



**North Fair Oaks Community Council**  
San Mateo County Coordinated  
Departmental Response



**Date:** March 29 2016  
**NFOCC Meeting Date:** April 28, 2016  
**Special Notice / Hearing:** None  
**Vote Required:** Majority

**To:** Members, North Fair Oaks Community Council

**From:** Irving Torres, Office of Supervisor Warren Slocum

**Subject:** Amendment of Bylaws to Eliminate Secretary Officer Position

**RECOMMENDATION:**

That the Council approve the amendment of the North Fair Oaks Community Council bylaws to eliminate the Secretary officer position.

**BACKGROUND:**

The bylaws of the North Fair Oaks Community Council set forth the officers of the Community Council, to include a Chairperson, Vice Chairperson, and a Secretary, and the duties of those officers. The sole duty of the Secretary of the Council is to keep the minutes of the Council meetings. Over recent years, County staff has taken on the responsibility of keeping minutes of the Council meetings.

**DISCUSSION:**

County staff has assumed responsibility for keeping and maintaining minutes of the North Fair Oaks Community Council meetings. Keeping minutes is the sole responsibility of the Council Secretary, as set forth in the Council bylaws. Amending the bylaws to eliminate the role of Secretary would eliminate an officer position that is no longer necessary to the operation of the Council.

The proposal is to amend Sections 1 and 3 of Article IV of the North Fair Oaks Community Council bylaws as indicated below with additions in double underline and deletions in ~~strikethrough~~ text:

Section 1. The officers of the Community Council shall be a Chairperson, and a Vice Chairperson, ~~and a Secretary~~. Officers shall be voting members of the Community Council and no member may hold more than one office.

~~Section 4. The Secretary shall keep or cause to be kept minutes of meetings and of actions taken at all meetings of the Community Council.~~

All other provisions of the bylaws shall remain unchanged.

An affirmative vote of a quorum of the Council is required to amend the bylaws.

**FISCAL IMPACT:**

None.