

**SANTA CRUZ COUNTY
MOBILE AND MANUFACTURED HOME COMMISSION**

BYLAWS

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 mobile and manufactured home living and make recommendations regarding such legislation to the Board of Supervisors;
- B. Assess the needs of persons living in mobile and manufactured homes 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 1st 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 mobile and manufactured home living;
- E. Hold meetings in mobile and manufactured home 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 Manufactured-Home Owners League (GSMOL) to represent mobile and manufactured home residents;
- B. One member shall be nominated by the Western Manufactured Housing Communities Association (WMA) to represent mobile and manufactured home 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 mobile and manufactured home community and the issues affecting mobile and manufactured home parks and residents.

3. **TERM OF OFFICE**

Each member representing a supervisorial district shall serve for a term of four (4) years, commencing on April 1st 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 (4) 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 unexcused absence of any member from three consecutive regular meetings as recorded in the meeting minutes of the Commission, shall be considered a vacancy and shall be reported in writing by the Mobilehome Commission to the Board of Supervisors, the Clerk of the Board, and the member vacating their seat.

4. OFFICERS

The officers of the Commission are the Chairperson and the Vice-Chairperson. Both officers shall be elected by the Commission at the May meeting to serve in such capacity for one (1) year.

Duties of the Chairperson are to preside over meetings, review and approve agendas, represent the Commission, and communicate with the Board of Supervisors. The Vice-Chairperson shall assume these same duties in the absence of the Chairperson.

5. REGULAR MEETINGS

Regular meetings of the Commission shall be held every other month on the third Thursday of the month at 9:30 AM at the ~~Sheriff's Office~~ United Way of Santa Cruz County Community Room (5200 Sequel Avenue, Santa Cruz, CA, 950624450 Capitola Road, Ste 106, Capitola, CA 95010) unless otherwise specified in the meeting agenda. When the Chair and/or County Staff determine that meeting on the regularly scheduled day or location is not practicable, the meeting may be rescheduled to an alternate date and/or location within the same month and a meeting agenda shall be posted and distributed at least 72 hours before the meeting in accordance with regular meeting agenda procedures discussed herein.

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, religion, color, national origin, ancestry, sex, disability, sexual orientation, gender identity, gender expression, age or any other protected characteristic. Meetings shall not be held in any facility that is inaccessible to persons with disabilities or where members of the public may not be present without making a payment or purchase.

6. SPECIAL MEETINGS

Special meetings may be called by a majority vote of the Commission or by the Chair and one other Commissioner at any time.

At least twenty-four (24) hours prior to each special meeting, written notice for the meeting shall be posted and mailed or emailed to each member of the Commission, and to each person or organization that has submitted a written request to the Commission for notification of such meetings. The notice shall be posted on the Commission website and in a location that is freely accessible to the public. The notice shall specify the time and place of the special meeting and the business to be transacted or discussed.

No business other than that listed on the written notice shall be considered at a special meeting.

7. 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.

8. REGULAR MEETING AGENDAS

At least seventy-two (72) hours prior to each regular meeting, an agenda for the meeting shall be mailed or emailed to each person or organization that has submitted a written request to the Commission for notification of such meetings. The agenda shall be posted on the Commission website and in 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 County Staff or to other resources for factual information, or request County Staff to report back at a subsequent meeting concerning any matter.

Notwithstanding the foregoing, the Commission may take action on items of business not appearing on the posted agenda under the conditions stated in subsections (a) – (c) below.

- (a) Upon a determination by a majority vote of the Commission that an emergency situation exists, or;
- (b) Upon a determination by a two-thirds vote of the members of the Commission present at the meeting, or, if less than two-thirds of the members are present, a 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 Commission subsequent to the agenda being posted, or;
- (c) The item was posted for a prior meeting of the Commission occurring not more than five calendar days prior to the date action is taken on the item, and at the prior meeting the item was continued to the meeting at which action is being taken.

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 Commission's consideration of that item.
- (b) The agenda will provide time at the beginning of each regular meeting for public comment on items not on the agenda which are within the subject matter jurisdiction of the Commission.
- (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 comment on a particular item or the total amount of time allotted for public comment. When further discussion is required, the Commission may vote to allot time on the agenda of the following meeting.

9. SUBCOMMITTEES

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

10. AMENDMENTS

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

11. APPROVAL OF BYLAWS

These Bylaws, 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: ~~November 18, 2021~~ January 16, 2025

DATE APPROVED BY BOARD OF SUPERVISORS: ~~March 8, 2022~~