



## **Community Action Board (CAB)**

# **Bylaws**

**Shasta County Community Action Agency  
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**Amended and Approved by Community Action Board – 8/18/2021  
Ratified by County of Shasta Board of Supervisors – 10/5/2021**

## Shasta County Community Action Board

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## ARTICLE I: Name

The name of this Board shall be the Shasta County Community Action Board ("CAB").

## ARTICLE II: Purpose

The purpose of the CAB shall be the following:

- A. To act as the advisory board to the Shasta County Board of Supervisors ("Governing Body") in matters regarding the Shasta County Community Action Agency ("CAA").
- B. To increase community awareness to problems related to poverty in Shasta County.
- C. To improve the level of community participation in providing its own resources and skills in resolving these problems.
- D. To develop both long-term and annual plans to alleviate or reduce the effects of poverty.
- E. To propose a series of action oriented programs, evaluate their impact, and recommend modifying them as necessary.
- F. To suggest new and creative ways of handling the problems of poverty through existing structures as economically as possible while preserving the rights and dignity of individuals involved.

## ARTICLE III: Area of Service

The area of service shall be Shasta County.

## ARTICLE IV: Organization

### Section 1. Organization

The CAB shall consist of a tripartite board with twelve members as follows:

- A. Public Sector – One-third of the members of the CAB shall be elected officials, currently holding office, or their appointed representative.
- B. Low-Income Sector – One-third of the members shall be representatives of the low-income, chosen in accordance with democratic procedures

- C. Private Sector – One-third of the members shall be representatives of business, industry, labor, religious, welfare, education, or law enforcement organizations chosen in accordance with procedures.

**Section 2. Selection Procedures**

- A. Public Sector – The Shasta County Board of Supervisors and the City Councils of Anderson, Redding, and Shasta Lake (“the Appointive Body”) may each appoint one representative from eligible elected public officials or appointed public officials. Elected public officials are defined to include current members of the Board of Supervisors or City Councils. Appointed public officials are defined to include current employees of the jurisdiction. If no appointment is made by a City Council, the Shasta County Board of Supervisors shall appoint an additional representative from eligible appointed public officials.
- B. Low-Income Sector – Representatives shall be selected from multiple areas of Shasta County to insure equitable geographic input.
  - 1. A representative candidate need not qualify under current “Poverty Level” guidelines, but must be eighteen years of age and reside in the area to be represented.
  - 2. Each public sector representative may present to the CAB nominating committee one representative of the low-income from his or her respective jurisdiction. Each representative of the low-income will then be democratically selected by the nominating committee. If the public sector representative does not make a nomination to the committee, then the committee will be responsible for fulfilling all selection requirements.
- C. Private Sector - Representatives of the private sector will be selected by the full CAB as follows:
  - 1. CAA staff will post a public notice of vacancy in appropriate locations requesting notification of interest from organizations seeking representation on the CAB.
  - 2. CAA staff shall utilize media resources and direct mailing techniques to notify and solicit participation from private organizations.
  - 3. CAB members may assist in the recruitment of interested organizations through personal contact with those organizations with whom they are acquainted.

4. The CAB shall select an appropriate representative from among those who have submitted a complete application indicating an interest in participation. An attempt will be made to maintain a representative cross section of community interest such as business, education, industry, labor, religious, law enforcement, welfare, or other private groups.

**Section 3. Term of Office**

- A. Public Sector - Elected public officials shall serve only while they are in office and at the pleasure of the Appointive Body for a minimum term of one-year. Appointed public officials shall serve only while they are current employees of the jurisdiction and at the pleasure of the Appointive Body.
- B. Low-Income Sector - Representatives of the low-income shall serve a three-year term. At the end of the three-year term, if there is not another interested candidate, the most recent representative of the low-income may be appointed to an additional three-year term.
- C. Private Sector - Representatives of the private sector shall serve a three-year term. At the end of the three-year term, if there is not another interested candidate, the most recent private sector representative may be appointed to an additional three-year term.

**Section 4. Removal**

- A. Public Sector representatives may be removed from the CAB only by the Appointive Body or the Shasta County Board of Supervisors.
- B. Representatives of the low-income and private sector representatives may be removed for good cause from the CAB upon agreement of a two-thirds majority present at a CAB meeting. Good cause may include but not limited to the following conduct:
  1. Accumulating two consecutive absences without contacting the Community Action Agency ("unexcused").
  2. Refusing to participate in CAB functions and responsibilities.
  3. Engaging in activities not authorized by the CAB that are disruptive of staff effectiveness.
  4. Participating in activities determined to be a conflict of interest.
- C. In all cases, before removal shall be implemented, the CAB member subject to removal shall:

1. Receive written notice, at least fifteen days prior to the date of discussion, stating the grounds for removal including dates, times, and places that may be applicable.
2. Receive an opportunity to be heard by the CAB prior to a vote on the removal issue.

**Section 5. Vacancies**

- A. There is a vacancy on the CAB when the term of a member has expired, when a member notifies the CAB of his/her resignation, when a public sector representative leaves office or is removed by the Appointive Body, or when a member has been notified of his/her removal by action of the CAB for cause.
- B. Public Sector Representation - When the seat of a Public Sector Representative is vacant, the CAB shall ask the Appointive Body to select a replacement.
- C. Representatives of the Low-Income - When the seat of a representative of the low-income is vacant, the CAB shall select a replacement in accordance with the provisions of Article IV, Section 2. B.
- D. Private Sector Representation - When the seat of a private organization representative is vacant, the CAB shall select a replacement in accordance with the provisions of Article IV, Section 2.C.

**Section 6. Quorums**

- A. The quorum for meetings of the CAB shall be at least 51% of the total membership of the CAB.
- B. The quorum for meetings of committees shall be 51% of the total membership of the committee.

**Section 7. Alternates**

In the absence of the elected Community Action Board member, the Alternate shall perform the duties of the Representative and will keep said Board member informed as to the decisions of the Board during absence. An Alternate is a person named to take the place of another Board Member in their absence or whenever necessary and holds all voting privileges.

Each sector may have one alternate. Each alternate may substitute for only one Board Member.

1. Public Sector – The Board of Supervisors from the County and the City Council from the cities will select their alternates

for the public sector members and alternates will serve only in their absence.

2. Low-Income Sector – The alternate representatives for the Board low-income sector shall be selected in the same manner as the principal low-income representatives are selected. The low-income alternate will serve only during the absence of the low-income seated board member and have voting rights during their absence.
3. Private Sector – The private organizations/sector members represented on the Board shall select their own alternates, just as they select their own representatives. The alternate will serve only during the absence of the private sector representative and have voting rights.

## **ARTICLE V: Officers of the Board**

### **Section 1. Designation of Officers**

The officers of the CAB shall be Chairperson and Vice-Chairperson.

### **Section 2. Election and Term of Officers**

The Chairperson and Vice-Chairperson shall be elected by the CAB at the first meeting of the calendar year and shall assume the duties of such office at that meeting. All officers shall be elected for a two-year term and shall serve until their successors are elected and seated. Officers shall be elected upon a majority vote of the CAB members present.

### **Section 3. Vacancies**

Upon resignation or removal of the Chairperson during the calendar year, the Vice-Chairperson shall ascend to the office of Chairperson for the unexpired portion of the term. An election for the vacant office of Vice-Chairperson shall be conducted to fill the unexpired portion of the term.

### **Section 4. Powers and Duties of Officers**

- A. Chairperson - The Chairperson shall preside at all meetings of the CAB and shall be an ex-officio member of all committees. In addition, the Chairperson shall have other power consistent with these By-Laws and as required to conduct the business of the CAB.
- B. Vice-Chairperson - In the absence of the Chairperson, the Vice-



Chairperson shall perform the duties of the Chairperson and shall perform other duties as are designated by the Chairperson. In the absence of both the Chairperson and the Vice-Chairperson at a CAB meeting, members present shall appoint a member to preside over the meeting.

## **ARTICLE VI: Board Member Policies & Regulations**

### **Section 1. Conflict of Interest**

Board members shall not financially profit in any way in their outside employment or business interests from their association with the Community Action Agency or Community Action Board.

Elected officials and public employees who make or influence governmental decisions are required to submit the Form 700, Statement of Economic Interest. This contributes to transparency and accountability in government.

### **Section 2. Compensation**

Board members shall serve without any salary for their service.

### **Section 3. Nepotism**

No person shall serve on the Board or any other Committee of the Community Action Agency if he/she or a member of his/her immediate family is a member of the Community Action Board. Immediate family shall be defined as; mother, father, husband, wife, natural or adopted son or daughter, sister, brother, mother-in-law, father-in-law, sister-in-law, brother-in-law, son-in-law, daughter-in-law, or grandchild of the member.

A Board member who has a relative as a member of the CAB as of the effective date of the Bylaws shall declare such relationship immediately. A Board member shall not be present or participate in any discussion or vote on any action of the Board which will directly or indirectly affect a relative including discussions and/or evaluations of anyone in his/her supervisory chain of command including the Executive Director.

## **ARTICLE VII: Committees of the Board**

### **Section 1. Committee Membership, Appointments, and Vacancies**

The Chairperson of the Board, with recommendations from the full Board, shall establish membership on standing committees. The Chairperson shall add to the membership or fill vacancies on established committees as needed, with the approval of the Board. The Chairperson may utilize non-board members as Technical

Resources Assistants for specific assignments and/or projects, subject to approval of the Board.

Each committee may adopt rules for its own governance consistent with these bylaws or with rules adopted by the Board. Fifty-one percent (51%) of the members of a committee shall constitute a quorum for the transaction of business. The act of a majority of the members present at a meeting at which quorum is present shall be the act of such committee. Unless duly authorized by these bylaws, the Board committees may not act on behalf of the CAB, or bind it to any action, but shall make recommendations to the CAB.

Committees may be created or dissolved by a two-thirds or majority of the Board present at a meeting of the Board at which a quorum is present. Every effort shall be made to include representation from each of the three sectors of the Board.

The following committees are authorized:

- A. Nominating Committee - There shall be a nominating committee, as established by the CAB, which is a standing committee responsible for selection of the Representative of the Low-Income CAB members for election by the CAB.
- B. Ad Hoc Committees - Ad Hoc committees may be established as deemed appropriate by the CAB and shall be appointed by the Chairperson. Ad Hoc committees shall be for a specified purpose and a specific length of time.
- C. Other Standing Committees - Other standing committees may be established as deemed appropriate by the CAB.

## **ARTICLE VIII: Compensation**

### **Section 1. Compensation**

All CAB members shall serve without any salary for their services.

## **ARTICLE IX: Meetings**

### **Section 1. Schedule and Notice of Meetings**

- A. The CAB shall meet a minimum of four and up to six times a year. The meetings shall be scheduled for the convenience of its members and of the general public.
- B. An agenda stating the date, time, and location of each meeting will be posted on the Shasta County webpage at [https://www.co.shasta.ca.us/index/housing\\_index.aspx](https://www.co.shasta.ca.us/index/housing_index.aspx) at least 72 hours in

- advance of the meeting.
- C. All CAB meetings shall be governed by the provisions of the Ralph M. Brown Act.

**Section 2. Special Meetings**

Special meetings will be held at a time and place designated by the CAB in the event that a special meeting is called by the Chairperson for a specific purpose or by vote of one-third of the CAB members.

**Section 3. Minutes**

The Director of Housing and Community Action Programs shall keep, or cause to be kept, for each meeting, written minutes, which include a record of votes on all motions. Minutes of the previous meeting shall be posted on the Shasta County webpage at [https://www.co.shasta.ca.us/index/housing\\_index.aspx](https://www.co.shasta.ca.us/index/housing_index.aspx)

**Section 4 Cancellation of Meetings**

Any future meeting of the Board may be canceled in advance by the Board. The chair (or vice-chair when the chair is absent or unable to act) may also cancel a future meeting under the following circumstances:

(A) When a majority of the members of the Board have confirmed, either in open session at a previous meeting or independently in writing, their unavailability to attend a future meeting.

(B) When staff advises the chair that there are five or fewer items requesting action by the Board to be scheduled on the proposed agenda for a future meeting.

**ARTICLE IX – Amendments to Bylaws**

**Section 1. Amendments to Bylaws**

The CAB may approve amendments to these By-Laws at any regular CAB meeting for subsequent submission to the Shasta County Board of Supervisors for approval. Proposed revisions to these By-Laws shall be submitted to the Shasta County Board of Supervisors as a Housing and Community Action Programs agenda item for consideration at a regularly scheduled meeting.

It is the intent of the CAB to maintain compliance with current State of California Department of Community Services and Development Community Services Block Grant requirements related to the legal responsibilities of the CAB through revision of these By-Laws as necessary.

**ARTICLE X – Governing Body (Board of Supervisors)**


**Section 1. Responsibilities**

The Shasta County Board of Supervisors is the Governing Body of the Shasta County Community Action Agency. The Board of Supervisors shall:

- A. Make the final determination of major personnel, fiscal, administrative, and program policies.
- B. Make all final decisions, including but not limited to those regarding grant proposals, budgets, and matters requiring legal action.
- C. Retain authority to remove without cause any member of the CAB by a majority vote of the Shasta County Board of Supervisors.
- D. Approve the By-Laws for the CAB.
- E. Retain authority to expand, contract, alter, or amend any of the powers or responsibilities delegated to the CAB.

**DULY APPROVED this 5th day of October, 2021, by the Board of Supervisors of the County of Shasta by the following vote:**

AYES: Supervisors Jones, Baugh, Chimenti, Moty, and Rickert  
 NOES: None  
 ABSENT: None  
 ABSTAIN: None  
 RECUSE: None

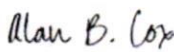


**Joe Chimenti, Chair  
 Board of Supervisors  
 County of Shasta County  
 State of California**

**ATTEST:**  
**MATTHEW P. PONTES**  
 Clerk of the Board of Supervisors

By:  \_\_\_\_\_  
 Deputy

**Approved as to form:**  
**RUBIN E. CRUSE, JR**  
 County Counsel

DocuSigned by:  
 09/21/2021 | 1:36 PM PDT  
 Alan B. Cox  
 Deputy County Counsel III

THIS INSTRUMENT IS  
 A CORRECT COPY OF THE ORIGINAL  
 ON FILE IN THIS OFFICE

ATTEST OCT 06 2021

**CLERK OF THE BOARD**  
 Supervisors of the County of Shasta, State of California  
 By: 