

BYLAWS OF THE  
**COUNTY FISH AND WILDLIFE ADVISORY COMMISSION**

**COUNTY OF ALAMEDA**

**ARTICLE I**

**NAME AND FORM**

The name of this Commission as established by Article 5-53 of the Alameda County Administrative Code shall be the COUNTY FISH AND WILDLIFE ADVISORY COMMISSION (CFWAC).

**ARTICLE II**

**OBJECTIVES AND POWERS**

The function and role of CFWAC is to:

- 1) Advise the Board of Supervisors concerning the best methods to achieve the conservation and propagation of fish and wildlife in the County of Alameda;
- 2) Advise the Alameda County Game Warden on policies and goals of CFWAC and on any other related matters the Wildlife Warden refers to or which are raised by CFWAC;
- 3) Encourage and educate the public and youth to understand matters relating to Fish and Wildlife; and,
- 4) Authorize the expenditure of funds of Section 13100 Fish and Wildlife Propagation Fund as budgeted and appropriated by the Board of Supervisors. Such expenditures will be made according to County procedures.

**ARTICLE III**

**MEMBERSHIP**

CFWAC shall consist of five (5) members representing the general public.

Members of CFWAC shall be appointed by the Alameda County Board of Supervisors with each supervisor designating one member. Members shall be residents of Alameda County, and shall serve for a term coinciding with the terms of office of the Supervisor of the District in which the member resides.

**ARTICLE IV**

**PROCEDURES**

Section A. Rules of Order

The rules of procedures at all meetings of CFWAC and sub-committees shall be according to the latest edition of Robert's Rules of Order, except as provided in the Bylaws.

Section B. Meetings

- Regular meetings of CFWAC will be determined by a majority of the membership but shall be held quarterly.
- Special meeting of CFWAC may be called by a majority of the membership, and/or at the discretion of the Chairperson of CFWAC.

- Written and/or email notice of the place, date, time and agenda of each regular and special meeting shall be sent to each member at his or her address of record. Notices of meetings will be mailed/mailed at least five (5) working days before the date of the meeting.
- All meetings of CFWAC shall be open to the public. Members of the public may participate according to Chapter 9 of Part 1 of Division 2 of Title 5 of the Government Code, commencing with Section 54950, and shall be given a copy of the agenda upon request.

#### Section C. Quorum

- At any meeting of CFWAC, a simple majority of members present shall constitute a quorum.
- The Chairperson of CFWAC, or in his/her absence the Secretary, shall ascertain whether a quorum exists at the start of each meeting and at any point in the meeting at which time a vote is taken.
- When the Chair determines that a member's participation in discussions and voting would constitute conflict of interest, the Chair shall direct the member to leave the meeting, pursuant to County policy which state that members of Board and Commissions who are either County employees or employees or officers of Community Based Organizations shall leave the meeting room of the Board of Commission when the item under discussion is likely to be in direct conflict with the employee's Department or the employee/officer's Community Based Organization.
- For purposes of voting to transact CFWAC business on those issues determined by the Chair to be potential conflict of interest, the total number of members present shall be counted to determine if a quorum exists.

#### Section D. Attendance

- CFWAC members with unexcused absences from two (2) consecutive, regular meetings shall be reported to their respective appointing Supervisor and to the whole Board of Supervisors of Alameda County by written notice.
- CFWAC members with unexcused absences from two (2) non-consecutive regular meetings within one (1) year period shall be notified in writing of such absences, and shall provide a written explanation of such absences.

### **ARTICLE V**

#### **OFFICERS**

##### Section A. Number

The officers of CFWAC shall be elected officers: A chairperson and secretary.

##### Section B. Election and Term

All officers shall be elected annually for a term of one (1) year by a majority of the members present at the summer meeting and shall take office immediately upon election. CFWAC membership shall be notified of this election meeting by written notice at least five (5) working days before said meeting. All officers shall be nominated from the membership of CFWAC.

- In the event that an officer resigns or leaves CFWAC for whatever reason, a special election shall be held at the next regularly scheduled meeting to replace said officer.
- In the event that all officers resign or leave CFWAC at the same time, for whatever reason, a special election shall be held at a special meeting called by a majority of the membership to replace said officers.

### Section C. Responsibilities

- Officers shall perform the duties and have the powers commonly incident to their respective offices, together with such other duties as may be delegated to said officers by CFWAC.
- The Chairperson shall have the general powers and duties of management usually invested in the office of Chairperson of a Commission, and shall have other powers and duties as may be prescribed by CFWAC. The Chairperson shall preside at all meetings of CFWAC. The Chairperson shall be responsible for the appointment of all sub-committees and their membership and shall be an ex-officio member with voting privileges on all such sub-committees.
- The Secretary shall perform the duties of the Chairperson in his/her absence and shall perform other duties as CFWAC may designate. The Secretary shall keep the minutes of each meeting.

## **ARTICLE VI**

### **SUB-COMMITTEES**

#### Section A. Powers

All sub-committees shall be advisory to CFWAC and no sub-committee shall have the power to bind CFWAC.

#### Section B. Term

The term of a member of a sub-committee shall be from the time of appointment for a period of one (1) year, or for the duration of the sub-committee, whichever is less. Sub-committee members shall be appointed and/or reappointed to additional terms by the CFWAC Chairperson. A vacancy on the sub-committee shall be filled by the Chairperson of CFWAC.

#### Section C. Quorum

A majority of the sub-committee members shall constitute a quorum at meetings of the sub-committee. In case of a tie in voting, the Chairperson shall cast the deciding vote.

#### Section D. Meetings

A sub-committee shall meet upon call of the sub-committee Chairperson, or the CFWAC Chairperson, or CFWAC. All sub-committee meetings are open to the public.

## **ARTICLE VII**

### **AMENDMENTS**

#### Section A. Members

The Bylaws may be amended or repealed or new Bylaws adopted by an absolute majority vote of the CFWAC. CFWAC members shall be notified by mail at least five (5) working days in advance of meeting at which such action as described above is taken.

#### Section B. Effective Date

The Bylaws and future amendments hereto become effective upon adoption, shall be lodged with the Clerk of the Board of Supervisors, with a copy for each member of the board.

## ALAMEDA COUNTY FISH AND WILDLIFE PLAN

Alameda County is a semi-arid brush and grassland eastbay County on San Francisco Bay with a few remnant areas of riparian watersheds, redwood forests and oak-bay woodlands. It is densely populated in its urban and suburban areas and continues to increase its population and the development of its lands. Most of the open space left in the County is in the hands of private individuals; however, there are many acres of parklands managed by cities and the East Bay Regional Park District for recreation.

The quality of life in the County requires restoration of nature, fish and wildlife. This need is the healthy and universal need for access to a natural work, in which life is perceived to go "right" and in which people can restore their mental and emotional harmony and their sanity.

The County Fish and Wildlife Commission was established to advise the Board of Supervisors on the steps that can and should be taken to facilitate that protection and restoration of the remaining nature, fish and wildlife of the County. The Commission's funding is independent; it is "Fund 16" a sum of income derived from fines collected for Fish and Wildlife and resource code violations within the County.

To these ends, the Commission has several major goals; these are:

- Education of the people of the County, particularly our children, of the value, necessity, care, enjoyment, and locations of the natural resources of the County.
- Maintenance of law enforcement in the County that protects our natural resources.
- Promotion of restoration of the natural resources of the County.
- The Commission shall deliberate the best methods to achieve the conservation and propagation of fish and wildlife in the County of Alameda.
- The commission shall recommend to the Board of Supervisors for the County of Alameda the appropriate expenditures of funds from the County's Fish and Wildlife Preservation Fund.

For the coming years, the Commission has established the following specific goals and objectives:

- Continue to advise the Board of any legislation which affects the fish and wildlife and habitat resources of this County.
- Invite County conservation and sporting groups to speak to the Commission on issues of mutual concern.
- Work with schools and youth and scout groups on conservation projects, e.g. possible hatchery projects, clean up days, etc.