

**AGRICULTURAL LIAISON ADVISORY BOARD (ALAB)**  
**ORGANIZATIONAL STRUCTURE AND OPERATING GUIDELINES**  
*DRAFT: December, 2011*

**I. Establishment and Objectives:**

SLO County Board of Supervisors Resolution # 70-253 created the Agricultural Liaison Board April 27, 1970 to:

“.....assist the agricultural industry in said county with its ever increasing problems.....”

“..... receive, review, and propose for presentation to appropriate county agencies, complaints from members of the rural communities and to pursue necessary action.....”

SLO County Board of Supervisors Resolution # 2001-228 further stated:

“..... providing agricultural perspective to the Board of Supervisors on land use planning.....”

“.....the Board of Supervisors and the County’s departments have found value in referring agricultural issues to the Ag Liaison Board for deliberation.....”

“.....for deliberation and recommendation on agricultural issues.....”

SLO County Board of Supervisors Resolution #2001-228 referred to the Board as “Agricultural Liaison Advisory Board” (a change from “Agricultural Liaison Board” in previous resolutions).

**II. Scope of Board:**

The ALAB is advisory in nature and is recognized as a forum for discussion of matters that relate to local agriculture and land use or as directed by the Board of Supervisors. The ALAB members serve at the pleasure of the Board of Supervisors. Meetings are open to the public and agency members.

**III. Membership and Terms:**

- Representative from each Supervisorial district: term concurrent with the nominating Supervisor’s term of office ( [Resolution # 2001-228](#)). Representatives shall be a.. “bonafide farmer or who most nearly represents the type of agriculture in that District” ~~per~~ ( [Resolution #70-253](#))
- President (or appointee) of SLO County Farm Bureau or alternate; term concurrent with President’s tenure, ( [Resolution # 2001-228](#)).
- Ag Finance representative or alternate; 4 year term, ( [Resolution # 2001-228](#)).
- Environmental representative or alternate; 4 year term, ( [Resolution # 2001-228](#)).
- Coastal San Luis RCD representative or alternate; 4 year term, ( [Resolution # 2001-228](#)).
- Upper Salinas-Las Tablas RCD or alternate; 4 year term, ( [Resolution # 2001-228](#)).

A. Commodity Group Representation: (Representatives and Alternates should operate or work at or be retired from an agricultural operation/business/**industry organization??** located within San Luis Obispo County):

- President (or appointee) of SLO County Cattlemen’s Association or alternate; term concurrent with President’s tenure ([Resolution # 2001-228](#))
- Wine grape industry representative, or alternate; 4 year term ([Resolution # 2008-82](#))
- Vegetable industry representative, or alternate; 4 year term ([Resolution # 2008-82](#))
- Nursery industry representative, or alternate; 4 year term ([Resolution # 2008-82](#))
- Organic Grower/Direct Marketing industry representative, or alternate: 4 year term ([Resolution # 2008-82](#))

B. Ex-Officio members: (non-voting):

- UC Cooperative Extension Director (or designee); ~~no term limits~~ [terms undefined, \(Resolution # 2001-228\)](#)
- Ag Commissioner (or designee); ~~no term limits~~ [terms undefined, \(Resolution # 2001-228\)](#)

**IV. Appointment/Re-appointment Process: of Voting Members:**

The Board of Supervisors shall make appointments to ALAB . The ALAB Secretary shall submit nominations as part of the Board’s consent agenda.

**A. Voting Members:**

- Board of Supervisor District Representatives: notification to ALAB Chair and ALAB Secretary from Board of Supervisor member upon appointment and upon re-election of the Board of Supervisor member
- Farm Bureau and Cattlemen’s Association Representative: written nomination to ALAB Chair and ALAB Secretary from association Presidents for initial appointment and/or reappointment when change of President occurs
- Ag Finance Representative: written nomination to ALAB Chair and ALAB Secretary from previous representative upon appointment or reappointment by Board of Supervisors
- Environmental Representative: written nomination to ALAB Chair and ALAB Secretary from ~~Governing Board~~ of the ECOSLO Board of Trustees for appointment or reappointment by Board of Supervisors. [Nomination will be determined by majority vote of the ECOSLO Board of Trustees.](#)
- RCD Representatives: written nomination to ALAB Chair and ALAB Secretary from Governing Board of each RCD for appointment or reappointment by Board of Supervisors
- Wine Grape Industry Representative: written nomination to ALAB Chair and ALAB Secretary of collaborative decision of the Central Coast Vineyard Team; Central Coast Wine Grape Growers Association; Independent Grape Growers of Paso Robles Area; Paso Robles Wine Country Alliance; San Luis Obispo Vintners and Growers Association and other industry related associations for appointment or reappointment by Board of Supervisors
- Vegetable Industry Representative: written nomination to ALAB Chair and ALAB Secretary of collaborative decision of the Grower-Shipper Vegetable Association; and other industry related associations for appointment or reappointment by Board of Supervisors
- Nursery Representative: written nomination to ALAB Chair and ALAB Secretary of collaborative decision of the Central Coast Greenhouse Growers Association

and other industry related associations for appointment or reappointment by Board of Supervisors

- Organic Grower/Direct Marketing Representative: written nomination to ALAB Chair and ALAB Secretary of ~~the collaborative decision~~ recommendation of the San Luis Obispo Chapter of the Calif. Certified Organic Farmers Association, SLO County Farmers Market Associations, Central Coast Ag Network, and other industry related associations for appointment or reappointment by Board of Supervisors

#### **B. Alternates:**

Written notification to ALAB Chair and ALAB Secretary from appointing/nominating entity listed above prior to participation as an Alternate.

#### **V. Mid-term Appointments:**

~~A. In the event a position is~~ For positions vacated mid term, the replacement Member, nominated by the previous Member's association, organization or appointed by a Supervisor, will finish out the vacated term and can be re-appointed by the Board of Supervisors once the vacated term expires. Mid-term appointments must be approved by the Board of Supervisors. Mid-term appointments are subject to Maddy Act posting requirement through the County Clerk's office. (Appointments made to fill end of term vacancies do not require Maddy Act posting). All appointment requests require the County Clerk's signature on the Board of Supervisors' transmittal letter.

**B.** In the event a Member's term expires and no replacement is designated, the previous Member may hold the position until a replacement is ~~approved or~~ appointed by the Board of Supervisors.

#### **VI. Selection and Duties of Chair, Vice Chair, Secretary and Members:**

Prior to the first ALAB meeting of the calendar year, the Chair shall initiate a nomination/election process. During the first ALAB meeting of the calendar year, as needed, the voting membership shall elect a Chair and Vice-Chair. ~~Each shall serve a~~ Terms for each shall be two years, with no limit to the number of terms each can serve. term. ~~Terms shall begin the first~~ or second? ALAB meeting of the calendar year.

~~The County Agricultural Commissioner shall provide staff to serve in the role as the Secretary.~~

**A.** Duties of Chair (or Vice Chair in the absence of the Chair):

- coordinate agendas with Secretary, review draft minutes prior to meetings
- conduct meetings according to agendas
- promote open discussion of matters related to official business of ALAB
- conduct public comment period in a manner meeting Brown Act requirements: allow public comment on each agenda item. The Chair may limit the length of comment at his/her discretion. The Chair shall also monitor the participation level of guests.
- represent the ALAB at public hearings, meetings, etc (or designate a voting member as needed)

- assign **voting** Members to represent ALAB on outside committees and other groups
- sign correspondence
- address chronic non-attendance of Members as needed. Notify appointing body of chronic absences of their representative
- assure compliance with Brown Act and any other legal requirements
- review Organizational Structure and Operating Guidelines on a regular basis

**B. Duties of Members, Alternates and Ex-Officio Members:**

- submit agenda items and corresponding information to Secretary 14 calendar days before meeting. (Supplemental information must be submitted in electronic form to facilitate posting on the Ag Commissioner's website)
- punctually attend all regular and committee meetings to the maximum extent possible. (ALAB could request dismissal or replacement from the appointing authority for members that miss 2 consecutive meetings without contacting the Secretary in advance)
- inform the Chair or Secretary as soon as possible or by 5:00pm the Friday before the meeting if unable to attend the meeting (to determine if a quorum will be present)
- review agenda and all information prior to meeting and be prepared to propose motions, participate in all discussions and take appropriate action in the form of voting. (Ex-officio Members are excluded from voting however they can make motions).
- conscientiously follow high ethical standards in putting the broad public interest ahead of any personal interest. Abstain from all votes where a conflict of interest would appear to influence decisions
- keep appointing body (or Department Head for Ex-officio members) informed of ALAB discussions, positions and action items
- if designated by the Chair, voting Members may represent and speak for ALAB at public hearings or other meetings. (Voting Members not designated by Chair to represent ALAB, who testify at public hearings or other meetings shall clearly identify themselves as speaking individually and not on behalf of ALAB).
- report to ALAB actions/discussions of any meetings attended as an ALAB representative

**C. Additional Duties of Ex-official Members:**

- represent the UCCE and Ag Commissioner's offices
- prepare material and may provide recommendations/options for ALAB review
- coordinate attendance of appropriate staff from other agencies
- provide technical expertise and information related to agenda items
- provide departmental updates

**D. Additional duties of the Agricultural Commissioner's staff in the role of ALAB Secretary:**

- prepare, post and distribute and **archive** meeting notices, agendas, minutes, **correspondence** and supplemental material
- document minutes of each meeting, **act as custodian of tape recording of meetings**

- document outcome of motions by pass/fail unless a roll-call vote is requested by any Member or a Member requests that their individual vote be specifically recorded in the minutes
- maintain roster of attendance
- maintain file of past meeting agendas, minutes and corresponding information
- track voting Members' terms with the Clerk of the Board of Supervisors and present nomination and reappointment requests to the Board of Supervisors

**E. Duties of ALAB Representative and Alternate to Agricultural Preserve Review Committee (APRC):**

During the first ALAB meeting of the calendar year, as needed, the ~~voting membership shall~~ Chair shall initiate the process to elect a representative and alternate. Terms for each shall be two years, with no limit to the number of terms each can serve to serve a two year term. These positions shall be held by voting Members.

- punctually attend all regular and committee meetings
- review agenda and all information prior to meetings and be prepared to propose motions, participate in all discussions and take appropriate action in the form of voting, (assigned alternate may vote in place of absent member).
- speak on behalf of ALAB
- report to ALAB discussions and actions taken at APRC meetings

**VII. Meeting Schedule and Standing, Ad Hoc Committees:**

- Meetings shall be held on the first Monday of each month as-needed or as determined by the Chair
- Standing, Ad Hoc Committees: the ALAB Board or the Chair may assign standing and ad hoc committees which may be made up of individual ALAB members, alternates and any-members of the public. Standing committees are subject to all Brown Act requirements.

**VIII. Agenda and Meeting Minutes:**

All meetings of ALAB shall be held in conformance with the requirements of the Ralph M. Brown Act (Brown Act). The actions of the ALAB shall be performed in meetings open to the public and adequate public notice shall be provided. Closed sessions may be held only on the advice of County Counsel and in conformance with provisions of the Brown Act.

Meeting agendas shall be developed by the Chair and Secretary. Written requests from Members or others to place items on the agenda shall be submitted to the Chair at least 14 days in advance of the next meeting. The Chair shall bring such written requests before the members for their concurrence, and/or determine what will be placed on future agendas. The Chair shall place time critical items on the agenda as needed without consulting members.

**A. The agenda shall serve as the meeting announcement and shall include the following:**

- date, time and location of meeting
- call to order and announcements by the Chair
- open comment period
- reports from Members/agencies
- review, correction and approval of previous meeting minutes

- business items
- agenda items within each topic shall include the name of the responsible presenter
- website and physical location where agendas, approved minutes and supplemental handouts for agenda items can be accessed

B. The Secretary shall prepare agendas and minutes of all meetings:

- agenda items and supplemental/corresponding information shall be submitted to the Secretary 14 calendar days in advance of meetings.
- ten calendar days in advance of meetings, the Secretary shall distribute the current agenda corresponding/supplemental information and available draft minutes from previous meetings to all Members, Alternates, and others requesting notification.
- agendas will be posted according to Brown Act requirements, 72 hours in advance of meetings in a location accessible to the public (posted on the Farm Bureau office outer front door at 651 Tank Farm Road in San Luis Obispo, on the public notice wall at the County Ag Commissioner's office at 2156 Sierra Way, Suite A in San Luis Obispo and in the entryway display case the SLO City/County Library at 995 Palm Street in San Luis Obispo).
- the Secretary shall post agendas, supplemental/corresponding information (if available in electronic form), ~~and draft~~ and approved minutes on the County Ag Commissioner's website at [www.slocounty.ca.gov/agcomm](http://www.slocounty.ca.gov/agcomm). ~~(Handouts and attachments to agendas and approved minutes not posted on the website will be available by contacting the Secretary).~~
- requests from non-members for advance distribution to Members of information related to issues not on the agenda shall be refused. The requester ~~can~~ ~~shall be invited to~~ present information in person during the open comment period at meetings.
- requests from non-members for advance distribution to Members of information related to issues on the agenda shall be granted and shall be submitted to the Secretary 14 calendar days in advance of meetings ~~in electronic form for posting on the County Ag Commissioner's website~~ and/or the requester shall be invited to present information in person during the discussion of the agenda item during meetings.
- ~~meeting notices, agendas, minutes, correspondence and supplemental material shall be retained by the Secretary for 5 years? 10 Years?~~

C. Use of tape recorder to prepare minutes:

The Secretary can tape record meetings and shall act as custodian of tape recordings. The sole purpose of tape recordings is to facilitate the preparation of the minutes of the recorded meetings. (No statutory authority exists that requires advisory board meetings be tape recorded).

Tape recordings are subject to the California Public Records Act (CPRA). Any person has the right to file a CPRA request with the Secretary to either listen to the recording on equipment provided by ALAB or to make a duplicate copy. CPRA requests will be processed by the Secretary following the Ag Commissioner's standard operating procedure. When such requests are received, the Secretary will notify ALAB Members and Alternates. Identity of the requestor shall be provided to ALAB Members unless the requestor asks that such information be withheld, as allowed for in the CPRA. Tape

recordings shall be erased once minutes are approved (but not erased within less than 30 days after a recording is made, per CPRA requirements).

**IX. Quorum Requirements and Voting Procedure:**

A. The minimum number for a quorum shall be 8 voting members, (based upon 15 total voting membership). A quorum must be present for voting on any business item listed on agenda. ~~Members or Alternates must be present at meetings to cast vote.~~

B. In the absence of a quorum, the Chair may cancel the meeting. If the meeting is held, discussion about agenda items can take place. However, no votes can be taken.

C. Alternates may vote in place of an absent member. If the Member and Alternate are both present, the Alternate may not vote but may participate in discussions. Members or Alternates must be present ~~physically? By phone OK? By proxy OK?~~ at meetings to cast vote.

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