

The Lassen County Fair Advisory Board reviewed and approved the Policy Manual Amendments at a regular meeting held on November 14, 2017.

LASSEN COUNTY FAIR ADVISORY BOARD POLICY MANUAL

(Approved by LCAB 11/14/17)

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MEMBERS OF THE LASSEN COUNTY BOARD OF SUPERVISORS

Supervisor Chris Gallagher	District 1
Supervisor David Teeter	District 2
Supervisor Jeff Hemphill	District 3
Supervisor Aaron Albaugh	District 4
Supervisor Tom Hammond	District 5

RESOLUTION ESTABLISHING A LASSEN COUNTY FAIR ADVISORY BOARD

WHEREAS, The County of Lassen and its people are desirous of having a County Fair that appeals to as many of its residents as possible; and

WHEREAS, the laws of the State of California have placed upon the Board of Supervisors of each county, in trust, a duty to conduct the affairs of each county's fair; and

WHEREAS, the Board of Supervisors of the County of Lassen is desirous of seeking aid and assistance in ascertaining the desires of the community at large regarding the Lassen County Fair; and

WHEREAS, there are residents who are willing to serve on a Fair Advisory Board to advise the Board of Supervisors of the community's wishes regarding planning, preparing and conduct of the Lassen County Fair to enable the Board of Supervisors to make informed decisions regarding the planning, preparing and conduct of the Lassen County Fair;

NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors of the County of Lassen as follows:

1. There is hereby established a group to advise the Board of Supervisors regarding the Lassen County Fair, and said group will be known as "Lassen County Fair Advisory Board" (hereinafter referred to as LCFAB).
2. The LCFAB shall consist of ten members. Each Supervisor shall appoint two electors from his supervisorial district to membership on the LCFAB. Each such member shall serve a term of four (4) years, unless sooner removed or upon the prior expiration of such term as herein provided. Any member of the LCFAB may be removed by a four-fifths (4/5) vote of the Board of Supervisors. The term of membership on the LCFAB shall in any event expire on March 31 next following the election or appointment of a Supervisor from the supervisorial district in which such LCFAB member resides.

3. At its ~~April~~ *October* meeting the LCFAB shall elect a President and a Vice President *to a two (2) year term*.
4. Attendance at the monthly meetings of the LCFAB is essential so that all members can contribute to the advice given to the Board of Supervisors regarding the planning, preparation and conduct of the Lassen County Fair. If a LCFAB member misses three consecutive meetings without excuse, the Board of Supervisors may declare the seat vacant and seek a new appointee.
5. In recognition of the contributions of members who have served twenty (20) years, the position of senior member shall be created. A senior member shall be an ex-officio member of the LCFAB able to advise and counsel the LCFAB on matters of importance.
6. The LCFAB shall prepare and present to the Board of Supervisors recommendations regarding the activities of fair management staff; the general planning, preparation and conducting of the Lassen County Fair; and of all other actions necessary or helpful to assure the general public of a quality county fair.

**BY-LAWS FOR THE REGULATION OF THE
LASSEN COUNTY FAIR ADVISORY BOARD**

ARTICLE I

The name of this Board is and shall be the LASSEN COUNTY FAIR ADVISORY BOARD (LCFAB).

ARTICLE II

Offices

The principal office for the transaction of the business of the LCFAB is hereby fixed and located at the Lassen County Fairgrounds Office, Susanville, California.

ARTICLE III

Objects and Purposes

The objects and purposes of the LCFAB shall be to prepare and present to the Board of Supervisors recommendations regarding the activities of the fair management staff, general planning, preparation, and conducting of the Lassen County Fair and such other actions as may be necessary or helpful to assure the general public of a quality county fair.

ARTICLE IV

Meetings

Section One: Regular meetings of the LCFAB shall be held monthly on the second Tuesday each month, at ~~6:30~~ 5:30 P.M.

Section Two: Special meetings of the LCFAB may be called by the President of the Board or by notice signed by not less than one-third (1/3) of all members of the LCFAB. The notice of a special meeting shall state the place, date and hour of the meeting and the purpose or purposes for which the meeting is called, and shall be delivered to each member and to all media outlets who have requested notification not less than twenty-four (24) hours, either personally or by mail, posted at least twenty-four (24) hours prior to the special meeting in a location that is freely accessible to members of the public and at direction of the Secretary, or upon his default, by the members calling the meeting. If mailed, such notice shall be deemed to be delivered when deposited in the United States Mail, addressed to the member at his address as it appears on the records of the County Clerk, with postage thereon prepaid. The failure of any member to receive notice of a special meeting of the LCFAB shall not invalidate any action that may be taken by the LCFAB at any such special meeting. Written notice of a special meeting shall be delivered personally or by mail at least twenty-four (24) hours before the time of such meeting to each person, who has requested, in writing, notice of such meeting. No business other than that identified on the noticed agenda, shall be considered at the special meeting.

The Notice shall state, action proposed to be taken at the special meeting. The notice shall provide an opportunity for the public to address any item prior to action on the item.

Section Three: Quorum. The presence of six (6) Board Members constitutes a quorum. Action may result when a simple majority of a quorum votes "yes" on a motion.

Section Four: Voting. Each member shall be entitled to only one (1) vote upon each matter submitted to a vote at a meeting of the members. All questions shall be decided by vote of a majority of the members voting thereon.

Section Five: All meetings shall be conducted in accordance with Robert's Rules of Order.

ARTICLE V

Officers

The officer of the Lassen County Fair Advisory Board shall be as provided in Resolution No. 96-023 of the Board of Supervisors of the County of Lassen, or as such Board of Supervisors may from time to time, by Resolution, provide. The officers of the LCFAB shall be selected in the manner provided by Supervisors' Resolution No. 96-023, or as otherwise provided by the Board of Supervisors by Resolution.

ARTICLE VI

Amendments

These By-laws may be amended or repealed by the vote or the written assent of a majority of the members of the LCFAB, provided that, no amendment relating to the duties of the LCFAB or any of its officers or members, the manner of election of its officers, the number of members, the tenure of membership upon the LCFAB shall be effective until the same shall have been approved by Resolution of the Board of Supervisors.

MEMBERS OF THE LASSEN COUNTY FAIR ADVISORY BOARD

Dan Douglas	District 1
Rebecca Albaugh	District 4
Curt Moran	District 5
Lonnie Mahenski	District 2
Kevin Stafford	District 4
Tom Neely	District 3
Brett Smith	District 1
Jose Pena	District 2
Cheryl Lauritsen	District 5
Holly Mueller	District 3

LASSEN COUNTY FAIR ADVISORY BOARD POLICY

INTRODUCTION

This Policy Manual is the result of the LCFAB's efforts to establish a consistent means of serving the needs of the people of the Lassen County Fair and the people of Lassen County.

It reflects the goals of the LCFAB, brings consistency to its operation, provides fair treatment for all concerned, increases staff efficiency, cuts down on wasted effort, and relieves the LCFAB and Management of the burden of making repetitive decisions.

The guidelines offered here is the basis upon which management and staff conducts the business of the Fair. The LCFAB, as a policy-setting body, has the ultimate responsibility for this manual's content. Its collective decisions will be the impetus for any changes.

Such changes in the Policy Manual shall be made only as an attempt to further improve the Fair's service to the community, and will be kept sufficiently broad and practical so as to not place undue limits or burdens on Management.

Furthermore, any changes in, or exceptions to, the policies established in the Policy Manual shall be performed only by authority of a two-thirds (2/3) majority vote of the full LCFAB. LCFAB Members will not take any actions contrary to established policy without such authority.

In some cases procedures and goals are included to help insure consistent interpretation of policy. This Manual should serve as a constant tool of Management, a reminder to present LCFAB Members of policies currently in effect, and an introduction to the operation of the Fair for new Board Members. This Policy Manual will be reviewed annually.

BOARD MEETINGS - GENERAL POLICY

Object:

The object of conducting district and county fairs is to improve, encourage and stimulate agriculture, horticulture, mineral and livestock production, agriculture mechanics, industrial education, domestic areas; to hold expositions and exhibitions of all the industries, industrial enterprises, resources and products of every kind or nature produced in the communities; and to maintain and operate recreational and cultural facilities.

Duties of the Lassen County Fair Advisory Board:

1. The LCFAB serves in an advisory capacity and at the pleasure of the Lassen County Board of Supervisors.
2. It is the LCFAB's policy that, above all else, its meetings be conducted:
 - a. with fairness for all concerned;
 - b. with sufficient attention to detail as to be responsible for the direction of the Fair;
 - c. in as expeditious a manner as possible;
 - d. With the best interest of the Fair always considered of foremost importance.
3. To become familiar with existing policies, procedures and rules regarding California Fairs:
 - a. budgeting;
 - b. master premium list;
 - c. Purpose and philosophy of fairs.
4. Become familiar with existing policies, procedures and rules regarding Lassen County Fair:
 - a. budgeting;
 - b. local premium list;
 - c. local fair events;
 - d. Departments and committees.
5. Aid in establishing policies and objectives for the Fair and Fair Manager.
6. Offer suggestions, ideas, methods, etc., for improvement and growth of the Lassen County Fair on a year round basis.
7. Board Members will attend board meetings held on the second Tuesday of each month and work on special committees of the Board, devote time during the Fair to work with, or actually chairing, some department or event.
8. Board Members will not give orders to any Fair personnel unless authorized.

General:

1. With attention paid to the discussion and determination of matters of policy only, leaving the day-to-day operation of the Fair in the hands of the Manager.
2. All committees will meet as needed and give reports at the following board meeting.
3. The Board cannot authorize Manager to make expenditures; they can only make recommendations.
4. Fair equipment will be operated by Fair personnel ~~only~~ *and/or Fair Advisory Board members holding current certifications for the completion of training for the equipment being operated and as authorized by fair management.*
5. The Fair Secretary or designated staff member is requested to be present at all LCFAB meetings to take the minutes.

BOARD MEETINGS - MEETING NOTIFICATION:

In order to assure compliance with state regulations, public notice of all regular board meetings (in the form of a complete agenda) will be mailed, faxed or emailed to local media no later than seventy-two hours (72) prior to each meeting. Such notice shall also be mailed to each Board Member, and anyone who requests to be notified. (Persons requesting notification must renew requests annually.)

Mailing Information to Board Members:

The agenda that is sent to each Board Member shall include minutes of committee meetings (if they have not already been mailed), updated financial reports, and any pertinent correspondence. Board Members' packets will be e-mailed to each Board Member on the Wednesday previous to each board meeting.

Request to Appear before the Board:

Any item requiring action (including individuals wishing to appear before the Board to request action), must be presented to the Manager, with all applicable documents by 5:00 p.m., twelve (12) calendar days prior to the regularly scheduled meeting.

BOARD MEETING - PROCEDURES

Quorum:

The presence of six (6) Board Members constitutes a quorum. Action may result when a simple majority of a quorum votes "yes" on a motion. *

Absences:

If a Board Member misses three (3) consecutive meetings, the LCFAB shall notify the Board of Supervisors, unless the LCFAB excuses the absences.

Conduct of Meetings:

All meetings (with the exception of Board policies or any State required procedures) will refer to Robert's Rules of Order.

Voting:

The President is a voting member and should vote on all motions.

Agenda Approval:

The agenda requires Board approval prior to the conduct of the business of the LCFAB. Any changes in the agenda should be included in the motion to approve (and shall only include altering the order in which items are to be considered, or to add items or reports not requiring action.). No items requiring action can be added unless a majority of the board's members determine that an emergency situation exists (Gov't C 54956.5) or two thirds (2/3) of the board members present at a meeting, or a unanimous vote if less than two thirds (2/3) of the full board are present and if there is a need to take immediate action and the need for action came to the attention of the "local agency" subsequent to the agenda being posted or when the item was previously posted in connection with a meeting which occurred no more than five (5) days prior to the date of which the proposed action will be taken.

Consent Agenda:

Items for Board approval that are routine and adhere to current Board policy, or are covered by standard state regulations, will be designated under the agenda heading "Consent Agenda." They will be approved as a group with one motion. Prior to their approval any Board Member may request either an explanation of any item contained therein or its removal from the consent agenda for separate consideration.

Minutes and Agenda:

A copy of the agenda and the minutes are to be sent to the Clerk of the Board of Supervisors for inclusion in their consent calendar after each LCFAB meeting.

BOARD MEETINGS - EMERGENCY BOARD MEETINGS:

Emergency meetings of the full Board may be called only when Board action is required as a result of:

1. An event that severely impairs public health and safety, (example: bomb threat, strike, flood, or fire);
2. Administrative matters requiring immediate attention, (example: litigation).

Emergency meetings may be required by the Manager or by any Board Member. The Manager will call the meeting by first notifying the President, or in case of his/her absence, the Vice-President, and other Board Members.

In instances where a quorum cannot be obtained, the Executive Committee is empowered to meet and act on the Board's behalf in a public meeting.

One hour prior to any emergency meeting, the President will notify any local newspaper of general circulation, local television and radio stations by telephone. If telephones are not working, notice must be given as soon after the meeting as possible. Following the meeting, the minutes, plus a list of all parties notified or who the Fair attempted to notify, will be posted in the main office lobby for not fewer than ten (10) days.

An Executive Session may not be called during any emergency meeting.

BOARD MEETINGS - SPECIAL BOARD MEETINGS:

A special board meeting may be called when an item arises that a majority of the Board desires to discuss prior to the next regularly scheduled meeting.

Special board meetings usually have only one topic on their agenda. Special board meetings may be called by the President or, in case of his/her absence, the Vice-President, at the request of a majority of the Board. A majority may be obtained by letter or telephone call from the Manager.

Board Members must receive notification of special board meetings twenty-four (24) hours prior to the meeting. Notice must be given to all media outlets that have requested notice. Notice must show public right to comment on the subject of the special meeting.

COMMITTEES

General Policy

The President of the Board shall appoint "Standing Committees" ~~no later than~~ *at* the ~~first~~ *October* regular Board meeting ~~after taking office~~. (Existing committees shall remain in effect until the appointments are made.) These committees shall be assigned policy considerations deemed too cumbersome for full Board consideration and requiring expertise or knowledge possessed by the members of the committee.

To the extent that it is possible, the President should attempt to keep the make-up of committees intact - thereby better utilizing the knowledge and experience of committee members. Also, the President should refrain from appointing any members to chair committees if they have not had at least one year of experience on the Board. Additional

committees shall be appointed only when areas of concern arise that are clearly outside the jurisdiction of existing committees.

Committees shall consist of three (3) Board Members, but not more than five (5), with one (1) designated by the President to chair the meetings. The President shall not be a member of any committee (except the Executive Committee), but may act as a non-voting member of each committee. The Manager or his designated representative is requested to attend all committee meetings. At no time will more than five (5) Board Members be in attendance at a committee meeting. Standing committees are subject to the same Brown Act rules as the Board is, which include such requirements as open meetings, published agenda, public comments, etc.

Committees shall act only to bring recommendations before the full Board, unless given specific authority to act on behalf of the Board. Committee meetings shall be called by the Committee Chairman or the Manager, at the direction of the President (or in case of his/her absence, the Vice-President), and shall be in accordance with existing policy. Brief minutes of all committee meetings shall be kept and submitted to the LCFAB along with minutes of all regular meetings.

STANDING COMMITTEES

Executive Committee

Function

The Executive Committee shall be comprised of the Board President, Board Vice President, Past President, and Fair Manager, ~~and shall deal with matters not addressed by any other committee. The Committee shall be empowered to act as a Lassen County Fair Advisory Board Appeals Committee during fair week.~~

1. Shall deal with matters not addressed by any other committee.
2. Formulate recommendations to the Board and Management on policy matters that do not fall within the scope of another standing committee or a previously appointed committee.
3. The Committee shall be empowered to act as a Lassen County Fair Advisory Board Appeals Committee during fair week.
4. To assist the Fair Manager in preparing the annual budget.
5. To review and advise on expenditures and revenue.

Was #2 in the Long Range Planning/Site Committee Functions.

Long-Range Planning/Site Committee

Function

To establish and review policy relative to the future of the Fair, to develop overall policies to guide Management in long-range planning for the fairgrounds. To annually review

Management goals for the coming year, and to develop and update a comprehensive long-range plan for the Fair.

The Long-Range Planning/Site Committee shall:

1. Formulate recommendations to the Board and Management on policy matters regarding long-range planning for the Fair's property.
2. *Formulate recommendations to the Board and Management on policy matters regarding the physical improvements of the Fair facilities.*
3. *Periodically tour the grounds and report findings and recommendations regarding ongoing maintenance of the facilities to the Board.*
4. *Formulate recommendations to the Board and Management on other policy matters referred to the Long Range Planning\Site Committee by other committees or management.*
5. Formulate a long-range plan annually, by ~~November~~ *January* 15th, before each county budget is due.

Functions #2, #3 and #4 were previously in the Commercial & Concessions Committee Functions.

Livestock and Horse Show Committee

Function

The Livestock Committee shall:

1. Formulate recommendations to the Board on policy matters regarding all Livestock exhibits.
2. Formulate recommendations to the Board and Management on improvements of all competitive exhibits.
3. Formulate recommendations to the Board and Management for program development for increase of check awards and hiring of contract staff.
4. Formulate recommendations to the Board and Management on the Premium Book - auditing functions addressed in the State Audit Requirements.
5. Formulate recommendations to the Board and Management prior to the printing of the Premium Book, including, but not limited to, premium pays, with recommendations for Management's final approval.
6. Formulate recommendations to the Board and Management prior to the Fair on the hiring of Judges ~~for final approval~~.

7. To meet, prior to Fair and after Fair, to review all Livestock Exhibit programs (including Horse Show) and to establish and review policy as it pertains to livestock activities.
8. To establish and review policy as it pertains to the Junior Livestock Auction, including rules and regulations defined by the State Regulations.

Budget-Junior Fair Board Committee

Function

The Junior Fair Board Committee shall:

Delete Budget Committee and move responsibilities to Executive Committee.

- 1. Formulate recommendations to the Board and Management for the seating of Junior Fair Advisory Board members.*
- 2. Formulate recommendations to the Board on policy matters regarding all Junior Fair Advisory Board activities and responsibilities.*
- 3. Formulate recommendations to the Board and Management for program development.*
- 4. Provide oversight of all activities of the Junior Fair Advisory Board.*
- 5. Rotate committee members so a committee member is always in attendance at all scheduled Junior Fair Advisory Board meetings.*
- 6. Committee Chair will act as the "Senior Advisor" to the Junior Fair Advisory Board. Committee Chair may assign Senior Advisor duties to a sitting Committee member in his\her absence.*
- 7. Committee chair and\or management shall have authority to remove any Junior Fair Board Advisory member if any Junior Fair Advisory Board member acts in contrary to established policy or in detriment to the Lassen County Fair.*

Exhibits Committee

Function

The Exhibit Committee shall:

1. Formulate recommendations to the Board and Management on policy matters regarding all competitive exhibits.
2. Formulate recommendations to the Board and Management on improvements of all competitive exhibits.
3. Formulate recommendations to the Board and Management for program development for increase of check awards and hiring of contract staff.

4. Formulate recommendations to the Board and Management on the Premium Book auditing functions addressed in the State Audit Requirements.
5. Formulate recommendations to the Board and Management prior to the printing of the Premium Book, including, but not limited to, premium pays, with recommendations for Management's final approval.
6. Formulate recommendations to the Board and Management prior to the Fair on the hiring of Judges ~~for final approval~~.

Commercial & Concessions Committee/ Entertainment Committee

Function

The Commercial & Concessions Committee shall:

1. Formulate recommendations to the Board and Management on policy matters regarding the public use of the Fair's facilities.
2. ~~Formulate recommendations to the Board and Management on policy matters regarding the physical improvements of the Fair facilities.~~
3. Review annually projects proposed by management to be included in the Fair's Annual Budget and Capital Improvements Program, and forward its comments and recommendations to the *Board of Supervisors*.
4. Periodically review progress of the Fair's Capital Improvement Program and report such progress to the Board.
5. ~~Periodically tour the grounds and report findings and recommendations regarding ongoing maintenance of the facilities to the Board.~~
6. ~~Formulate recommendations to the Board and Management on other policy matters referred to the Long Range Planning\Site Committee by other committees or management.~~
7. Formulate recommendations to the Board ~~and~~ *and/or* Management on policy matters regarding the entertainment and special events programming and production of the Annual County Fair.
8. Provide recommendations to the Manager relative to negotiating and purchasing of entertainment to be presented during the Annual County Fair, on behalf of the Board.
9. Formulate recommendations to the Board and Management on policy matters relative to guest accommodations at various entertainment venues throughout the Annual County Fair.

Moved to
Long Range
Planning\Site
Committee

Moved to
Long Range
Planning\Site
Committee

Moved to
Long Range
Planning\Site
Committee

10. Formulate recommendations to the Board and Management on policy matters referred to the Entertainment Committee by other committees or management to the Board.

Auto Racing Committee

Function

The Auto Racing Committee shall:

1. ~~Meet with the auto racing promoter and racing association to~~ Formulate recommendations to the Board on policy matters regarding auto racing at the Fairgrounds.

REPRESENTATIVES OF THE BOARD

President:

Any member of the LCFAB.

Function: To conduct all meetings of the Fair Advisory Board.

Vice President:

Any member of the LCFAB.

Function: To act on the President's behalf in his/her absence.

Manager:

Not a member of the LCFAB.

Function: To manage the affairs of the LCFAB.

Secretary:

Not a member of the LCFAB. The Fair Manager shall serve as Secretary to the LCFAB. The Fair Manager may designate a staff member to perform the secretary duties.

Function: To keep minutes of all the LCFAB meetings and correspondence.

INTERIM USE OF FACILITIES

Board policy regarding interim use of fairground facilities and equipment is as follows.

1. Interim use of facilities and equipment of the Lassen County Fair is undertaken as a means of defraying costs involved in the year-round operation of the Fair and the improvement of the facilities for that purpose.
2. The use of the fairgrounds by the people of Lassen County shall be encouraged.
3. The LCFAB recognizes the value of long-term renters with traditional established events. In an effort to protect the interest of the Fair and such renters discretion will be used not to rent the fairgrounds for an event of a competing nature within 45 days of the traditional dates of a renter with an established event, so long as the renter remains in good standing.
4. Management may choose not to rent the facilities for any activities that it determines may adversely impact the local neighborhood.
5. Management ~~will~~ *may* schedule ~~no major~~ rentals on the fairgrounds ~~for~~ *during* the month of July, *at his/her discretion.* ~~due to the preparation, production and clean up of the annual Fair. Management will keep the Fair Advisory Board apprised of the existence of such "non-rental" periods.~~
6. All use of facilities and/or equipment shall be covered by a Rental Agreement.

BOARD MEMBER'S RESPONSIBILITIES

1. To attend all meetings and other functions of the LCFAB.
2. To stay well informed on LCFAB matters.
3. To express opinions at LCFAB meetings concerning policy matters discussed by the Board, and to aid in establishing recommendations to Management regarding policies and objectives for the Fair.
4. To refrain from making decisions that impact Management's areas of responsibility.
5. To place the good of the Lassen County Fair before that of personal or professional gain.
6. To act in accordance with the Policy Manual.
7. To abide by the majority decisions of the LCFAB.
8. To assist Management with raising money for the Fair.
9. To act as an Ambassador for the LCFAB, and project a positive image of the Fair.
10. Become familiar with existing policies, procedures and rules regarding the purpose and philosophy of fairs.
11. Become familiar with existing policies, procedures and rules regarding the Lassen County Fair:
 - a. budgeting;
 - b. local premium list;
 - c. local Fair events;
 - d. departments and committees.
12. Offer suggestions, ideas, methods, etc. for improvement and growth of the Lassen County Fair on a year round basis.
13. Attend board meetings held on the second Tuesday of each month and work on special committees of the Board, devote time during the Fair to work with, or actually head up, some department or event.
14. Directors will not give orders to any Fair personnel unless authorized by Fair Manager.

PUBLIC STATEMENTS

A unified voice is very beneficial when controversial situations call for public statements from the Board. The designated spokesman of the LCFAB shall be the Manager, unless he/she is unavailable or the LCFAB appoints another person. LCFAB members should refer questions concerning controversial Board matters to the spokesperson.

In matters of extreme importance, the Manager may choose to consult with the Executive Committee prior to issuing a statement.

Disagreements among LCFAB members will occur, and the open discussion of issues is vital in any progressive organization. This policy is not meant in any way to limit the freedom of speech of individual Board members. There may be occasions when it is impossible or impractical to refer questions to the LCFAB's spokesperson. There are also times when a LCFAB member may be the only person holding a minority position on a given issue.

In making public statements regarding sensitive issues, LCFAB members should stress that their opinions are not necessarily that of the majority, and attempt to present a positive image of the Lassen County Fair and the LCFAB.

BOARD MEMBER'S RESIGNATION

A LCFAB member serves until replaced or re-appointed by the Lassen County Board of Supervisors, even though the term has expired, unless a resignation is submitted.

The Board of Supervisors considers a LCFAB member as resigned when action is taken by the Supervisors upon receipt of a written notice from that LCFAB Member.

ORGANIZATIONAL CHART

