

DISCOVERY BAY COMMUNITY SERVICES DISTRICT
INTERNAL OPERATIONS

COMMITTEE BYLAWS
Revised June 5, 2019

Article I: Name of Committee

The Discovery Bay Community Services District (“Discovery Bay”) Board of Directors (“Board”) has created the Internal Operations Committee (“Committee”).

Article II: Function

The Committee shall be an advisory standing committee that shall provide information and recommendations to the Board on matters relating to personnel policies and general administration of the organization.

Article III: Membership

Section 1. The Committee shall be comprised of 2 Board Members.

Section 2. The Committee members with voting authority shall consist of:

- a) two Directors as appointed by the Board

Section 3. Staff members selected by the General Manager shall also attend Committee meetings and assist the General Manager and appointed Directors with operation of the Committee.

Article IV. Term of Office

The Board appointees to the Committee shall serve for a term of two years.

Article V: Meetings

Section 1. The Committee shall establish a regular place and time for meetings of the Committee. Board Policy requires that all committee meetings occur at least once quarterly. Committee meetings for Internal Operations will be held at the Community Center, 1601 Discovery Bay Boulevard, Discovery Bay, CA 94505 and will occur every even numbered month on the first Wednesday at 4:30 P.M.

Section 2. The Board may designate agenda items for any meetings of the Committee. The members of the Committee may also designate agenda items for consideration by the Committee that are consistent with the Committee’s designated function.

Article VI: Attendance

The members of the Committee are expected to attend the meetings of the Committee on a regular basis.

Article VII: Removal

The Board may recommend removal of any member of the Committee. A majority vote of the members of the Board shall be required to approve any removal of a Board Director.

Article VIII: Officers and Rules

Section 1. The Committee shall elect from among its membership a Chair and Vice-Chair. The term of office for each shall be one year.

Section 2. The Committee may adopt rules and procedures for its meetings. The Committee shall conduct all proceedings in conformity with Robert's Rules of Order and the Brown Act.

Article IX: Staff

The staff of Discovery Bay shall be available to aid the Committee in its work and a staff member shall serve as Secretary to the Committee.

Article X: Required Training

State law (AB 1234) requires that local officials that receive compensation, salary, stipends, or expense reimbursements must receive training in public service ethics laws and principles every two years. The requirement applies not only to the governing body of a local agency, but also commissions, committees, boards, or other local agency bodies, whether permanent or temporary, decision-making or advisory. Committee members must receive training within one year of becoming a member, and thereafter, receive training every two years while still on the committee.

Article XI: Amending Bylaws

Section 1. These bylaws may be amended by a two-thirds (2/3) vote of all voting members of the Committee.

Section 2. Notice of any proposed amendment must be given to all members of the Committee at least one week prior to the meeting at which the amendment is proposed to occur.