

**BYLAWS OF THE NEVADA COUNTY
ADULT and FAMILY SERVICES COMMISSION**

**ARTICLE I
NAME, FORMATION, AND PURPOSE**

SECTION 1. NAME:

The name of this organization shall be the **NEVADA COUNTY ADULT AND FAMILY SERVICES COMMISSION**, also referred to as the AFSC, Adult and Family Services Commission, or Commission.

SECTION 2. FORMATION:

This Commission was formed as the Adult and Family Services Commission by the Nevada County Board of Supervisors pursuant to Resolution No. 05-41 on February 8, 2005, and as amended by Resolution No. 05-179 on May 24, 2005, and Resolution No. 06-589 on December 12, 2006, and operates under the Nevada County Board of Supervisors as the primary advisory body relative to health and human service's needs, and performs the responsibilities of the Board of Directors as described under Title 42 USC Chapter 106 § 9910 - Tripartite Boards.

SECTION 3. PURPOSE / MISSION/ VISION STATEMENT:

PURPOSE:

The Commission shall serve as Nevada County's Community Action Board, advising and counseling the Nevada County Board of Supervisors on programs that affect the County's low income or otherwise disadvantaged citizens and related to issues affecting health and human services and family interests of all residents of Nevada County through the annual report or as indicated by time and circumstances deemed important to the Board of Supervisors by the Adult and Family Services Commission.

MISSION:

It is the mission of Nevada County Community Action Agency to engage and empower our community to eliminate poverty, to create equity and prosperity, and to assist people in achieving self-sufficiency through direct services, advocacy, and community partnerships.

VISION:

The Nevada County Community Action Agency envisions communities where all residents have access to quality education, affordable housing, healthcare, transportation, healthy food and a living wage.

- Through partnerships, people with low-income find resources, support, relations and opportunities that aid them in overcoming economic and cultural barriers to establishing and maintain self-sufficient lives.
- Commitment to empowering those seeking assistance to achieve and sustain self-sufficiency.
- Organizational excellence and continued improvement working with employees, community, and partners.

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SECTION 4. SCOPE OF RESPONSIBILITY:

Specific functions of this Commission will focus on but not be limited to the following:

- I. Recommend to the Board of Supervisors policies and procedures which assess or evaluate and prioritize the needs of low income, near poor and poor residents of Nevada County;
- II. Developing a Community Action Plan, establishing programmatic and service priorities or formulas to make recommendations for allocating CSBG revenues and resources, (as required by Community Services Department (CSD));
- III. Developing and maintaining policies and procedures with which to evaluate the abilities of local programs public and private to perform the tasks or provide the services established as priorities by the Nevada County Adult and family Services Commission including performance criteria;
- IV. A request for proposals; thereby establishing a competitive process through which program objectives or service priorities are announced, proposals are solicited and contracts are recommended by the Commission;
- V. Recommend programs, public and private, which improve or expand the delivery of services to low income residents of Nevada County;
- VI. Recommend and develop grant applications generated through Grant Development Activities;
- VII. Coordination activities designed to extend dollar use among our programs;
- VIII. Recommend procedures and corrective action ensuring that all programs funded with CSBG resources are in compliance with (1) CSBG guidelines (as defined by State CSD), (2) Commission goals or objectives and/or the conditions of each contract entered into upon recommendation of the Commission. The procedures shall include, but not be limited to the following:
 - A. Issuing written warnings to contractors or subrecipients who are out of compliance or have failed to meet the conditions of their contract, identifying the areas of non-compliance and needed corrective action, and requiring five (5) days to respond;
 - B. Working with contractor or subrecipient to timely correct or remedy identified areas of non-compliance;
 - C. If contractor or subrecipient remains non-compliant after an initial written warning and demand to correct, a second written notice shall be issued

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advising the contractor or subrecipient that they remain out of compliance and that a hearing before the Commission's program committee has been scheduled, with the date, time and location of the hearing included in the notice to the contractor or subrecipient. The hearing before the Commission's program committee shall occur no earlier than 10 days after the date the second notice is mailed to the contractor or subrecipient.

- D. Action: Depending on nature of non-compliance;
 - 1. Disallowed funds or property returned to Commission;
 - 2. Suspension of Grant until corrective action and compliance can be verified by Commission;
 - 3. Termination of contract. Funds awarded to alternative program;
 - 4. Legal action to recover disallowed funds and/or property.
- IX. Appoint standing committees and ad hoc committees as needed to work cooperatively with County departments and public/private community organizations on projects under the Commission's jurisdiction;
- X. Adopt a CSBG compliant strategic plan as required by the California Department of Community Services and Development (CSD) and review Strategic Plan on an annual basis for the purpose of reviewing Mission, Vision and Goals, Objectives and Strategic Objectives;
- XI. Establish and utilize an objective procedure for evaluating funding requests and making recommendations to the Board of Supervisors.

**ARTICLE II
MEMBERSHIP**

SECTION 1. MEMBERSHIP:

The membership of the Commission shall be comprised of twelve (12) voting Commission members. All must be residents of Nevada County. These members shall be derived from three sectors: Public, Low income, and officials or members of major groups and interests in the community. Each member shall have equal voting rights

- 1. All Adult and Family Services Commission vacancies will be noticed by way of a Public Notice of Committee Vacancies by the Clerk of the Board of the Nevada County Board of Supervisors.
- 2. Notice of unscheduled Commission member vacancies shall be posted in accordance with Government Code section 54974, and shall include the Board of Supervisors Office, Board of Supervisors Chambers, Madelyn Helling Library, and the County of Nevada Government website, and in other County locations designated by the Board of Supervisors.

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3. Potential Commission members will complete the Application for Appointment to County Boards/Commissions and Committees (Document 16360) and file the application with the Clerk of the Board of Supervisors.
4. Each applicant shall be appointed by the Nevada County Board of Supervisors.
5. The public will have an opportunity to provide comment regarding the applicant's ability to properly represent needs at the Adult and Family Services Commission during the public comment period at the Board of Supervisors meeting.
6. The public may also contact the Department of Social Services Director to provide comment regarding the applicant's ability to properly represent needs at the Adult and Family Services Commission.
7. Each Commission member shall serve at the will and pleasure of the appointing authority.
8. The Commission shall recommend two of its members to apply for appointment to the Area 4 Agency on Aging Advisory Council, as Nevada County representatives, subject to approval by the Board of Supervisors. These members shall participate in activities of the Area 4 Agency on Aging Advisory Council, and provide advice and recommendations to the Board of Supervisors.

SECTION 2. DISTRIBUTION OF MEMBERSHIP AND TERM OF OFFICE:

Commission members shall be selected from three (3) sectors: (i) elected public officials, (ii) low-income, and (iii) officials or members of business, industry, labor, religious, human services, education, or other major groups and interests in the community. Each sector shall be represented by four (4) Commission members, for a total of twelve (12) members, who shall each serve a term of two (2) years. Commission member seats in each sector shall be numbered in sequence from 1 to 4. Appointment of Commission members shall be staggered based on seat number, with member seats 1 and 2 in each sector being appointed during even years, and member seats 3 and 4 of each sector appointed during odd years. In the event that the term of a sitting member at the time of this Amendment expires or becomes vacant during a non-appointment year for that seat, a Commission member shall be selected to fill the seat pending the next appointment cycle.

- I. Public Sector shall be comprised of four (4) members.
 - A. Public Sector Commission members shall be elected public officials, currently holding office, or their representatives, except that if the number of elected officials reasonably available and willing to serve is less than four (4) Commission members, membership on the board of appointive public officials may be counted in meeting this requirement.

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- B. The Governing Board (Board of Supervisors) will have the option of designating individual Supervisors as members of this Commission or of appointing representatives.
 - C. Public Sector Members appointed by the Board of Supervisors may consist of current County elected officials or their representatives.
- II. The Low Income Sector shall be comprised of four (4) members.
- A. The Commission shall consider applications from all individuals desiring to represent the Low Income Sector that County staff has verified qualify as low income persons or low income agency representatives. It shall be the responsibility of the Commission as a whole to select the Low Income Sector candidates.
 - B. Individuals interested in serving as representatives of the low income sector on the Commission shall submit an application. Vacancies shall be publicly posted so that interested individuals have adequate time to file an application. All applicants shall be elected by the Commission members in accordance with democratic procedures outlined in regulations promulgated by the Community Service Block Grant (CSBG) Act 42 U.S.C. § 9910, and ratified by the Board of Supervisors.
- III. The Private Sector shall be comprised of four (4) members.
- A. Commission members of the Private Sector shall represent labor, business, or other private business, industry, labor, religious, human services, education, or other major groups and interests in the community. All members shall be selected by the Community Services Commission upon majority vote of a quorum of the Commission members, and ratified by the Board of Supervisors.
 - B. The Commission shall consider applications from all eligible individuals desiring to represent the Private Sector. It shall be the responsibility of the Commission as a whole to select the Private Sector candidates. The criteria used in making the selection of the Private Sector will include:
 - 1. Ability to be a resource for the Commission to attain its goals.
 - 2. Expertise, contacts, and membership in or visibility in private sector interests or groups whose representation would likely assist the Commission in achieving its goals.
 - 3. Experience in and knowledge of Nevada County and the health and human services needs of its citizens.
 - C. The Nevada County Board of Supervisors shall ratify, in a formal confirmation, individuals selected by the Commission to be Private Sector members.

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IV. Voting Rights at Commission Meetings

- A. Each Commissioner shall be a voting member, and all Commission meetings and official actions of the Commission shall comply with parliamentary rules and practices as set forth in Robert's Rules of Order, Revised.
- B. All voting must take place at duly-noticed Commission meetings. A simple majority (50% plus one) of filled Commission seats shall constitute a quorum. A majority vote of the quorum is necessary to carry a motion. There shall be no proxy voting.

V. Vacancies

- A. If a seat is declared vacant by resignation, death, or removal under Section VI below, the following action shall take place to fill the seat for the length of the original term:
 - 1. Vacancies in the Public Sector will be filled by the Board of Supervisors accordance with the procedures set forth in Article 2, Section 2.I above.
 - 2. Vacancies, in the Low Income Sector shall be filled by the appointment from the Low Income Representative applications received, by a vote of the Commission in accordance with the procedures set forth in Article 2, Section 2.II above.
 - 3. Vacancies in the Private Sector will be filled by publicly posting notices of such vacancies. The Commission shall then select a replacement from those applications received or already on file and submit the candidate to the Board of Supervisors for formal confirmation.

VI. Removal of Commission Member

- A. A Commission member may be removed from the Commission under the following circumstances:
 - 1. Failure to comply with the Conflict of Interest provisions set forth in Article 2, Section 5 below.
 - 2. Failure to attend (3) consecutive regular meetings without notification. Notice of possible removal from the Commission will be sent to the member after two (2) missed consecutive meetings without notification.
 - 3. During a calendar year the member misses more that 50% of the regularly held Commission meetings.
 - 4. Conduct unbecoming a representative of the Commission and County, or interference with or obstruction of the goals of the Commission.
- B. A Commissioner may be removed through the following procedures:

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1. Public Sector

- a. Members representing the Public may be removed from the Commission by the Nevada County Board of Supervisors.
- b. The Commission may not declare a Public Sector seat vacant but it may however, send a letter requesting assistance from the Board of Supervisors to help resolve the issue.
- c. In the event the Board of Supervisors has not acted on a request by the Commission for assistance within thirty (30) days, the Commission may send a letter to the Board of Supervisors requesting resolution of the matter within thirty (30) days.

2. Private Sector

- a. In the event that the issue constituting a basis for removal of the member is not remedied to the satisfaction of the Commission in a timely manner, a letter will be sent to the Private Sector member requesting resolution of the problem within 30 days.
- b. In the event that a resolution to the problem is not achieved within thirty (30) days of written notice to the member, the Commission may declare the seat vacant and will commence reviewing requests to fill that seat from other Private Sector applications in accordance with these Bylaws, subject to final confirmation by the Board of Supervisors.

3. Low Income Sector

- a. In the event that the issue constituting a basis for removal of the member is not remedied to the satisfaction of the Commission in a timely manner,, a letter will be sent to the Low-Income Sector member requesting resolution of the problem within 30 days.
- b. In the event that a resolution to the problem is not achieved within thirty (30) days of written notice to the member, the Commission may declare the seat vacant and will commence reviewing requests to fill that seat from other Low Income Sector applications in accordance with these Bylaws, subject to final confirmation by the Board of Supervisors.

SECTION 3. COMPENSATION AND TRAVEL EXPENSE:

There shall be no compensation for service on this Commission. Participation is strictly voluntary. No member serving on the Commission shall be deemed a County employee for any

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Commission purpose whatsoever. Reimbursements for mileage or travel expenses are subject to such expenses being budgeted; all claims for reimbursement must be approved by the Director of the Department of Social Services.

SECTION 4. DUTIES OF MEMBERS:

1. Members shall be expected to attend all AFSC meetings unless excused by notification to commission staff prior to the scheduled meeting.
2. Each newly appointed member to the Commission shall have a copy of the Bylaws, a copy of the membership roster, and other materials which will enable the member to understand the purpose, function, and operation of the Commission.
3. Each member shall be informed on issues within the jurisdiction of the Commission and prepared to participate in decision making and oversight.
4. Each member shall attend training or orientation on conflict of interest, Brown Act and ethics within 60 days of appointment, and at least once every two years thereafter.

SECTION 5. CONFLICT OF INTEREST / CODE OF ETHICS:

1. Where a conflict of interest could arise, a member of the Commission must abstain from a vote involving a decision on a proposal or contract should that member be directly connected with the project proposal or possibly receive benefits there from, e.g., remuneration, consideration, or commission.
2. Any member who disregards this rule shall be subject to a recommendation of dismissal by the Commission to the Board of Supervisors. Such recommendation must be adopted by a two-thirds (2/3) vote of the remaining Commission members in order for it to be made to the Board of Supervisors.
3. No Commission member shall cast a vote on any matter in which he or she has a financial interest as defined in the Political Reform Act of 1974 (Govt. Code §§81000, et seq.) and any regulations promulgated there under by the Fair Political Practices Commission.
4. Each member of the Commission shall file a Conflict of Interest Form 700 with the Clerk of the Board of Supervisors at time of appointment and on an annual basis.
5. Each member of the Commission shall submit a Public Service Ethics Education certificate within 60 days of appointment; otherwise Commissioner may not participate in voting by the Commission.

**ARTICLE III
MEETINGS**

SECTION 1. SCHEDULED MEETINGS:

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Regular meeting of the Commission shall be scheduled a designated minimum number of times per year in order to conduct the Commission’s assigned responsibilities.

1. The Commission shall schedule a minimum of six (6) meetings per calendar year, with additional meetings scheduled as needed to conduct Commission business.
2. Unless otherwise noticed, the Commission shall meet on the second (2nd) Tuesday of each month designated for a regular meeting. The time and location of the meetings will be determined by the Commission. Public notice through local media will advise of said meetings.
3. Should the scheduled regular meeting date fall on a holiday, or other inappropriate date, the Chairperson may reschedule or cancel the meeting by a majority vote of the members to a more convenient date with a minimum of 72 hours written notice to all Commission members and the general public.
4. One (1) meeting shall be held in the North San Juan area each fiscal year.
5. One (1) meeting shall be held in the Truckee area each fiscal year.

SECTION 2. SPECIAL MEETINGS:

1. Special meetings may be called by the Chairperson after due consideration of the need requiring a special meeting by a majority of Commission members, or upon the request of the Board of Supervisors or by request of the Executive Director.
2. Notice of a Special meeting shall comply with all codes and the Ralph M. Brown Act, Government Code §54156, entitled “Special Meetings.”

ARTICLE IV
CONDUCT OF MEETINGS

SECTION 1. QUORUM:

1. A majority of the currently filled Commission voting member seats shall constitute a quorum and a majority vote of that quorum shall constitute an act of the Commission.
2. No proxy votes are allowed.
3. In the absence of a quorum, the Chairperson shall have the discretion to adjourn the meeting.

SECTION 2. ADJOURNED MEETING:

The Chairperson, or a majority of the Commission members, may adjourn any meeting to another time and/or location for the purpose of convenience, and in compliance with the rules of the Ralph M. Brown Act, as set forth for “Adjourned Public Meetings.”

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SECTION 3. RULES OF PROCEDURE:

1. The rules contained in the current edition of Roberts Rules of Order, Revised shall govern the Commission in all cases to which they are applicable and in which they are not inconsistent with these bylaws and the rules, policies and regulations of the Board of Supervisors.
2. All Commission meetings shall be conducted in conformance with the Ralph M. Brown Act commencing at Government Code §54950 et seq.

**ARTICLE V
STANDING COMMITTEES / AD HOC COMMITTEES**

The Commission Chairperson may establish such committees as deemed necessary. Any recommendations by committees shall be approved by a majority vote of the Commission prior to taking any action or making an advisory recommendation to the Board of Supervisors. Committee members shall be required to attend committee meetings unless excused by the Chairperson.

**SECTION 1. COMMUNITY NEEDS ASSESSMENT AND STRATEGIC PLAN
STANDING COMMITTEE:**

1. A standing committee is hereby established which shall be known as the Community Needs Assessment and Strategic Plan standing committee (CNA). This standing committee shall consist of members who shall be appointed from the membership of the Commission, and may also include non-voting members.
2. The CNA standing committee shall work with the Commission staff to conduct a community needs assessment and correlating, pursuant to Results-Oriented Measures and Accountability Standards (ROMA), Strategic Plan every two (2) years, or as required by the California Community Services Department.

**SECTION 2. COMMUNITY SERVICES BLOCK GRANT (CSBG) STANDING
COMMITTEE:**

1. A standing committee is hereby established which shall be known as the Community Services Block Grant (CSBG) standing committee. This standing committee shall consist of members who shall be appointed from the membership of the Commission, and may also include non-voting members.
2. The CSBG standing committee shall monitor compliance with the contract goals of funding recipients, and ensure that funded agencies are meeting the needs of family and adult health and human services as prescribed by 42 U.S.C §§ 9910 and California Government Code § 12726, et. seq.
3. This standing committee shall confine their deliberations, reports and recommendations to be within the requirements and objectives set forth in the current CSBG contract, two-year plan, following Title II, Section 201(a) of the

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Economic Opportunity Act and the current Commission bylaws.

4. The Commission, in publicly announced regular Commission meetings, shall use the reports and recommendations of this standing committee in preparing advisory reports and recommendations, in addition to Request for Funding (RFF's), to the Board of Supervisors.

SECTION 3. COMMUNITY INITIATIVE FUNDING STANDING COMMITTEE

1. A standing committee is hereby established which shall be known as the Community Initiative Funding Standing Committee. This standing committee shall consist of at least three (3) members of the commission, and may also include non-voting members.
2. The Community Initiative Funding Standing Committee shall review and evaluate community proposals requesting Community Initiative funding and make a formal funding recommendation to the Chair at the time designated by the of the Board of Supervisors.
3. The Community Initiative Funding Standing Committee shall monitor compliance with the contract goals of funding recipients, and ensure that funded agencies are meeting the needs of the community.
4. The Commission will report on the format used for each recipient of CIF funds. The commission will also report back to the Board of Supervisors annually providing project outcomes of funding recipients.

**ARTICLE VI
OFFICERS**

SECTION 1. OFFICERS:

The Officers shall consist of:

1. The Chair.
2. The Vice-Chair.
3. The Recording Secretary.

SECTION 2. ELECTION OF OFFICERS:

1. The Officers shall be elected by ballot vote of the members of the Commission, unless there is only one candidate for office, at which time a voice vote can be taken.
2. Majority vote elects the officer.

SECTION 3. TERM OF OFFICE:

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1. The Officers shall be elected each May and take office at the June or the next meeting.
2. Elected Officers shall hold office according to the terms set forth in Section 2 of Article II, or until their successor is elected.
3. No member shall be eligible to serve more than two consecutive terms as Chair, Vice Chair and Correspondence Secretary unless other members are unwilling to serve in those positions. In that instance, the current officers may continue to serve on a year-to-year basis.

SECTION 4. DUTIES OF THE CHAIRPERSON:

1. Act as Presiding Officer at all Commission meetings and direct the activities.
2. Appoint a Parliamentarian, as deemed necessary.
3. Serve as ex-officio to all committees.
4. Appoint ad hoc committees as needed.
5. Approve communications when necessary.
6. Encourage member attendance at all scheduled meetings.
7. Call special meetings as needed.
8. Adhere to the Bylaws and the rules/policies and regulations of the Board of Supervisors at all Commission meetings.
9. Comply with the provisions of the Brown Act on conduct of Commission meetings.
10. Act as spokesperson for the Commission.
11. Appoint members to act as liaison between the Commission and other groups or organizations as needed.

SECTION 5. DUTIES OF THE VICE-CHAIR:

In the absence of the Chair, the Vice-Chair shall assume the duties of the Chair.

SECTION 6. DUTIES OF THE RECORDING SECRETARY:

1. The taking of minutes of each meeting of the Commission.
2. To write such letters as are directed by the Chairperson and as approved by the membership for submittal to the Board of Supervisors.
3. Conduct the general correspondence as directed by the Chair.
4. Provide a monthly summary of correspondence received for review by the Commission.
5. In the absences of the Chair and Vice Chair, shall assume the duties of the Chair.

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6. Track attendance of Commission members at scheduled Commission meetings and report unexcused absences to the Vice Chair.

**ARTICLE VII
ACTIVITY REPORTS**

The Chairperson shall make activity reports to the Board of Supervisors at least annually and at such other times as deemed necessary by the Board of Supervisors, or as deemed necessary by the Commission.

**ARTICLE VIII
STAFF TO THE COMMISSION**

1. Nevada County Department of Social Services (DSS) shall provide, as reasonably necessary, staff to assist the Commission, including:
 - a. Reserving a room for regularly scheduled Commission meetings.
 - b. Maintain records of all proceedings, work with the chair of the Commission to prepare subsequent meeting agendas, and send out all notices of regular and special meetings.
2. All correspondence for the Commission shall be directed to:

Nevada County Department of Social Services
Brighton Green Resource Center
988 McCourtney Road
Grass Valley, CA 95949
Attention: DSS, Executive Secretary

**ARTICLE IX
COMMISSION RECOMMENDATIONS**

Any official recommendation of the Commission to the Board of Supervisors shall result from a majority vote of the members. Minority opinions may be recorded and submitted to the Board of Supervisors with the recommendation of the majority.

**ARTICLE X
COMMISSION BUDGET**

The Chair of the Commission may submit a recommended budget to the Nevada County Board of Supervisors in anticipation of each fiscal year for reasonable operations.

1. Budget items may include mileage reimbursement for members, printed materials, event participation, and other approved Commission activities.
2. The Chairperson of the Commission and Nevada County staff will work collaboratively to identify appropriate budget expenses within the identified expenditure period, normally a fiscal year.

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**ARTICLE XI
AMENDMENTS**

SECTION 1. AMENDMENT OF BYLAWS:

The Commission shall have the right to recommend to the Board of Supervisors of Nevada County amendments to the foregoing Bylaws.

1. Written Notice and copies of the proposed amendments must be supplied to each Commission member 30 days in advance of its consideration for vote of the Commission in regular session.
2. A two-thirds (2/3) vote is required for a recommendation for amendment of the Bylaws.
3. Bylaws and amendments shall be submitted to the Board of Supervisors for ratification and shall not become effective until written approval is indicated by endorsement in the space provided at the conclusion of these Bylaws.

Approved by the Nevada County Adult and Family Services Commission on this this 14 day of November, 2017.

Tim Giuliani, **Chair**

The Nevada County Board of Supervisors ratified these Bylaws on this _____ day of _____, 2018.

Chair of the Board

ATTEST:

Clerk of the Board

APPROVED AS TO FORM AND CONTENT:

County Counsel