. Leaves of Absence**

If a Member is unable to fulfill the designated duties due to unusual circumstances, s/he can request a leave of absence from the CAC. Leaves of absence are granted at the recommendation of the Chair and with approval of the appointing Supervisor (or the IOLERO Director for Member-at-Large) and shall not exceed two (2) months.

**Section 3. Governance**

**A. Officers**

The Officers of the CAC shall be a Chair and a Vice-Chair. The duties of these Officers shall be those which generally apply to such officers, stated herein, and/or designated by the CAC.

**B. Term**

The term of Officers and appointments shall be for one (1) year from the date of election through the date of the next election.

**C. Qualifications for Officers**

**1. Chair**

To serve as the Chair, a Member shall:

- a. have attended at least four (4) CAC meetings within six (6) months prior to nomination.
- b. be an able and willing communicator.
- c. express the intention to attend and lead at least ten (10) of the Regular CAC meetings during the one-year term.

## **2. Vice-Chair**

To serve as the Vice-Chair, a Member shall:

- a. have attended at least four (4) CAC meetings within six (6) months prior to nomination.
- b. be an able and willing communicator.
- c. have expressed a willingness to support the Chair and to fulfill the other duties assigned.

## **D. Powers and Duties of Officers**

### **1. Chair**

The duties of the Chair are listed below.

#### **a. Duties for Community Advisory Council Meetings.**

At CAC meetings, the Chair shall:

1. preside over CAC meetings, maintain orderly procedure in accordance with these Bylaws, and decide questions of procedure subject to the full CAC.
2. develop the agenda for CAC meetings with the assistance of other CAC Members, Officers and staff.
3. be allowed to participate in discussion relating to any matter s/he deems appropriate.
4. recognize any member of the CAC who desires to speak.
5. set and adhere to time-limits for any member of the public who desires to address the CAC, consistent with the requirements of the Brown Act.
6. rule on all procedural matters or questions not specifically addressed in these Bylaws, subject to the approval of the full CAC.
7. work with Officers and Staff to produce minutes of the meetings.

#### **b. Duties Related to Community Advisory Council Operations.**

The Chair shall:

1. serve as a primary liaison to the IOLERO Director.
2. serve as an ex-officio member and remain cognizant of the activities and progress of all committees, if any.
3. participate, together with the other Officers and Staff, in creating and monitoring the progress of the CAC's work activities to ensure that CAC goals are met and periodically make a progress report to the CAC.
4. serve as a resource to Members in their efforts to contribute to the CAC's work and, when required, collaborate with other Officers and staff to resolve issues related to a CAC Member's fulfillment of designated duties.
5. represent and speak on behalf of the CAC at public meetings (e.g. Board of Supervisors meeting) on matters relating to the CAC.

6. Create and sustain amicable and effective relationships with County and community leaders/organizations.
7. Advocate for CAC initiatives throughout the County approval process.
8. Remain cognizant of Brown Act requirements, both during meetings and throughout the month; monitor and intervene as needed.

## **2. Vice-Chair**

The Vice-Chair shall:

- a. preside over CAC meetings in the Chair's absence.
- b. assist the Chair in developing the agenda for CAC meetings.
- c. participate, together with the other Officers and staff, in monitoring the progress of the CAC work activities to ensure that CAC goals are met.
- d. serve as a resource to CAC Members in their efforts to contribute to the CAC's work and, when required, collaborate with other Officers and staff to resolve issues related to a CAC Member's fulfillment of designated duties.
- e. fill a vacancy occurring in the office of Chair for the unexpired term.

## **E. Nominations and Elections**

At a Regular CAC meeting prior to the end of the term for current Officers, the Chair will read the duties and qualifications of Chair from the By-Laws, and nominations will be taken from the floor. Any qualified CAC Member is eligible to be nominated (or to nominate him/herself).

The same process shall then be followed for taking Vice-Chair nominations. Elections can be held following the close of nominations, and Officers shall be elected by a simple majority vote. If a CAC Member is unable to attend the CAC meeting, s/he can be nominated and elected, based on prior verbal/written statement that if elected s/he will accept the position and fulfill the duties of the office.

## **F. Vacancies of Elected Office**

### **1. Chair**

Should the office of Chair become vacant during term, the Vice-Chair shall assume the office of Chair for the remainder of the term.

### **2. Vice-Chair**

Should the office of Vice-Chair become vacant during a term, the CAC shall elect a new Vice-chair at its next regular meeting after the vacancy is announced at a public meeting of the CAC.

### **3. Removal From Office**

An Officer may be removed from office prior to the expiration of his/her term by vote of the CAC.

### **Section 4. Staff**

The CAC shall receive support from management and clerical staff as assigned by the Director of IOLERO.

## **Article IV. Meetings**

### **Section 1. Regular Community Advisory Council Meetings**

#### **A. Schedule**

Regular CAC meetings shall be scheduled for the second (2<sup>nd</sup>) Wednesday of each month at 6:00 PM, except as noted in Article IV, Section 1 (E). The time and date will only be changed by the CAC for the purpose of facilitating the conduct of CAC business, and if changed, the date and time will be announced to the CAC and the public with at least thirty (30) days' notice.

Should the meeting fall on a holiday or County closure day, the meeting will be held on the Wednesday of the following week (subject to availability), unless the CAC makes other arrangements. This meeting shall be announced with at least thirty (30) days prior notice, when possible.

#### **B. Location**

Staff will be responsible for securing a facility deemed appropriate for the Regular CAC meetings. Once selected, the location will be announced to the CAC and the public.

#### **C. Ralph M. Brown Act**

All Regular CAC meetings shall be called, noticed, held and conducted in accordance with the Ralph M. Brown Act, hereafter referred to as the "Brown Act." Pursuant with Section 54954.3 of the Brown Act, the agendas for Regular CAC meetings shall provide an opportunity for members of the public to address the CAC on items of interest to the public that are within the subject matter jurisdiction of the CAC .

#### **D. Agenda**

##### **1. Submission of Items**

Staff or any CAC Member may place an item on the agenda, subject to time limitations on CAC meetings and to the discretion of the Chair. Proposed agenda items should be submitted directly to staff of the Independent Office of Law Enforcement Review and Outreach at least two weeks prior to the CAC meeting. Any member of the public may suggest an item for consideration on a future agenda during public comment at CAC meetings.

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A Regular CAC meeting can be cancelled by the vote or consensus of the CAC or the agreement of the two (2) Officers.

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**A. Call for Special Meeting**

Special meetings may be called by the two Officers or the written agreement of the majority of active CAC Members (i.e. CAC Members not on a Leave of Absence, as defined in Article III, Section 2(E)).

**B. Purpose**

The purpose of the special meeting shall be stated in the call.

**C. Notice**

Except in cases of emergency, at least twenty-four (24) hour notice, and such other notice as directed by the Brown Act, shall be given prior to any special meeting.

**D. Agenda**

The agenda for a special meeting shall be limited to the specific issue(s) for which the meeting was called and will contain a brief general description of the business to be transacted and/or discussed at the meeting.

**E. Conduct of Meeting**

The meeting shall be held and conducted in accordance with the Brown Act.

**Section 3. Rules of Order**

Meetings of the CAC shall be conducted in accordance with fair and orderly procedures

such as those described in **Robert's Rules of Order** and/or **Roberta's Rules of Order**, latest edition, except as required by state law or as provided by these Bylaws.

#### **Section 4. Quorum**

A majority of the duly appointed active CAC Members shall constitute a Quorum. CAC action may be taken only by a majority vote of the active Members.

## **Article V: Structure for Supporting CAC's Goals and Activities**

#### **Section 1. Liaisons**

Liaisons act as intermediaries with other organizations/agencies. Liaisons are responsible for determining how to carry out their assignment. They may solicit other CAC Members (totaling less than a quorum) and/or community members, and/or staff to assist them as necessary.

Liaisons are responsible for reporting to the CAC on their activities and their progress toward meeting the goals/objectives established.

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Ad Hoc Committees may be established to carry out a specific objective or activity within a stated time frame. They may solicit other CAC Members (totaling less than a quorum) and/or community members, and/or staff to assist them as necessary. Ad hoc committee members must appoint a Chair at the outset of the Committee's creation.

Ad Hoc Committees are disbanded once the specific objective has been accomplished.

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Proposed amendments to these Bylaws shall be submitted to the Officers and then brought to the CAC for discussion and approval.