

**BY-LAWS  
OF THE SANITATION DISTRICTS'  
JOINT WATER POLLUTION CONTROL PLANT  
CITIZENS' ADVISORY COMMITTEE  
(Est. 1978)**

**ARTICLE I**

**NAME**

This organization shall be known as the Sanitation Districts' Joint Water Pollution Control Plant Citizens' Advisory Committee. Unless otherwise indicated, the term "Citizens' Advisory Committee" as used in these by-laws shall mean the Sanitation Districts' Joint Water Pollution Control Plant Citizens' Advisory Committee.

**ARTICLE II**

**PURPOSES**

The purposes for which the Citizens' Advisory Committee is formed are:

- (a) To keep abreast of, evaluate, comment, and advise the County Sanitation Districts of the citizens' viewpoint of operations and odor and dust control at the Joint Water Pollution Control Plant in Carson; and
- (b) To keep the community informed of the operations and odor and dust control techniques at the Joint Water Pollution Control Plant; and'
- (c) To apprise the community of the committee's evaluation of the County Sanitation Districts' activities through a regular article in the Newsletter.

**ARTICLE III**

**COMPOSITION, APPOINTMENT OF MEMBERS, AND COMPENSATION**

**Section 1:** All members shall reside within two (2) miles of the boundaries of the Joint Water Pollution Control Plant.

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

**Section 3:** Members shall serve a term of one (1) year, 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 Citizens' Advisory Committee may make a recommendation to reappoint the member or appoint new members.

Section 6: Membership on the Citizens' Advisory Committee shall be on a voluntary basis with one (1) or two (2) resident(s) representing each of the twenty (20) designated areas around the Joint Water Pollution Control Plant (see Exhibit A). A citizen may represent the area in which he or she resides or any directly adjacent area. If more than one citizen volunteers for a given area, the choice shall be made by lottery.

#### **ARTICLE IV**

##### **OFFICERS-TERMS**

Section 1: The elective officers of the Citizens' Advisory Committee shall be Chairperson and Vice Chairperson. Such officers shall serve for a term of one (1) year until successors are elected. The Chairperson shall not serve more than two (2) consecutive years in this office unless by unanimous vote of the Committee.

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

Section 3: The term of office shall commence immediately upon election. In the event the Chairperson cannot complete his or her term of office, the unexpired term shall be filled by the Vice Chairperson. If a vacancy occurs in the office of the Vice Chairperson, the unexpired term shall be filled within two (2) months.

#### **ARTICLE V**

##### **DUTIES OF OFFICERS**

Section 1: Chairperson: Shall preside at all meetings of the Citizens' Advisory Committee, represent the Citizens' Advisory Committee at public meetings, and make reports to the Sanitation Districts; may delegate those duties to other members; shall appoint all committees.

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; shall be the Parliamentarian and insure that the By-Laws and Standing Rules are conformed to.

## **ARTICLE VI**

### **MEETINGS**

Section 1: The Citizens' Advisory Committee shall meet at least once a quarter or as often as necessary at a time and place determined by the Standing Rules. 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 Citizens' Advisory Committee shall be open to the public.

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 Citizens' Advisory Committee shall have one vote. No proxy votes will be permitted.

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

Section 7: The order of business will be in general 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 Citizens' Advisory Committee meetings and activities; maintain a current file of members and terms, By-Laws, and Standing Rules; arrange for stenographic and other services required by the Citizens' Advisory Committee.

## **ARTICLE VII**

### **STANDING RULES**

Section 1: The Citizens' Advisory 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 Citizens' Advisory Committee may amend these By-Laws by two-thirds (2/3) vote of the members present. 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' Joint Water Pollution Control Plant Citizens' Advisory Committee were approved and adopted on December 16, 1997.

**SANITATION DISTRICTS  
JOINT WATER POLLUTION CONTROL PLANT  
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 Citizens' Advisory 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 Citizens' Advisory 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 on the third Tuesday of the month. The time of all regular meetings shall be at 7:00 p.m. unless otherwise announced by the Chairperson. The place of all regular meetings shall be at the Administration Building of the Joint Water Pollution Control Plant, located at 24501 S. Figueroa Street, Carson.

Section 5: Conduct of Meetings

The order of business at all meetings shall be determined by the Agenda as prepared by the Chairperson or Presiding Officer. 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. All persons addressing the Citizens' Advisory Committee shall be recognized by the Chairperson, stating his or her name, address, and group representation, if any.

Section 6: Reports and Correspondence

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

Section 7: Adoption

The above Standing Rules of the Sanitation Districts' Joint Water Pollution Control Plant Citizens' Advisory Committee were approved and adopted on December 16, 1997.

# EXHIBIT "A"



Vermont Ave.

Harbor Frwy.

Moneta Ave.

236 th St.

**A**

**B**

**C**

Dolores St.

Avalon Blvd.

Carriagedale Dr.

Sandhurst Ln.

**Q**

Ashbridge Ln.

(110)

Sepulveda Blvd.

**D**

**P**

JWPCP

Figueroa St.

Main St.

Marbella Ave.

**E**

247 th

Fries Ave.

**O**

Lomita Blvd.

**F**

Mobil Home Park

**N**

Eudora St.

**J**

Chandler St.

Gulf Ave.

**G**

"Q" St.

Neptune Ave.

**R**

**K**

"Q" St.

**H**

Bayview

Dolores

**L**

Sandlson St.

**I**

Vermont Ave.

Pacific Coast Hwy.

**M**

**T**

**U**

Harbor Regional Park

**S**

Figueroa St.

Main St.

Avalon Blvd.