

**LOS ANGELES COUNTY SOLID WASTE MANAGEMENT COMMITTEE/
INTEGRATED WASTE MANAGEMENT TASK FORCE
BYLAWS**

Article I. Organization and Purpose

1.1 Name

This commission shall be known as the Los Angeles County Integrated Waste Management Task Force (Task Force), also referred to as the Los Angeles County Solid Waste Management Committee.

1.2 Purpose

The purpose of the Task Force is to assist in coordinating the development of city and county source reduction and recycling elements and in preparing the countywide siting element as set forth in California Public Resources Code Section 40950.

1.3 Legal Authority

The Task Force was created pursuant to California Public Resources Code 40000 et seq. and Los Angeles County Code Chapter 3.67.

Article II. Membership

2.1 Composition (LACC 3.67.020)

The Task Force consists of 17 voting members: Director, Los Angeles County Public Works (ex officio); Director, City of Los Angeles Bureau of Sanitation (ex officio); Director, Los Angeles County Department of Public Health (ex officio); Chief Engineer and General Manager, Los Angeles County Sanitation Districts (ex officio); Executive Office, South Coast Air Quality Management District (ex officio); Director, City of Long Beach Department of Public Works (ex officio); three members appointed by the Los Angeles County Division of the League of California Cities; three members appointed by the City of Los Angeles; one member appointed by California Waste and Recycling Association; one member appointed by the Institute of Scrap Recycling Industries; and one member each from the general public, an environmental organization, and business/commerce appointed by the Los Angeles County Board of Supervisors.

2.2 Alternate Members (LACC 3.67.030)

An alternate member may be appointed by the respective appointing authority to serve for and in the absence of each appointed member. Alternate members shall have all the rights and responsibilities of the regular member in whose stead the alternate is serving, including the right to vote on matters on which the Task Force may take a vote in a

meeting. Ex officio members may designate alternate members to serve for them in their absence.

2.2 Quorum (LACC 3.67.070)

Nine members constitutes a quorum of the Task Force. A majority vote of members in attendance is required for any action.

2.3 Term (LACC 3.67.040)

Appointed members shall serve three-year terms or until replaced by the appointing authority.

2.4 Resignation or Removal of Members

Any member or alternate may resign, effective upon giving written notice to the Chair or the Executive Assistant unless the notice specifies a later time such resignation. A member may be removed.... if he/she fails to attend (#) of meetings in a calendar year (automatically, through majority vote of members present)

2.5 Filling Vacancies

2.5.1 Appointed Members

2.5.2 Ex Officio Members

2.6 Key Responsibilities (LACC 3.67.080, PRC Section 40950(c))

Article III. Officers and Their Duties

3.1 Chairperson (LACC 3.67.060)

The Chairperson shall preside at all meetings of the Task Force and shall conduct the business of the Task Force in accordance with these bylaws, the Commission Handbook, and Los Angeles County Code, Chapter 3.67. The Chairperson shall decide all questions of order subject to the action of the majority of the Task Force.

3.2 Vice-Chairperson (LACC 3.67.060)

The Task Force shall elect a Vice-Chairperson from the membership for a one-year term. The individual shall not serve more than two consecutive terms. In the absence of the Chairperson at a Task Force meeting, the Vice Chairperson shall preside at the meeting and conduct the business of the Task Force in accordance with the same rules and regulations prescribed to the Chairperson.

3.3 Chair Pro Tem

If both the Chairperson and the Vice Chairperson are absent from a meeting, the members of the Task Force may select a Chair Pro Tem by a majority vote of members present.

Article IV. Meetings

4.1 Regular Meeting Time and Location (LACC 3.67.070)

Regular meetings of the Task Force shall be held on the third Thursday of each month at 1 p.m. on a virtual platform and/or at Los Angeles County Public Works located at 900 South Fremont Avenue, Alhambra, 91803.

4.2 Special Meetings

Special Meetings of the Task Force may be called by the Chairperson...

4.3 Virtual Meetings

4.4 Cancellation of Meetings (LACC 3.67.070 – meetings cancelled by Chairperson)

Meetings can be cancelled by the Chairperson or by a majority vote of the members present.

4.5 Absence of Quorum

In the absence of quorum, members of the Task Force may continue with the meeting and postpone any items which require a vote.

4.6 Meeting Agendas (how does an agenda get developed)

4.7 Brown Act

Task Force meetings are subject to the Brown Act...

Article V. Subcommittees

5.1 Establishing Subcommittees

The Task Force may establish subcommittees, either standing or ad-hoc, as necessary to carry out its work by a majority vote of members present.

5.2 Subcommittee Actions

No action may be taken by a subcommittee including, but not limited to, making recommendations to the full Task Force except by a majority vote of the members of the subcommittee present.

5.3 Membership and Expansion of Existing Subcommittees

Membership of a subcommittee will not constitute a quorum of the full Task Force. Members will be appointed to subcommittee through a majority vote of members present unless there is other governing document which establishes the membership of a subcommittee (example: ATAS). The Task Force may vote to expand or decrease the number of seats on a subcommittee.

5.4 Alternate Technology Advisory Subcommittee

The Alternate Technology Advisory Subcommittee (ATAS) is established pursuant to Puente Hills Landfill Condition Use Permit No. 02-027(4), Condition Number 24(C). The ATAS is responsible for evaluating and promoting the development of conversion technologies to reduce dependence on landfills and incinerators. Additional members may be added to the ATAS with the consent of the Director of Public Works.

5.5 Facility and Plan Review Subcommittee

The Facility and Plan Review Subcommittee advises the Task Force in reviewing the solid waste management planning documents prepared by the 88 cities in the County of Los Angeles and the County unincorporated areas, as well as the Countywide Siting Element and Summary Plan.

5.6 Public Education and Information Subcommittee

The Public Education and Information Subcommittee (PEIS) is responsible for publishing the Inside Solid Waste newsletter. The newsletter communicates important waste management issues of the Task Force and also serves as a forum for other agencies to inform the public of waste management and waste reduction efforts in Los Angeles County.

Article VI. Debate and Voting

6.1 Motions and Seconds

6.2 Friendly Amendments

6.3 Majority Vote

6.4 Roll Call

Article VII. Public Participation

7.1 Public Comment

Members of the public may address the Task Force or its subcommittees on a particular agenda item during the public comment section of the agenda by (method). If members of the public wish to address the Task Force or its subcommittees on items not on the agenda, those public comments can be taken during the agenda item designated for general public comment. A person requesting to address the Task Force will be allowed a total of (#) minutes per item or (#) minutes for general public comment.

7.2 Code of Conduct (see Probation Oversight Commission for sample)

Members of the public in attendance at Task Force meetings must govern themselves as follows:

Article VIII. Executive Assistant (consider using this section to describe the role of Public Works as staff to the Task Force and extent of their role)

The Executive Assistant is responsible for acting as Secretary to the Task Force including the following duties:

- Faithfully keeping record of all proceedings of the Task Force
- Transmitting correspondence to the Task Force and the public
- Monitoring the Task Force email inbox

Article IX. Amendments

Any amendments or additions to these bylaws require approval by (two-thirds / one-half) at any regular Task Force meeting at which there is a quorum.