

**CHIQUITA CANYON LANDFILL  
COMMUNITY ADVISORY COMMITTEE (CAC)  
BYLAWS  
AUGUST 7, 2019**

**ARTICLE I. ORGANIZATION & PURPOSE**

**1.1 Name of Organization**

The name of this organization is Chiquita Canyon Landfill Community Advisory Committee (hereinafter referred to as the "CCL-CAC"), which is established in accordance with Conditional Use Permit No. 2004-00042-(5), a land use permit approved by the County of Los Angeles Board of Supervisors ("Board") on July 25, 2017 ("CUP").

**1.2 Purpose of Organization**

The purpose of the CCL-CAC is to serve as an advisory body to the Board of Supervisors, Regional Planning Commission ("Commission"), and County Staff on issues relating to the landfill, and as a conduit for the community to communicate with the Commission, the Board and other regulatory agencies on an ongoing basis regarding issues involving the development and operation of the Chiquita Canyon Landfill ("Facility").

**ARTICLE II. MEMBERSHIP**

**2.1 Composition of the CCL-CAC**

The CCL-CAC shall be composed of members appointed pursuant to Conditional Use Permit No. 2004-00042-(5), Implementation and Monitoring Program. The CCL-CAC will normally consist of seven (7) members.

2.1.1 The Fifth Supervisorial District of the Los Angeles County Board of Supervisors ("Fifth Supervisorial District") will appoint seven (7) members to the CCL-CAC.

2.1.2 The Fifth Supervisorial District will also appoint a representative to serve as coordinator for the CCL-CAC.

2.1.3 The CCL-CAC can function with less than seven (7) members if there are vacancies that have not been filled as long as there is a quorum.

**2.2 Quorum**

Four members constitutes a quorum of the CCL-CAC for the transactions of this committee (i.e., adopt motions, recommendations, etc.). A majority vote of the members in attendance is required for any action.

**2.3 Terms**

Each member shall be appointed for a two-year term, subject to reappointment at the discretion of the Fifth Supervisorial District. Any appointee filling the unexpired term shall only complete the remainder of the unexpired term and then be subject to reappointment by the Fifth Supervisorial District.

**2.4 Removal or Resignation of Members**

Any member may resign, effective upon giving written notice to the Chair, the Secretary, to the CCL-CAC collectively and/or to the Fifth Supervisorial District, unless the notice specifies a later time for the effectiveness of such resignation.

2.4.1 A member shall automatically lose his/her membership in the CCL-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 the Fifth Supervisorial District, and may be removed by the Fifth Supervisorial District at any time.

**2.5 Filling of Vacancies**

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

- (a) Removal or resignation of a member under Section 2.4. of these bylaws;
- (b) The death of a member;
- (c) Expiration of a member's term without reappointment.

2.5.2 When a vacancy on the CCL-CAC has occurred, the Fifth Supervisorial District shall have the power to appoint a new member. In the case of a vacancy created by the resignation, removal or death of a member, the new member will serve the remainder of the prior member's term in accordance with Section 2.3 herein. Otherwise, the new member shall be appointed for a two-year terms.

**ARTICLE III. OFFICERS AND THEIR DUTIES**

**3.1 Designation**

The CCL-CAC shall have officers consisting of a Chair, a Vice Chair and Secretary. Members of the CCL-CAC may be elected to multiple positions.

**3.2 Selection of Officers**

The officers of the CCL-CAC shall be elected by its members.

3.2.1 Chair – in addition to any other duties and responsibilities set forth in these bylaws, the Chair shall preside over meetings of the CCL-CAC; prepare and

post agendas in accordance with the Ralph M. Brown Act; and call special meetings as deemed necessary. In the absence of the Chair, the Vice Chair shall perform the duties of the Chair. Pursuant to the Ralph M. Brown Act, agendas for regular meetings must be posted at least 72 hours prior to the meeting and agendas for special meetings must be posted at least 24 hours prior the meeting.

- 3.2.2 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.
- 3.2.3 Secretary – shall keep records of attendance of members at the meeting. The Secretary shall also keep minutes of each meeting and maintain copies of the CCL-CAC's minutes; and distribute minutes of the meetings and copies of other CCL-CAC documents to members and concerned citizens.
- 3.2.4 Other Officers – the CCL-CAC may elect additional officers, such as a Treasurer, as needed.

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

Regular meetings of the CCL-CAC shall be held quarterly, or more or less frequently, as appropriate at the discretion of the CCL-CAC during the calendar year.

- 4.1 Meeting locations must be able to also accommodate members of the public and be ADA compliant. The landfill operator is required to provide suitable accommodations for CCL-CAC meetings.
- 4.2 Meeting dates may be changed by a majority vote.
- 4.3 The Chair may call special meetings as necessary and emergency meetings in the event of a bona fide emergency, in compliance with the Brown Act.
- 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 120 minutes.
- 4.6 The landfill operator shall have a designated representative who is knowledgeable of the landfill operations, Conditional Use Permit No. 2004-00042-(5), and other regulatory permits, to be present at all meetings.
- 4.7 The Los Angeles County Department of Regional Planning ("DRP") and Department of Public Works ("DPW") shall provide administrative

assistance to the CCL-CAC as needed for the conduct of meetings and carrying out its role.

- 4.8 A Local Enforcement Agency staff person, to the extent reasonably possible, shall be present at all meetings.
- 4.9 Meetings must comply with the Ralph M. Brown Act, including without limitation the requirements for the posting of notices prior to the meeting.

## **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 CCL-CAC.
- 5.2 A Subcommittee will automatically be discharged upon accomplishing the task(s) for which it was established.
- 5.3 County staff shall not be required to attend subcommittee meetings.
- 5.4 All subcommittee meetings must comply with the Ralph M. Brown Act, including without limitation the requirements for the posting of notices prior to the meeting, except for meetings of *ad hoc* subcommittees composed of less than a quorum of members.

## **ARTICLE VI. PUBLIC STATEMENTS**

Prior to responding in your capacity as a representative of the CCL-CAC to any inquiry from television, magazines, newspapers, or any other media outlets, or to issuing any statement or press release to the media, the response, statement or press release must first be approved by either the Fifth Supervisorial District, staff from DRP, or the Technical Advisory Committee ("TAC").

CCL-CAC members may speak to the media in their individual capacities. When speaking to the media, CCL-CAC members should not imply they are speaking on behalf of the CCL-CAC without prior approval from the CCL-CAC and the Fifth Supervisorial District, staff from DRP, or the TAC. When speaking in an individual capacity, CCL-CAC members should proactively clarify with reporters and media outlets that they do not speak on behalf of the CCL-CAC, and are only providing comments from a personal perspective as an individual resident of the community. CCL-CAC members' comments (verbal or written) as a private citizen solely reflect individual personal positions and not the position of the CCL-CAC.

## **ARTICLE VII. PRESENTATION OF THE INITIAL BYLAWS**

A representative of the Fifth Supervisorial District will present these bylaws to the CCL-CAC at its first meeting. These bylaws, along with the CUP, shall govern the conduct of the CCL-CAC.

## **ARTICLE VIII. AMENDMENTS**

Any Amendments, or additions to these bylaws, require approval by a two-thirds vote of active members at any regular CCL-CAC meeting at which there is a quorum, the Fifth Supervisorial District, and the Technical Advisory Committee for Chiquita Canyon Landfill at a regularly scheduled meeting.

## **ARTICLE IX. MISCELLANEOUS**

Nothing in these bylaws is intended or shall be interpreted to conflict with or supersede any of the conditions in Conditional Use Permit No. 2004-00042-(5).