

**BY-LAWS
SANITATION DISTRICTS'
PALOS VERDES LANDFILL CITIZENS' ADVISORY COMMITTEE**

ARTICLE I

NAME

This organization shall be known as the Sanitation Districts' Palos Verdes Landfill Citizens' Advisory Committee. Unless otherwise indicated, the term "Committee" as used in these by-laws shall mean the Sanitation Districts' Palos Verdes Landfill Citizens' Advisory Committee.

ARTICLE II

PURPOSES

The purposes for which the Committee is formed are:

- (a) To act as a sounding board for the Sanitation Districts concerning our neighbors' viewpoint of operations at the Palos Verdes Landfill in the City of Rolling Hills Estates; and
- (b) To keep our neighbors informed of information pertaining to the Palos Verdes Landfill.

ARTICLE III

COMPOSITION, APPOINTMENT OF MEMBERS, AND COMPENSATION

Section 1: All members shall be a resident, staff member, or official of one of the communities abutting the main site of Palos Verdes Landfill (Torrance, Rolling Hills Estates, and unincorporated Los Angeles County).

Section 2: All members shall serve without compensation and none shall hold any office or employment with the Sanitation Districts.

Section 3: Members shall serve a term of three (3) years, beginning January 1 and expiring on December 31.

Section 4: Each member shall serve their term until their successor is qualified and appointed. If vacancies shall occur other than by expiration of terms, they shall be filled by appointment for the unexpired portion of the term.

Section 5: At the expiration of a member's term, the Committee may make a recommendation to reappoint the member or appoint new members.

Section 6: Membership on the Committee shall be on a voluntary basis.

ARTICLE IV

OFFICERS-TERMS

Section 1: The elective officers of the Committee shall be Chairperson and Vice-Chairperson. Such officers shall serve for a term of one (1) year until successors are elected.

Section 2: Election of officers of the Committee shall be held annually at the first meeting of the calendar year.

Section 3: The term of office shall commence immediately upon election. If the Chairperson cannot complete his or her term of office, the Vice-Chairperson shall serve the unexpired term. If a vacancy occurs in the office of the Vice-Chairperson, the unexpired term shall be filled at the next regularly scheduled Committee meeting.

ARTICLE V

DUTIES OF OFFICERS

Section 1: Chairperson: Shall preside at all Committee meetings, represent the Committee at public meetings, and make reports to the Sanitation Districts.

Section 2: Vice-Chairperson: Shall assist the Chairperson in the discharge of official duties; shall in absence of the Chairperson or in the case of his/her inability to serve, preside at all meetings and perform the duties of the Chairperson.

ARTICLE VI

MEETINGS

Section 1: The Committee shall meet at least once a quarter or as often as necessary at a time and place determined by the Committee. The Chairperson may call additional meetings when necessary. One quarterly meeting may be postponed annually as determined by the Committee.

Section 2: All meetings of the Committee shall be open to the public. The public may not participate in the Committee meetings unless directed to do so by the Chairperson.

Section 3: Names of the members present or absent shall be entered into the minutes. Any member absent more than three (3) meetings, unless excused by the Chairperson, or the members of the Committee, may be replaced.

Section 4: A quorum shall consist of a simple majority of the current membership. A quorum must be present to conduct meetings.

Section 5: Each member of the Committee shall have one vote. No proxy votes will be permitted.

Section 6: Robert's Rules of Order shall govern the Committee's meetings, provided they are not inconsistent with the By-Laws or Standing Rules of the Committee.

Section 7: The order of business listed on Committee Agendas will generally be as follows:

- a. Call to order / roll call
- b. Approval of minutes of previous meeting
- c. Report of Chairperson
- d. Report of Districts
- e. Old business
- f. New business
- g. Written communications
- h. Oral communications
- i. Announcements
- j. Future meeting date
- k. Adjourn meeting

Section 8: The Sanitation Districts shall record and keep true and accurate records of the Committee meetings; maintain a current file of members, By-Laws, and Standing Rules.

ARTICLE VII

STANDING RULES

Section 1: The Committee may adopt Standing Rules covering meeting times, conduct of business, communications and any other matters which do not conflict with these By-Laws.

ARTICLE VIII

AMENDMENT OF BY-LAWS

Section 1: The membership of the Committee may amend these By-Laws by two-thirds (2/3) vote of the quorum present at any general or special meeting of the Committee. Copies of changes must be given to each member at a prior regular meeting or mailed to each member at least two (2) weeks prior to the meeting at which the amendment is voted upon.

ARTICLE IX

ADOPTION

Section 1: The above By-Laws of the Sanitation Districts' Palos Verdes Landfill Citizens' Advisory Committee were approved and adopted on May 3, 2010.

**SANITATION DISTRICTS
PALOS VERDES LANDFILL CITIZENS' ADVISORY COMMITTEE
STANDING RULES**

Section 1: Purpose

The purpose of the Standing Rules is to provide such rules and guidelines for the conduct of the Committee's business as are considered to be subject to the will of the majority of any meeting.

Section 2: Adoption, Amendment, Suspension and Termination

Any Standing Rule shall be subject to adoption, amendment, suspension, or termination by a majority vote of the quorum present at any general or special meeting of the Committee.

Section 3: Conflicts

No Standing Rule shall be adopted which is inconsistent with the By-Laws of the Citizens' Advisory Committee.

Section 4: Meetings

The regular meeting of the Citizens' Advisory Committee shall be held quarterly on the fourth Monday of the month. The time of all regular meetings shall be at 5:30 p.m. unless otherwise announced by the

Chairperson. The place of all regular meetings shall be Rolling Hills Estates' City Hall.

Section 5: Conduct of Meetings

The order of business at all meetings shall be determined by the Agenda as prepared by the Sanitation Districts in conjunction with the Committee. Any person whether a member or not, interested or affected by any item on the agenda shall be entitled to speak on any subject under discussion only at such time and within such limits as prescribed by the Chairperson. Any persons addressing the Committee must be recognized by the Chairperson and shall state his or her name, address, and group representation, if any.

Section 6: Reports and Correspondence

All written reports and resolutions of the Committee, except as noted, to be submitted to the Sanitation Districts or other outside agencies, shall be approved by a majority vote of the Committee, and shall be signed by the Chairperson or presiding officer.

Section 7: Adoption

The above Standing Rules of the Sanitation Districts' Palos Verdes Landfill Citizens' Advisory Committee were approved and adopted on May 3, 2010.