

AGRICULTURAL LIAISON ADVISORY BOARD (ALAB)
ORGANIZATIONAL STRUCTURE AND OPERATING GUIDELINES
As Approved by ALAB, January 5, 2009

I. Establishment and Objectives:

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

“...[A]ssist the agricultural industry in said county with its ever increasing problems...”
“...[R]eceive, 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:

“...[P]rovid[e an] agricultural perspective to the Board of Supervisors on land use planning...”

“...[T]he Board of Supervisors and the County’s departments have found value in referring agricultural issues to the Ag Liaison Board 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. (Representatives shall be a...“bona fide 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
- Ag Finance representative or alternate; 4 year term
- Environmental representative or alternate; 4 year term
- Coastal San Luis RCD representative or alternate; 4 year term
- Upper Salinas-Las Tablas RCD or alternate; 4 year term

Commodity Group Representation: (Representatives shall operate or work at or be retired from an agricultural operation/business located within San Luis Obispo County):

- President (or appointee) of SLO County Cattlemen’s Association or alternate; term concurrent with President’s tenure
- Wine grape industry representative, or alternate; 4 year term
- Vegetable industry representative, or alternate; 4 year term

- Nursery industry representative, or alternate; 4 year term
- Organic Grower/Direct Marketing industry representative, or alternate: 4 year term

Ex Officio members: (non-voting):

- UC Cooperative Extension Director (or designee); no term limits
- Ag Commissioner (or designee); no term limits

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

- Board of Supervisor District Representatives: notification to ALAB Chair and ALAB Secretary from Board of Supervisors 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 ECOSLO for appointment or reappointment by Board of Supervisors
- 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 collaborative decision of 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

V. Mid-term Appointments:

In the event a position is vacated mid term, the replacement member, nominated by the previous member’s association 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.

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:

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 two year term. The County Agricultural Commissioner shall provide staff to serve in the role as the Secretary.

Duties of Chair (or Vice Chair in the absence of the Chair):

- coordinate agendas with Secretary
- 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
- represent the ALAB at public hearings, meetings, etc (or designate a voting member as needed)
- assign 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

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 5:00 pm 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

Additional Duties of ex officio 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

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

- prepare, post and distribute meeting notices, agendas, minutes and supplemental material
- document minutes of each meeting
- 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

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 elect a representative and alternate 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 and any member of the public. Standing committees are subject to all Brown Act requirements

VIII. Agenda and Meeting Minutes:

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.

The agenda shall serve as the meeting announcement and shall include the following topics:

- date, time and location of meeting
- call to order and announcements by the Chair
- open public comment period
- announcements from ex officio members
- review, correction and approval of previous meeting minutes
- business items
- items for discussion at future meetings
- date, time, location of next meeting
- agenda items within each topic shall include the name of the responsible presenter

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 approved minutes on the County Ag Commissioner's website at 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)

IX. Quorum Requirements and Voting Procedure:

The minimum number for a quorum shall be 8 voting members. 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.

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.

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.