

**Los Angeles County Solid Waste Management Committee
Integrated Waste Management Task Force
Procedure for Considering Legislation**

Guidance Statement

This document is intended to provide procedural guidance to Task Force members on the process for reviewing legislation and making recommendations. It is aligned with the County's Guidelines for County Commissions and Advisory Bodies and applicable Board Policy regarding legislative advocacy. This guidance does not supersede Board Policy and is intended to support consistent, compliant practices when considering legislative matters.

Purpose

The Task Force may review State and Federal legislation and, where appropriate, adopt recommendations that the Los Angeles County Board of Supervisors (Board) to take an advocacy position.

Procedure Overview

- The Task Force may discuss any legislation agenda'd or on the legislative tracking table.
- The Task Force may provide administrative direction to:
 - Request a CEO-LAIR Memo of Findings; and
 - Direct staff to return with the item for further consideration.
- Before the Task Force may recommend a position to the Board on pending legislation, it must first contact CEO-LAIR who will review and advise the Task Force if the County has an existing position on the legislation and prepare a corresponding Memorandum of Findings.
- If CEO-LAIR confirms the County does not have a position on the pending legislation, the Task Force can make a formal recommendation to the Board to take a position (e.g., support or oppose) on the legislation.
- To do so, the recommendation will be agenda'd as an Action Item for vote at an upcoming Task Force meeting.
- Should the Task Force adopt the recommendation that the Board take a position (e.g., support or oppose), that recommendation would then be transmitted to the Board along with the corresponding CEO-LAIR Memo of Findings via a letter from the Task Force.

Key Requirements

- All discussions must occur at a public meeting.
- The Task Force does not independently take positions or advocate on legislation.
- The Task Force may only adopt recommendations to the Board and does not communicate directly with the Legislature.

- A CEO-LAIR Memo of Findings is required before a vote on any recommendation to the Board.
- The Task Force may provide administrative direction (e.g., requesting a Memo of Findings) without agendizing the item for action.
- Any substantive recommendation to the Board must be clearly listed on the agenda as an Action Item and follow the required CEO-LAIR review process (inclusion on the legislative table is not enough).

I. Standard Process for Transmitting a Recommendation to the Board

Step 1: Initiate Review (Administrative)

At a public Task Force meeting:

1. The Task Force may discuss any legislation agendized or on the legislative tracking table.
2. The Task Force may provide administrative direction to:
 - Request a CEO-LAIR Memo of Findings; and
 - Direct staff to return with the item for further consideration.
3. Staff submits the request for a Memo of Findings through the County's internal process.

This step does not constitute a recommendation or position.

Step 2: Adopt Recommendation (Substantive Action)

After the CEO-LAIR Memo of Findings is received:

1. Staff places the item on a future agenda as an Action Item.
2. The Task Force reviews the Memo of Findings and supporting analysis.
3. If the Memo confirms the County does not have an existing position, the Task Force may vote to adopt a recommendation that the Board take an advocacy position (e.g., support or oppose).
4. If approved, staff will transmit the recommendation to the Board via letter from the Task Force that includes the Memo of Findings.

II. Optional One-Step Process

Staff may request a CEO-LAIR Memo of Findings in advance of a meeting.

- If the Memo confirms there is no existing County position, the Task Force may:
 - Discuss the legislation; and
 - Adopt a recommendation at the same meeting, provided the item is listed on the agenda as an Action Item.
- A minimum of two weeks' lead time is typically required to obtain a Memo of Findings.

III. Legislative Tracking Table, Agenda, and Roles

Legislative Tracking Table

The Task Force maintains a legislative tracking table to monitor and organize legislation.

- Maintained by Task Force staff
- Used for tracking, updates, and initial discussion
- Serves as the primary tool for identifying legislation of interest

Items included on the legislative tracking table or within a legislative update may be discussed at a meeting.

Roles and Responsibilities

Task Force Members

- May raise interest in legislation listed on the tracking table.
- May request that a bill be placed on a future agenda.
- Participate in discussion and decision-making at public meetings.

Chair

- Facilitates discussion during meetings.
- Works with staff to determine whether items are ready for agenda placement as Action Items.
- Ensures meetings are conducted in compliance with agenda requirements.

Task Force Staff

- Maintain the legislative tracking table.
- Coordinate agenda placement of items.
- Submit requests for CEO-LAIR Memos of Findings. Prepare materials and transmit adopted recommendations to the Board.