

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

**ARTICLE I. ORGANIZATION AND PURPOSE**

**1.1 Name of Organization**

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 of Organization**

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 § 40950.

**1.3 Legal Authority**

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

**ARTICLE II. MEMBERSHIP**

**2.1 Composition**

Pursuant to County Code § 3.67.020, the Task Force consists of 17 voting members, including:

**(6) EX OFFICIO MEMBERS**

Director, Los Angeles County Public Works  
Director, City of Los Angeles Bureau of Sanitation  
Director, Los Angeles County Department of Public Health  
Chief Engineer and General Manager, Los Angeles County Sanitation Districts  
Executive Office, South Coast Air Quality Management District  
Director, City of Long Beach Department of Public Works

**(3) APPOINTMENTS BY THE BOARD OF SUPERVISORS**

General Public Representative  
Environmental Organization Representative  
Business/Commerce Representative

**(3) APPOINTMENTS BY LEAGUE OF CALIFORNIA CITIES, LOS ANGELES COUNTY  
DIVISION**

### (3) APPOINTMENTS BY THE CITY OF LOS ANGELES

(1) APPOINTMENT BY THE INSTITUTE OF SCRAP RECYCLING INDUSTRIES, INC.

(1) APPOINTMENT BY CALIFORNIA WASTE AND RECYCLING ASSOCIATION (CWRA)

## **2.2 Alternate Members**

Pursuant to County Code § 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.

## **2.3 Quorum**

Pursuant to County Code § 3.67.070, nine members constitutes a quorum of the Task Force. A majority vote of members in attendance is required for any action.

## **2.4 Term**

Pursuant to County Code § 3.67.040, appointed members shall serve three-year terms or until replaced by the appointing authority.

## **2.5 Resignation or Removal of Members**

Any member or alternate may resign, effective upon giving written notice to the Chairperson or the Executive Assistant unless the notice specifies a later time such resignation. A member may be referred to the appointing authority for potential removal or replacement if he or she fails to attend three consecutive meetings absent good cause determined by majority vote of the Task Force, or 50 percent of the regularly meetings in a calendar year.

## **2.6 Filling Vacancies**

The Executive Assistant shall advise the Chairperson when vacancies in the Task Force membership occur. Vacancies may be reported in writing by the Chairperson to the appointing authority authorized to fill said vacancy.

## **2.7 Key Responsibilities**

Consistent with the duties and responsibilities outline in Public Resources Code § 40950 (c) and (d) and County Code § 3.67.080, Task Force members are expected to:

- (a) **Attendance.** Members shall attend all Task Force meetings and meetings of any subcommittees of which they are members. Members are expected to arrive on time and prepared for the meetings and must notify Task Force staff if they are unable to attend a meeting or are unable to arrive on time.
- (b) **Participation and Public Input.** Members are expected to participate in Task Force discussions and provide their input and expertise. Members should also strive to seek input from the communities they represent and share those viewpoints with the Task Force as appropriate.

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

#### **3.1 Chairperson**

Pursuant to County Code § 3.67.060, the Director of Los Angeles County Public Works, or their duly appointed representative and/or alternate, shall serve as the Task Force Chairperson. 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. Subject to the action of the majority of the Task Force, the Chairperson is responsible for: (1) conducting the meetings, (2) deciding questions of order, (3) assisting staff in planning the agenda, (4) contacting members for follow-up on tasks, activities, and attendance, and (5) coordinating with sub-committees for specific projects. Chairperson will be assisted by staff.

#### **3.2 Vice-Chairperson**

Pursuant to County Code § 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 or duly appointed representative and/or alternate 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**

Consistent with the County Code § 3.67.070, regular meetings of the Task Force shall be held on the third Thursday of each month at 1 p.m. at Los Angeles County Public Works located at 900 South Fremont Avenue, Alhambra, CA 91803.

## **4.2 Special Meetings**

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

## **4.3 Virtual Meetings**

Meetings may use alternative technological means, such as telephone or video conferencing, as technological resource availability permits and as permissible by the Ralph M. Brown Act.

## **4.4 Cancellation of Meetings**

Pursuant to County Code § 3.67.070, 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**

Subject to the input and majority vote of the Task Force, the Chairperson shall be responsible for coordinating with staff in planning and preparing the agenda and other meeting materials.

## **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. Any subcommittee recommendation for the full Task Force shall be presented to the Task Force subject to the Brown Act, including but not limited to a properly noticed agenda adequately described the proposed recommendation as a specific action item. To the extent permitted under the Brown Act, nothing herein shall prevent consideration of non-agenda items related to emergency situations, or when two-thirds of a body determine an immediate action is needed.

### **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 Task Force members present. The Task Force may vote to expand or decrease the number of seats on a subcommittee. All standing subcommittees shall be chaired by a representative of the Los Angeles County Public Works Department, who will be responsible for presiding over all meetings, providing reports to the Task Force, coordinating with staff on agendas and background materials, and similar duties.

### **5.4 Quorum**

A majority of the membership of the subcommittee constitutes a quorum for the transaction of business. The abstention or recusal of a member who is nonetheless present for discussion and voting on an item shall not affect the presence of a quorum, unless otherwise provided by law.

### **5.5 Conflicts in Provision**

Whenever there is a conflict between the requirements of Article 5 of these bylaws and a governing document which establishes the membership of a subcommittee, the governing document shall prevail.

### **5.6 Standing Subcommittees**

The Task Force currently has three standing subcommittees including:

#### **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.

#### **Facility and Plan Review Subcommittee**

The Facility and Plan Review Subcommittee (FPRS) 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.

#### **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 Parliamentary Procedures**

Meetings of the Task Force are conducted according to these Bylaws, including the sections, and as modified by the Task Force from time to time. To the extent possible, parliamentary formality and detail are avoided for the benefit of all concerned. However, Robert's Rules of Order Newly Revised may be referred to and used for guidance, interpretation, or to supplement these Bylaws to the extent relevant and consistent with these Bylaws and the Los Angeles County Commission Manual.

### **6.2 Motions and Seconds**

Each motion made by any member shall require a second. Motions and seconds may be made by any member, including the Chairperson.

### **6.3 Friendly Amendments**

Friendly amendments intended to improve a motion do not require a separate vote by the member provided the amendment is accepted by the maker of said motion.

### **6.4 Majority Vote**

No act of the member shall be valid or binding unless a majority of all the Task Force members present and voting concurs therein.

### **6.5 Roll Call**

The roll need not be called in voting upon a motion except when requested by a member or required by law. If roll is not called, in the absence of an objection, the Chairperson may order the motion unanimously approved. When the roll is called on any motion, any Commissioner present who does not vote in an audible voice shall be recorded as "aye."

## **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 when prompted by the Chairperson or subcommittee Chairperson. 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 three minutes per item and an additional three minutes for general public comment. A person giving public comment in a language other than English will be allowed double the amount of time to account for

translation. The Chairperson or Chairperson of any subcommittee may, in their sole discretion, subject to action by a majority of the Commission, choose to limit or expand public testimony as necessary to conduct business in a reasonably manner so long as it is applied consistently for all speakers on an agenda item.

## **7.2 Code of Conduct**

Public comment must relate to the subject matter of an agenda item, or within the jurisdiction of the Task Force. Public comment does not include the right to engage in dialogue with members of the Task Force or subcommittees. Speakers must cease speaking immediately when their time has ended, and no person shall be permitted to interrupt Task Force members or subcommittee members during a meeting. If after being warned by the Chairperson, a person or group of persons continue to willfully interrupt the meeting and other disruptive conduct shall be subject to removal in accordance with Government Code § 54957.9, upon majority vote of the Task Force.

## **ARTICLE VIII. STAFF SUPPORT**

Los Angeles County Public Works shall provide the necessary staffing to support the Task Force in carrying out its duties and responsibilities, including technical support staff and an Executive Assistant responsible for acting as Secretary to the Task Force with 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 e-mail inbox;
- Advise when vacancies are emerging; and
- Assisting the Chairperson and Vice-Chairperson with their duties.

## **ARTICLE IX. AMENDMENTS**

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

## **ARTICLE X. SEVERABILITY**

Should any part term, portion or provision of these Bylaws be determined to be in conflict with any law or otherwise unenforceable or ineffectual, the remaining parts, terms, portions or provisions shall be deemed severable and their validity shall not be affected thereby, provided such remaining portions or provisions can be construed in substance to constitute the provisions that the members intended to enact in the first instance.