

**SUNSHINE CANYON LANDFILL  
COMMUNITY ADVISORY COMMITTEE (CAC)  
BYLAWS  
Draft**

**ARTICLE I. ORGANIZATION & PURPOSE**

**1.1 Name of Organization**

The name of this organization is the Sunshine Canyon Landfill Community Advisory Committee (hereinafter referred to as the “SCL-CAC”), which is established to merge the Community Advisory Committees of the City of Los Angeles and County of Los Angeles into a single committee, in accordance with the City of Los Angeles and County of Los Angeles Sunshine Canyon Combined City/County Landfill Planning Issues Memorandum of Understanding (MOU), an agreement executed on December 23, 2008.

**1.2 Purpose of Organization**

The purpose of the SCL-CAC is to serve as liaison between the Sunshine Canyon Landfill operator and the community, and as a means for the community to communicate with the Sunshine Canyon Landfill joint City/County Technical Advisory Committee (hereinafter referred to as the “SCL-TAC”) and other regulatory agencies on an ongoing basis regarding issues involved in the development and operation of the Sunshine Canyon Landfill.

**ARTICLE II. MEMBERSHIP**

**2.1 Composition of the SCL-CAC**

The membership of the SCL-CAC shall be composed of members appointed pursuant to the Sunshine Canyon Landfill Planning Issues MOU, Section 1(b). The SCL-CAC shall consist of seven (7) members.

2.1.1 The Los Angeles City Councilmember of the District in which the landfill is located, and the Los Angeles County Board of Supervisors whose district the landfill is located, and one whose district the landfill is most nearly adjacent to (herein shall be defined as the “Appointing Authorities”) shall appoint six members of the SCL-CAC. The City Appointing Authority shall make three appointments and the County Appointing Authority shall make three appointments. From the County Appointing Authority, the 5<sup>th</sup> Supervisorial District shall appoint two members; the 3<sup>rd</sup> Supervisorial District shall appoint one member. A majority of the stakeholders appointed shall reside within six (6) miles radius of the landfill.

2.1.2 The seventh SCL-CAC member shall be an employee from one of the three nearby schools: Van Gogh Elementary, Robert Frost Middle School, or El Oro Way Elementary. This SCL-CAC member shall be appointed by the Board Member of the Los Angeles Unified School District Board of Education in whose district these three nearby schools are located.

2.2 **Quorum**

A majority of the number of members constitutes a quorum of the SCL-CAC for the transactions of this committee, i.e., adopt motions, recommendations, etc.

2.3 **Terms**

Each member shall be appointed for up to two, two-year terms, except when the appointment is to fill an unexpired term. The appointee filling the unexpired term shall only complete the remainder of the unexpired term and then be subject to reappointment by the applicable Appointing Authority. An unexpired term of less than 1-year shall not count against the two-term limit. An unexpired term of more than 1-year shall be considered a full term

2.4 **Removal or Resignation of Members**

Any member may resign, effective upon giving written notice to the Chair, the Secretary, to the SCL-CAC collectively and/or to their appointing authority, unless the notice specifies a later time for the effectiveness of such resignation. The Appointing Authority shall have the power to elect a successor when the resignation is to become effective and that successor shall fill the vacancy in accordance with Section 2.3 herein.

2.4.1 A member shall automatically lose his/her membership in the SCL-CAC if he/she fails to attend three regular meetings in one calendar year except for absences due to illness or family leave or similar unforeseen events.

2.4.2. All members shall serve at the pleasure of their appointing authority and may be removed by that authority at any time.

2.5 **Filling of Vacancies**

A vacancy on the SCL-CAC shall be deemed to exist in the following situations:

- (a) Removal of a member under Section 2.4. of these bylaws;
- (b) The death of a member;
- (c) The resignation of a member; or

- (d) An increase in the authorized number of members by amendment of these bylaws in the manner herein provided or if the Appointing Authority fails to appoint the full authorized number of members.
- 2.4.1 When a vacancy on the SCL-CAC has occurred, the committee shall notify the Appointing Authority and/or the SCL-TAC.

### **ARTICLE III. OFFICERS AND THEIR DUTIES**

- 3.1 **Designation**  
The SCL-CAC shall have officers consisting of a Chair (who shall serve as chairperson of the committee), a Vice Chair, Treasurer and a Secretary.
- 3.2 **Selection of Officers**  
The officers of the SCL-CAC shall be elected by its members. The members and officers of the SCL-CAC shall not receive compensation for their services as members and officers of this committee.
- 3.3 **Chair** - in addition to any other duties and responsibilities set forth in these bylaws, the Chair shall preside over meetings of the SCL-CAC, prepare agendas, ensuring that meeting agenda and notices are posted 72 hours prior to the meeting date and time as required by the Brown Act provisions, and calling special meetings as deemed necessary. In the absence of the Chair, the Vice Chair shall preside over the meeting.
- 3.4 **Vice Chair** – shall perform the functions of the Chair in the event that the Chair is unable to so act because of absence, death, disability, resignation, or removal.
- 3.5 **Secretary/Treasurer** – shall keep records of attendance of members at the meeting. This position shall also keep record of discussions and recommendations; maintain a permanent record file of the committee’s activities, and distributes minutes of the committee meetings and copies of other committee documents to committee members and concerned citizens. This position shall also be responsible for tracking expenditures, such as specialized consultant fees, etc. A record of the committee’s expenditures and funds received shall be available for public review.
- 3.6 **TAC Representative** – shall represent the Committee at the SCL-TAC meetings. This position shall bring forth any adopted positions of the SCL-CAC before other City, County, State, and/or SCL-TAC

meetings. A member shall be a TAC Representative for two years. No member shall be elected to be a TAC Representative for two consecutive terms. The TAC Representative cannot be a shared position. There shall be an alternate member representing the SCL-CAC at TAC meetings only in the absence of the TAC Representative.

#### **ARTICLE IV. MEETINGS**

Regular meetings of the SCL-CAC shall be held quarterly during the calendar year.

- 4.1 A designated location for a meeting shall be made. Location shall be conducive to a public meeting and shall be ADA compliant. Location must be able to seat at least 30 people.
- 4.2 Meeting dates may be changed by a majority consensus.
- 4.3 The Chair may call a special meeting in the event of a bona fide emergency.
- 4.4 Meetings shall be no more than 120 minutes long, unless a majority of the members vote to extend or continue a particular meeting.
- 4.5 The Chair shall make every effort towards agenda control in which time limits may be set for each agenda item so that meetings will not be longer than 90 minutes.
- 4.6 The landfill operator shall have a designated representative who is knowledgeable of the operations and City/County permits present at all meetings.
- 4.7 A SCL-LEA staff person, to the extend reasonably possible, shall be present at all meetings.
- 4.8 All meetings shall be noticed in compliance with the Ralph M. Brown Act.

#### **ARTICLE V. SUBCOMMITTEES**

As the need for standing and special subcommittees arises, such subcommittees may be appointed by the Chair. In the absence of the Chair, the Vice Chair shall make the appointments.

- 5.1 Subcommittees shall report regularly to the SCL-CAC.

- 5.2 A Subcommittee will automatically be discharged upon accomplishing the task(s) for which it was established.
- 5.3 City/County staff shall not be required to attend subcommittee meetings.
- 5.4 All subcommittee meetings shall be noticed in compliance with the Ralph M. Brown Act.

## **ARTICLE VI. AMENDMENTS**

Amendments or additions to these bylaws may be submitted if they have achieved approval by a two-thirds majority vote of active members at any regular SCL-CAC meeting and are then unanimously approved by the co-chairs of the SCL-TAC at a regularly scheduled meeting. If the SCL-TAC co-chairs split on their recommendation, the addition or amendment is deemed to have failed.

## **ARTICLE VII. MISCELLANEOUS**

Nothing in these bylaws is intended or shall be interpreted to conflict with or supersede any of the conditions in the land use approvals for the Sunshine Canyon Landfill granted by the City of Los Angeles and/or County of Los Angeles, or the planning issues MOU.