

**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 as often as necessary at a time and place determined by the Committee. The Chairperson may call additional meetings when necessary.

Section 2: All meetings of the Committee shall be open to the public. 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 at such time and within such limits as prescribed 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: Intentionally omitted.

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 initially approved and adopted on May 3, 2010. This version reflects revisions that were approved and adopted on January 23, 2012.

**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 and is considered to be subject to the will of the majority of the quorum of the Committee present at 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

Meetings may be held regularly or as-needed at the discretion of the Committee. The meetings will be duly noticed and held at a time and place at the discretion of the Chairperson.

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 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 initially approved and adopted on May 3, 2010. This version reflects revisions that were approved and adopted on January 23, 2012.