

**Baldwin Hills Community Standards District  
Community Advisory Panel  
BY-LAWS**

**Purpose:**

The Community Advisory Panel ("CAP") was established pursuant to Section J.1 of the Baldwin Hills Community Standards District ("CSD"), Section 22.44.142 of the Los Angeles County Code.

The purpose and goal of the CAP is to foster communication about ongoing operations at the Inglewood Oil Field located in the Baldwin Hills, and to allow community representatives to provide input to the County and the operator of the oil field, Plains Exploration & Production Company ("PXP").

**Membership:**

Members shall be those individuals who have been appointed to the CAP by the director of the Los Angeles County Department of Regional Planning ("Director").

The CSD lists a number of organizations that may have representatives on the CAP. The then current members of the CAP may, by resolution, recommend to the Director that additional nominees be appointed.

**Facilitators:**

The members of the CAP shall, from time to time, elect members to serve as facilitator and assistant facilitator.

The facilitator (or the assistant, in the absence of the facilitator) shall preside over meetings of the CAP.

**Department of Regional Planning:**

The Director (or designee) shall coordinate the CAP and perform the following duties:

- Attend each meeting of the CAP and be responsible for taking and circulating minutes.

- Provide advance written notice to the members of each meeting, which notice shall be delivered no later than 5 days prior to each meeting date.

- Prepare draft agendas for meetings based on input from members, and circulate such drafts to the members one week before the meeting so that the final agenda can take into account further member input.

- Assist the CAP in the performance of its responsibilities under the CSD.

- Coordinate the distribution of materials to CAP members.

- Arrange for all meetings and facilities.

**Meetings:**

Meetings will be held on a periodic basis, no less frequently than quarterly (unless the CAP decides to meet less frequently).

Meetings will be held at a time, place and location approved by a majority of the members and will be scheduled to last approximately 2 hours (unless the CAP decides to schedule meetings of a different duration).

Minutes of the previous meeting will be provided to all members in advance of the next meeting.

**Public Meetings:**

All meetings of the CAP will be open to the public.

**Quorum and Voting:**

One half of the then appointed members shall constitute a quorum.

If a quorum is not present at a meeting, then a two-thirds vote of the members present is required to pass a motion. At any other time, the vote of a simple majority of the members present is sufficient to pass a motion.

The foregoing provisions on voting shall apply to matters concerning the organization and operation of the CAP. They will not be used to establish official CAP positions with regard to plans, studies or reports relating to the oil field, or to limit the right of individual members to provide input to the County on any matter.

**Public Notice of CAP Actions:**

Actions approved by a vote of the CAP shall be reflected in the minutes which shall be posted on the County's website along with the final actions of the County.

**Meeting Attendance and Alternate Representation:**

In the event that a member does not attend two consecutive meetings without good cause (and without arranging for an alternate as provided below), the CAP may recommend to the Director that this member be replaced.

A member may send an alternate to attend meetings the member is unable to attend; provided the alternate represents the same organization the CAP member was designated to represent; and provided the County staff person coordinating the meeting receives notice from the member identifying the alternate.

**Subcommittees:**

From time to time subcommittees may be established to explore particular issues of concern.

**Open Communication:**

A goal of the CAP is to provide a forum for fair and open communication, and to allow trust and respect to be built between members, PXP and the County.

**Compensation:**

Members will not be compensated for their participation on the CAP.

**Amendment:**

These By-laws may be amended by a majority of the members.

Notice of a proposed amendment must be given at the prior meeting.

Approved by the CAP: 6/25/09