

**2025 BY-LAWS
LASSEN COUNTY
FISH AND GAME COMMISSION**

The Commission shall be made up of five active members and five alternates. Each Supervisor shall appoint one regular member and one alternate to represent their District. Term of office for each regular member and alternate shall be at the pleasure of the Board of Supervisors or for four years. Appointed commissioners shall continue to serve until the 31st of March following the swearing in of his/her supervisor. Failure of a regular member to attend three consecutive regular meetings shall be deemed a resignation of the Commission unless excused by illness, their supervisor or their district's alternate is present to act for them.

All alternates are encouraged to attend the meetings and participate in dialogue while withholding any voting rights unless officially acting as an alternate. Acting alternates will rotate voting responsibility unless not in attendance. A voting alternate may act officially indefinitely if no others are in attendance. Alternates will be requested in order of replacing for the same district followed by attendance. If attendance is substantial, then the roles will rotate to encourage participation.

The alternate will act in the following capacities:

1. If the regular member is present at the regular or special meeting, the alternate will participate in all discussions, but shall not vote.
2. If the regular member is not present at the regular or special meeting, the alternate shall act as a regular member participating in all discussions and voting. With the alternate present and acting as a regular member, the regular member shall not be considered absent.
3. If the regular member from the alternate's district is present, but there are not enough members present to establish a quorum, the alternate will represent another district and vote.

Commission members will serve without pay. Each member of the Commission may claim reimbursement from the County Fish and Game fund at the rate set by the County Code for travel to regular and special meetings. Travel allowance for out-of-county travel on Commission business shall require prior approval of the Board of Supervisors. A meeting location may be determined by the commission. Where meals are a cost item, the Commission member, or members, will be reimbursed for expenses at the same rate as County Employees. All claims for travel reimbursements to members or office expenses of the Commission shall be presented to the County Administrative Officer for approval and allowance. A County vehicle shall be made available to Commissioners for travel if it is not in use by other County employees.

OFFICERS, TERMS, AND DUTIES

At the regular April meeting, the duly constituted members of the Commission shall

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elect from its body: a Chairperson, and Vice-Chairperson. The term of office shall be for one (1) year.

The Commission may appoint a Clerk who will draft correspondence and maintain the minutes and all other records of the Commission, sending notices of meetings to Commissioners, and posting the meeting agenda in accordance with the Brown Act. The Clerk shall be paid for his/her services from the County Fish and ~~Wildlife Propagation~~~~Game~~ Fund at an agreed upon rate for attendance whether or not there is a quorum, so long as there are sufficient funds. The budget shall accommodate for the Clerk during budget approval.

The Chairperson represents the Commission. The Chairperson signs all Commission approved documents; supervises the Clerk and the activities of the Commission; represents, or speaks for, the Commission; and presides over meetings. The Chairperson in consultation with the Vice-Chairperson, and Clerk establishes each meeting agenda based on Commission recommendations from the previous meeting and current issues.

The Vice-Chairperson will assume the Chairperson's duties in his/her absence or when the chairperson has to step down from the chair because of a conflict of interest.

In the event that the chair and the vice chair are not in attendance, the remaining majority in attendance may designate a temporary chair to run the meeting.

In the event there is no quorum, the meeting will be for information and discussion with no action.

PURPOSE OF THE COMMISSION

The purpose of the Commission shall be to make recommendations to the County Board of Supervisors on matters affecting fish and wildlife.

Such recommendations may come about:

1. By study and concurrence of members at regular and special meetings held by the Commission.
2. By request for study by the Board of Supervisors.
3. By request for study by ~~the~~ sporting and recreation groups as well as citizen committees or individuals.

Upon a request for study by the Board of Supervisors and at the discretion of the commission; reimbursement may be requested.

The Commission will not act as a policy making body within the County. The Board of Supervisors will establish policy.

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The duties of the Commission shall be as follows:

1. To advise and keep abreast the Board of Supervisors on all policies and programs proposed in Lassen County on fish and wildlife matters; and to recommend appropriate actions. The Commission shall investigate fish and wildlife matters and report to the Board to maximize the propagation of fish and wildlife within and outside the County of Lassen. The Fish and Game Chair or delegate will provide ~~quarterly~~ updates to the ~~B~~board of ~~S~~supervisors at regularly scheduled supervisor meetings, at the request of the Board of Supervisors.
2. To advise the Board of Supervisors on State Fish and Wildlife Commission programs and policies affecting fish and wildlife in Lassen County.
3. To work with the State Fish and Wildlife Department, Bureau of Land Management, and U.S. Forest Service and planning staff of Lassen County on programs affecting fish and wildlife matters in Lassen County. The Commission shall have no administrative authority and cannot expand nor authorize the expenditure of public monies, nor in any manner bind the County to a particular course of action or policy.
4. To confer with other individuals and/or groups concerning their desires regarding Lassen County fish and wildlife policies and programs.

~~Please note, all contracts must be approved by the board of supervisors.~~

The Commission will meet regularly on the third Thursday of each month, with the exception of the month of December, at 7:00 p.m. at a place designated by the Commission (usually the Board of Supervisors meeting room at 707 Nevada Street, Susanville) unless there is a concurrence of Commission members and/or Chairperson and the Clerk that a meeting some months will not be necessary, ~~or~~ that a special meeting may be required to address a specific topic, or if the meeting will be held in a special location. In the event of an emergency the chair may call an emergency meeting.

Announcement of the schedule of public meetings will be incorporated into the agenda of each Commission meeting, thereby advising the public in advance as to the date, time and place for each Commission meeting.

No one shall address the Commission until they are recognized by the Chairperson. All persons addressing the Commission shall stand before the Commission at the podium and provide their name and county of residence for the purposes of the record. The Chairperson may, in the interest of facilitating the business of the Commission, limit the amount of time, which a citizen may use in addressing the Commission. The Commission ~~may~~ limits testimony on matters not on the agenda to five (5) minutes per person and not more than ten (10) minutes for any particular topic. Comments may be reserved until a specific item is to be discussed as per the agenda. Agenda items will present the public with three minutes of comments.

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The minutes will be transcribed and distributed directly to the Commission within two (2) weeks following each Commission meeting. Any additions or corrections will be reported in the minutes as approved by the Commission. The minutes will be included in the agenda packet and posted no later than seventy-two hours before the regularly scheduled meetings.

If there is no Clerk, meetings will be recorded with County equipment. County staff will fill in for said Clerk duties if there is a vacancy for longer than three months. County staff will assist in the hiring of a new Clerk.

The majority of the active members of the Commission constitute a quorum. A majority is defined as 50% plus one.

When a quorum is present, the general order of business at the meeting of the Commission shall be as follows:

1. Call to order
2. Pledge of Allegiance
3. Agenda Approval
4. Minutes Approval
5. Public Comment
6. Old Business
7. New Business
8. Matters before the Commission
 - a. Discussion Items
 1. Local, State and Federal Agencies, when present may update the commission.
 2. A non-government agency providing updates must be ~~agendized~~agenized in advance.
 - b. Budget and financials
 - c. Announcements by Commissioners
 - d. Announcement of next meeting date, time, and location
 - e. Future agenda items requested by commissioners
9. Adjourn~~ment~~ment

Requests for evaluation of proposals for expenditures of Fish and Wildlife Propagation Fund Monies may be initiated by members of the Commission or by any member of the public. Any investigation shall be for the purpose of determining whether the expenditure is in the interest of propagation and conservation of fish and wildlife within or outside the county.

Any correspondence involving Commission policy, or the stand or position of the Commission on a particular issue, shall be approved by a majority vote of the Commission prior to being recommended. Exceptions to this would be emergencies that may arise, which would not allow sufficient time to obtain Commission approval.

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In this case, approval may be presented to the entire Commission at the earliest possible time for their review and ratification.

It shall be the responsibility of the chair to ensure receipt and action on recommendations, bylaws or contract and project approval from the board of supervisors. If the chair is unable, the responsibility shall be that of the vice chair. If both the chair and vice chair are unavailable, the matter must wait until either are available. If neither are available after thirty days or it is a time sensitive situation, the policy shall enable the commission to continue business. In the event of an emergency, the majority will designate a temporary chair and proceed.

With a majority vote, the commission may expend appropriate funds for donations or relevant expenditures as noted in the purchasing policy.

PURCHASING POLICY- ~~(In accordance with~~ Fish and Wildlife Code) Section 13103

Not to exceed amounts relative to appropriate funds may be spent at the discretion of the commission with majority vote.

All contracts must be approved by the Board of Supervisors.

Reimbursement requests must be approved by a majority vote before issued at the direction of the chair to the County Finance Department.

OBJECTIVES

Objectives of the Commission shall be as follows:

To promote the wisest and best use of the fishery and wildlife resources in the County, realizing that habitat is a basis for maintenance of those resources.

To be responsive to the desires of the citizens of the County in matters relating to fish, game, and other wildlife.

To maximize the effective use of county fine money toward the enhancements of fishery and wildlife resources in the County.

To support local conservation organizations and to promote safety and other activities related to fishing and hunting throughout the county.

To ensure the County Supervisors are kept fully aware of all matters relating to fish, game, and other wildlife via the quarterly updates as stated above.

To provide a forum for public input.

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To encourage fish and wildlife habitat developments within the County.

To cooperate with the California Department of Fish and Wildlife, Bureau of Land Management, and U.S. Forest Service in developing positive answers to fish and wildlife management questions.

To keep the Board of Supervisors apprised of all policies and programs proposed in Lassen County on fish and wildlife matters; and to recommend appropriate actions to be taken therefore; to investigate and report back to the Board on all matters referred to the Commission by the Board, in order to maximize the propagation of fish and wildlife within and outside the County of Lassen.

AMENDMENT OF BY-LAWS

These by-laws, when approved by the Board of Supervisors shall be the operational rules for the Commission.

Amendments to the by-laws may be proposed at any regular meeting of the Commission by a majority vote of the quorum, provided that notice of such proposed amendments shall be given at a previous meeting.

These by-laws and any future amendments shall be subject to the final approval of the County Board of Supervisors.

COUNTY FISH AND WILDLIFE PROPAGATION FUND

The one-half of the amounts paid to the County Treasure pursuant to (Fish and Wildlife Code) Section 13~~19~~03 shall be deposited in a County fish and wildlife propagation fund and expanded for the propagation and conservation of fish and wildlife, or both, within or outside the County, under the direction of the Board of Supervisors. The Board of Supervisors may also expend such funds for educational and youth activities relating to fish and wildlife.

The forgoing by-laws were duly adopted at a regular meeting of the Board of Supervisors of the County of Lassen, State of California, held on September 9, May 13, 2025 by the following vote:

AYES: _____

NOES: _____

ABSTAIN: _____

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FISH AND GAME COMMISSION

ABSENT: _____

Chairperson of the Board of Supervisors,
County of Lassen, State of California

ATTEST:

JULIE BUSTAMANTE, Clerk of the Board

BY

MICHELE YDERRAGA, Deputy Clerk of the Board

I, MICHELE YDERRAGA, Deputy Clerk of the Board of Supervisors, County of Lassen,
do hereby certify that the foregoing by-laws were duly adopted by said Board of
Supervisors at a regular meeting held on the ~~9~~¹³th day of ~~September~~ ^{May} 2025.

Deputy Clerk of the County of Lassen
Board of Supervisors

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3. If the regular member from the alternate's district is present, but there are not enough members present to establish a quorum, the alternate will represent another district and vote.

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The Commission may appoint a Clerk who will draft correspondence and maintain the minutes and all other records of the Commission, sending notices of meetings to Commissioners, and posting the meeting agenda in accordance with the Brown Act. The Clerk shall be paid for his/her services from the County Fish and Wildlife Propagation Fund at an agreed upon rate for attendance whether or not there is a quorum, so long as there are sufficient funds. The budget shall accommodate for the Clerk during budget approval.

The Chairperson represents the Commission. The Chairperson signs all Commission approved documents; supervises the Clerk and the activities of the Commission; represents, or speaks for, the Commission; and presides over meetings. The Chairperson in consultation with the Vice-Chairperson, and Clerk establishes each meeting agenda based on Commission recommendations from the previous meeting and current issues.

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2. To advise the Board of Supervisors on State Fish and Wildlife Commission programs and policies affecting fish and wildlife in Lassen County.
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With a majority vote, the commission may expend appropriate funds for donations or relevant expenditures as noted in the purchasing policy.

PURCHASING POLICY- In accordance with Fish and Wildlife Code Section 13103

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Reimbursement requests must be approved by a majority vote before issued at the direction of the chair to the County Finance Department.

OBJECTIVES

Objectives of the Commission shall be as follows:

To promote the wisest and best use of the fishery and wildlife resources in the County, realizing that habitat is a basis for maintenance of those resources.

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To be responsive to the desires of the citizens of the County in matters relating to fish, game, and other wildlife.

To maximize the affective use of county fine money toward the enhancements of fishery and wildlife resources in the County.

To support local conservation organizations and to promote safety and other activities related to fishing and hunting throughout the county.

To ensure the County Supervisors are kept fully aware of all matters relating to fish, game, and other wildlife via the quarterly updates as stated above.

To provide a forum for public input.

To encourage fish and wildlife habitat developments within the County.

To cooperate with the California Department of Fish and Wildlife, Bureau of Land Management, and U.S. Forest Service in developing positive answers to fish and wildlife management questions.

To keep the Board of Supervisors apprised of all policies and programs proposed in Lassen County on fish and wildlife matters; and to recommend appropriate actions to be taken therefore; to investigate and report back to the Board on all matters referred to the Commission by the Board, in order to maximize the propagation of fish and wildlife within and outside the County of Lassen.

AMENDMENT OF BY-LAWS

These by-laws, when approved by the Board of Supervisors shall be the operational rules for the Commission.

Amendments to the by-laws may be proposed at any regular meeting of the Commission by a majority vote of the quorum, provided that notice of such proposed amendments shall be given at a previous meeting.

These by-laws and any future amendments shall be subject to the final approval of the County Board of Supervisors.

COUNTY FISH AND WILDLIFE PROPAGATION FUND

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The forgoing by-laws were duly adopted at a regular meeting of the Board of Supervisors of the County of Lassen, State of California, held on September 9,, 2025 by the following vote:

AYES: _____

NOES: _____

ABSTAIN: _____

ABSENT: _____

Chairperson of the Board of Supervisors,
County of Lassen, State of California

ATTEST:

JULIE BUSTAMANTE, Clerk of the Board

BY

MICHELE YDERRAGA, Deputy Clerk of the Board

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FISH AND GAME COMMISSION**

I, MICHELE YDERRAGA, Deputy Clerk of the Board of Supervisors, County of Lassen, do hereby certify that the foregoing by-laws were duly adopted by said Board of Supervisors at a regular meeting held on the 9th day of September 2025.

Deputy Clerk of the County of Lassen
Board of Supervisors