

CONTRA COSTA COUNTY  
INTEGRATED PEST MANAGEMENT ADVISORY COMMITTEE  
BYLAWS

**I. Name and Definition**

- A. The name of this advisory body to the Contra Costa Board of Supervisors shall be the “Contra Costa County Integrated Pest Management Advisory Committee,” hereafter referred to as the “Committee.”
- B. “Integrated Pest Management” (hereinafter, “IPM”) is defined as “an ecosystem-based strategy that focuses on long-term prevention of pests or their damage through a combination of techniques such as biological control, habitat manipulation, modification of cultural practices, and use of resistant varieties. Pesticides are used only after monitoring indicates that they are needed according to established guidelines, and treatments are made with the goal of removing only the target organisms. Pest control materials are selected and applied in a manner that minimizes risks to human health, to beneficial and non-target organisms, and to the environment.”

**II. Purpose (Mission Statement)**

The general purposes of the Committee shall be as follows:

- A. Protect and enhance public health, County resources, and the environment;
- B. Minimize risks and maximize benefits to the general public, staff and the environment as a result of pest control activities conducted by County staff and contractors;
- C. Promote a coordinated County-wide effort to implement IPM in the County in a manner that is consistent with the Board-adopted IPM Policy;
- D. Serve as a resource to help Department Heads and the Board of Supervisors review and improve existing pest management programs and the processes for making pest management decisions;
- E. Make policy recommendations upon assessment of current pest issues and evaluation of possible IPM solutions; and
- F. Provide a forum for communication and information exchange among members in an effort to identify, encourage, and stimulate the use of best or promising pest management practices.

**III. Membership**

- A. The membership of the Committee shall be composed of the following:
  - 1. Four (4) ex-officio, non-voting members as follows:
    - a. Agricultural Commissioner, or designee
    - b. ~~General Services Deputy Director~~Public Works Facilities Maintenance Manager, or designee
    - c. Public Works Deputy Director, or designee
    - d. A current Structural Pest Management contractor with ~~General Services Department~~the Public Works Facilities Maintenance Division
  - 2. Eight (8) voting members as follows:
    - a. Two (2) ex-officio members:
      - i. Health Services Department representative
      - ii. County/Unincorporated County Storm Water Program representative
    - b. Six (6) public members:
      - i. Public and Environmental Health Advisory Board representative
      - ii. County Fish and Wildlife Committee representative
      - iii. Three (3) Type 2, “At Large Appointments,”

- iv. One (1) Type 3, “At Large Appointment,” for an environmental organization with either 501(c)(3) or 501(c)(4) status
3. One (1) Type 3, “At Large Appointment” for a Public Member – Alternate.

#### B. Membership Requirements

1. Members must reside or work in Contra Costa County and should reflect the ethnic, racial, and geographical diversity of the County.
2. Contractors who provide pest management services to the County may not serve on the Committee. The exception is A.1.d., above, the Current Structural Pest Management Contractor with ~~General Services Department~~ the Public Works Facilities Maintenance Division.
3. If a member’s work status or residence changes, he/she must notify the Committee in writing, within thirty (30) days of their change in status. The Chair will review the change of status and determine if the member is still eligible for membership according to these by-laws. If they are found to be ineligible, the member will be asked to resign his/her position.
4. Current employees of Contra Costa County are not eligible to serve on the Committee as “At Large Appointments” under A.2.iii, A.2.iv, and A.2.v above

#### C. Responsibilities of Membership

Each member must:

1. Have an interest in and commitment to the Purpose (Mission Statement) of the Committee;
2. Demonstrate knowledge of, interest in, and commitment to improvement of IPM practices in Contra Costa County;
3. Attend Committee meetings;
4. Notify the IPM Coordinator, in advance, of any unavoidable absence from a meeting; and
5. Must comply with the Contra Costa County Policy for Board Appointees concerning Conflict of Interest and Open Meetings, Resolution No. 2002/376.

#### D. Resignation

Any member who desires to resign his or her position with the Committee must do so in writing and file it with the Chair and Secretary of the Committee.

### IV. Staff to the Committee

The County IPM Coordinator shall serve as staff to the Committee. Staff shall issue and distribute agendas in accordance with the Brown Act and Better Government Ordinance. Staff shall finalize minutes and distribute to members ~~within a week after each meeting~~ in the agenda packet.

### V. Organization of the Committee

A. *Officers*: The officers of the Committee shall be the Chair, Vice-Chair, and Secretary.

#### B. *Duties of Officers*:

1. It shall be the duty of the Chair to preside at all meetings.
2. In the absence of the Chair, the Vice-Chair shall assume the duties of the Chair. Should both senior officers be unavailable, the Secretary shall preside.
3. The Secretary, or a designee of the Chair, shall take notes at all meetings

#### C. *Subcommittees*:

1. The purpose of a Subcommittee is to research and explore specific issues in-depth that come before the Committee.
2. The goal of a Subcommittee is to provide a working forum for interaction and information exchange among experts and staff focusing on issues needing in-depth consideration.

3. The Committee Chair shall designate Subcommittee members from the Committee with advice from the Committee.
4. For those issues that are technical in nature, the Subcommittee Chair, with a majority vote from the Subcommittee members, may invite experts from other agencies or institutions, such as East Bay Regional Park District, Contra Costa Mosquito & Vector Control District, Contra Costa Water District, the University of California Cooperative Extension, Pesticide Applicators Professional Association, Association of Applied IPM Ecologists, and/or Pest Control Operators of California and other appropriate representatives with technical expertise in a specific field to attend Subcommittee meetings to provide input and/or report to the Subcommittee.
5. Only the Subcommittee members will have voting rights to make final decisions regarding recommendations to send to the full Committee.

## **VI. Terms/Elections**

### **A. Committee:**

1. The terms for the Department Representatives do not expire. All other members shall serve for a term of two (2) calendar years. Any vacancies during the term of the member shall be filled for the remainder of that two (2) calendar year term. Members may serve more than one (1) two-year term if reappointed.
2. The Committee shall elect its officers every two (2) years, at the last meeting of each even numbered calendar year. Officers shall be elected by a simple majority of those present.
3. New officers shall assume their duties at the first meeting of the calendar year following their election.
4. Officers shall serve for a term of two (2) years. Any vacancies during the term of the officer shall be filled for the remainder of that two (2) calendar year term. Officers may serve more than one (1) two-year term if re-elected.
5. Should an officer resign, the vacancy will be filled by election at the next regular meeting.
6. Members with two (2) absences in a calendar year may be recommended by the Committee for removal from membership to the Board of Supervisors.
7. Committee vacancies will be filled per the Maddy Local Appointive List Act of 1975.

### **B. Subcommittees:**

1. The Committee Chair selects Subcommittee members.
2. Subcommittee members recommend a Subcommittee chair to the Committee Chair, if needed.

## **VII. Duties of the Committee and Subcommittees**

### **A. The general duties of the Committee shall include:**

1. Working with County Departments to create, promote, implement, and periodically evaluate IPM programs, strategies, and policies specific to their operational needs and consistent with the County IPM Policy;
2. Recommending policies;
3. Prioritizing work of the IPM Coordinator;
4. Coordinating pest management among all areas of the County;
5. Forming Subcommittees to assist in the work of the Committee as deemed necessary by the Committee;
6. Promoting ongoing and expanded cross training among departments on IPM issues;
7. Promoting availability, public awareness, and public input into written county pest management programs, protocols, and records;
8. Helping create public awareness of IPM and promote public education on IPM techniques; and
9. Providing an ongoing forum for consensus and resolution of IPM issues.

- B. The general duties of the Subcommittees shall include:
  - 1. Researching and discussing matters requiring in depth consideration; and
  - 2. Making specific recommendations to the Committee as appropriate.

## **VIII. Meetings/Voting**

- A. The Committee shall meet every other month on the first Wednesday of the month from 10:00 a.m. to 12:00 p.m.
- B. All meetings of the Committee shall be open to the public and all interested persons shall be permitted to attend meetings. Time shall be set aside for limited public comment on items not on the posted agenda.
- C. A notice of the regular meeting, with an attached agenda, shall be posted in a public notice area not less than ninety-six (96) hours prior to the meeting, pursuant to the Brown Act and the Better Government Ordinance.
- D. “Quorum” is defined as fifty percent plus one.
- E. A quorum of the total membership (at least 7 members) must be present in order to hold a meeting. In the absence of a quorum, no formal action shall be taken except to adjourn the meeting to a subsequent date.
- F. Voting at Meetings
  - 1. A quorum of voting members (at least 5 members) must be present before any vote on matters before the Committee can take place. Passage of a matter requires approval by a simple majority of the voting members present, except on matters involving policy recommendations to the Board of Supervisors.
  - 2. Passage of matters involving policy recommendations to the Board of Supervisors requires approval by a simple majority of the total number of voting members (at least 5 members).
  - 3. The Public Member – Alternate may vote only if a member listed in III. Membership A.2.b, above, is absent. Otherwise, the Public Member – Alternate may not vote on matters before the Committee.

## **IX. Bylaws/Amendments**

These bylaws will govern the membership, organization, and meetings of the Committee. These bylaws may be amended by majority vote at any regular Committee meeting, a quorum being present, with prior notice to the membership.

## **X. Annual Objectives**

The Committee shall review and adopt annual objectives at the first meeting of the calendar year.

## **XI. Reports to the Board of Supervisors**

The Committee shall submit a status report on the activities of the Committee as directed, but no less frequently than annually, to the Transportation, Water & Infrastructure Committee of the Board of Supervisors. In addition, the Committee shall submit an annual report to the County Board of Supervisors in accordance with Section IV of Resolution No. 2002/377 (6/18/02).

## **XII. Committee Records**

Records of the Committee shall be housed at the office of the IPM Coordinator.