

**BYLAWS
OF THE ANTELOPE VALLEY
ILLEGAL DUMPING TASK FORCE
(AVIDTF)**

DRAFT - NOVEMBER 30, 2018

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APPENDIX

ATTACHMENT A – Map of the Antelope Valley Illegal Dumping Task Force Boundaries

ATTACHMENT B – Board Application Form

ARTICLE I NAME

The name of this Task Force shall be the Antelope Valley Illegal Dumping Task Force (hereinafter referred to as "the AVIDTF" or "the Task Force"), an officially recognized Task Force by the Los Angeles County Board of Supervisors (BOS).

ARTICLE II COMPLIANCE PROVISIONS

- A. The Ralph M. Brown Act (California Open Meeting Law) – State law requiring transparency in governance and mandating open and public meetings of all governmental agencies including Regular, Special and Standing Committee meetings. In addition, any discussion among more than four (4) Board Members, which is a majority of a quorum, either altogether at once or serially, constitutes a meeting under the Act and is thus subject to its requirements.
- B. The Public Records Act – State law requires public access to government records and setting forth specific time limits within which to respond to requests for access.
- C. The Americans with Disabilities Act - Federal law designed to protect the rights of individuals with disabilities and mandating, among other things, that all Board and Committee meeting locations comply with accessibility requirements, and that other accommodations be made to ensure that disabled individuals have equal rights with respect to the AVIDTF.

ARTICLE III PURPOSE

A. The **PURPOSE** of the Task Force:

To participate as a body to enhance public and private efforts to discourage illegal disposal of waste, and to provide for more effective and coordinated response to illegal waste disposers and of related enforcement actions by relevant agencies.

B. The **MISSION** of the Task Force:

1. To support efforts to reduce illegal disposal of household and commercial waste in the Antelope Valley;
2. To provide a forum for public discussion of issues that are relevant to the Task Force, the needs of the Task Force, and the delivery of County services to assist the Task Force in achieving clean-up goals and educating the public about preventing illegal disposal of household and commercial waste in the Antelope Valley area;
3. To advise the County on Task Force issues of interest, the needs of the Task

Force, the delivery of County services to the Task Force area, and other illegal dumping matters of a County-wide nature; Report to the Board, as needed.

4. To initiate, execute and support projects for the physical and environmental improvement of the Antelope Valley Illegal Dumping Task Force area that includes community educational outreach.

C. The POLICY of the Task Force:

1. To respect the diversity, dignity, and expression of views of all individuals, groups, and organizations within the community regarding our mission and/or involved in the Task Force;
2. To remain non-partisan with respect to political party affiliation and inclusive in our operations including, but not limited to, the process of electing or selecting the Board of Directors, Officers, and committee members, as hereinafter set forth;
3. To utilize e-mail to inform the Task Force and its participants of matters involving the Task Force mission and efforts in our community in a way that is tailored to provide opportunities for involvement;
4. To encourage all members of the Task Force to participate in activities of the Task Force;
5. To prohibit discrimination against any individual or group in our operations on the basis of race, religion, color, creed, national origin, ancestry, sex, sexual orientation, age, disability, marital status, income, homeowner/renter status, or political affiliation; and
6. To have fair, open, and transparent procedures for the conduct of all Task Force business.

ARTICLE IV BOUNDARIES

Section 1: Boundary Description

The boundaries of the Task Force are set forth on the Map of the Los Angeles County Board of Supervisor's District (S-D) Five Boundaries, appended hereto as Attachment A. Any Amendments by the Los Angeles County Board of Supervisors to the S-D Five Boundaries will automatically be included and incorporated into the Bylaws Task Force Boundary Description.

Section 2: Internal Boundaries

Any incorporated city representatives or community members in S-D Five may participate on the Task Force, but there may be limited jurisdictional authority by certain county departments in these incorporated cities in the Boundary Description and limited jurisdictional authority for these city representatives or community members over county agencies to act.

ARTICLE V STAKEHOLDER

Membership in the Task Force is open to all Stakeholders. A "Stakeholder" shall be defined as any individual of at least 18 years of age, who lives, owns or rents property, works, attends school or engages in voluntary service with the community and/or non-profit organizations in the geographic area of the Task Force defined in the Boundary Description or is a county agency employee or representative designated to work on illegal dumping issues in the Boundary Description.

ARTICLE VI GOVERNING BOARD

The Board of Directors (hereinafter "the Board") shall be the Governing Body of the Antelope Valley Illegal Dumping Task Force (AVIDTF) as set forth in these Bylaws.

Section 1: Composition

The Board shall consist of (11) Stakeholders selected or elected by the Stakeholders as set forth in Article VIII hereof. The composition of the Board shall be as follows:

- A. Los Angeles County Board of Supervisor (BOS) Members (1)** – Open to L.A. County BOS Stakeholder(s) designated by Public Works to participate on this Task Force.
- B. Los Angeles County Public Works (Public Works) Board Members (2)** – Open to DPW County Stakeholder(s) designated by Public Works to participate on this Task Force.
- C. Department of Regional Planning (DRP) Board Members (1)** – Open to DRP County Stakeholder(s) designated by DRP to participate on this Task Force.
- D. Law Enforcement Board Members (1)** – Open to LASD, CHP, District Attorney Investigator, Ranger or any law enforcement County Stakeholder designated by its respective agency to participate on this Task Force.

- E. Los Angeles County District Attorney’s Office (LADA) Board Members (1)** – Open to LADA or LADA Investigator Stakeholder(s) designated by LADA to participate on this Task Force.
- F. Department of Agricultural Commissioner Weights and Measures (ACWM) Board Members (1)** – Open to ACWM Stakeholder(s) designated by ACWM to participate on this Task Force.
- G. Department of Public Health (DPH) Board Members (1)** – Open to DPH Stakeholder(s) designated by DPH to participate on this Task Force.
- H. Incorporated City Stakeholder Board Members (1)** – Open to rotating Incorporated City Stakeholder(s) within SD-5 Boundaries designated by Incorporated Cities in this territory (Palmdale and Lancaster) to participate on this Task Force. This Board member position shall be rotated for a period of one year.
- I. Unincorporated City Stakeholder Board Members (1)** – Open to rotating unincorporated community area Stakeholder(s) within SD-5 Boundaries to participate on this Task Force. This Board member position shall be rotated for a period of one year.
- J. Organizational Stakeholder Board Members (1)** – Open to a Stakeholder 18 year of age or older who participates in a Board approved educational institution, community organization, non-profit organization, neighborhood association, service organization, or environmental group within the Task Force boundaries. This Board member position shall be rotated for a period of one year.
- K.** Stakeholders that are not Board members shall be precluded from voting on matters regarding the expenditure of funds, contracts, or recommendations to enter into contracts.

All Stakeholders may vote for all of the Board seats, but no single Stakeholder group shall hold a majority of Board seats unless extenuating circumstances exist and are approved by the Task Force through an amendment of the bylaws.

Section 2: Quorum

The quorum shall be seven (7) members of the Board.

Section 3: Official Action

A simple majority vote by the Board members present at a meeting at which there is a quorum shall be required to take official action unless specified otherwise in these

Bylaws. If a Board member is unable to attend, the Board member must communicate to the Secretary within 24 hours of a meeting that the Board member is unable to attend and may substitute a representative by specific name from the respective Stakeholder's organization to stand in with full voting rights. If the Secretary is unavailable, notice shall be given to the Secretary's designee.

Section 4: Term Limits

Board members shall serve a two (2) year term commencing after election for the period designated in these Bylaws to start the term of service.

Section 5: Duties and Powers

The primary duties of the Board shall be to govern the and to carry out its objectives.

- A. **Limitation on Public Representations by Board Members** - No individual member of the Board shall speak for the Board or otherwise publicly represent a Board position unless authorized to do so by official action of the Board. The Board may, by official action, delegate to any individual the authority to present before any public body a standing Task Force position previously adopted by the Board or a statement that the Task Force has had insufficient time to develop a position or recommendation on a matter before that body. Such authority may be revoked at any time by the Board.

Section 6: Vacancies

Vacancies on the Board shall be filled using the following procedure:

- A. Vacancies on the Board created by removal shall be filled in accordance with the procedures set-forth in the Bylaws.
- B. All other vacancies due to removal shall be filled by Presidential appointment and confirmed by the Board.
- C. Any Stakeholder interested in filling a vacancy on the Board shall submit a written application to the Secretary. See Attachment B.
- D. The Secretary shall cause the matter to be placed on the agenda for the next regularly scheduled meeting of the AVIDTF.
- E. The Board shall vote on the application at the meeting. If multiple applications for one seat have been submitted, the candidate with the most votes wins.

F. The term for a Board position filled by this vacancy procedure shall consist of the remaining term left for that Board member that vacated the position. A Board position filled by this vacancy procedure shall become available for vote at the next general election.

G. In no event shall a vacant seat be filled where a general election is scheduled to occur within 60 calendar days of the date that a written application is presented to the Secretary as set forth in this section.

Section 7 Removal

Board members may be removed in the manner set forth below. In the event of any such Board Member removal, the position occupied shall be deemed vacant and filled in accordance with the vacancy provisions of these Bylaws.

A. Removal for Absence

1. It is the duty of every Board Member to attend all Board Meetings and all meetings of Committees to which they are assigned. Board Members must attend at least one-half (1/2) of a meeting in order to be considered present unless the absence is excused. Members missing one half (1/2) or more of a meeting will be deemed "absent." See Section 8 regarding procedures for excused and unexcused absences.
2. As set forth in the Bylaws, a Board Member may be removed from office for unexcused failure to attend three (3) Regular AVIDTF meetings. Such failure automatically constitutes "good cause" for removal pursuant to the removal procedures set forth in the Bylaws.
3. The procedure for being excused from meeting attendance is set forth in Section 8, subsection A of these Rules.
4. Persistent failure to attend meetings due to excused absence constitutes a dereliction of duty and may be grounds for censure and removal from the Board. A total of three (3) or more absences (excused or a combination of excused and unexcused) in a twelve (12) month period may be grounds for censure and removal.
5. A leave of absence may be granted for a period of no more than 90 calendar days. If a requested leave of absence is longer than 90 calendar days, the Board Member must resign, and a new Board Member must be elected in their place. The replaced Board Member may run at the next scheduled election.

6. Upon receipt of a written petition for removal, the Secretary shall cause the matter to be placed on the agenda for a vote of the Board at the next regular Task Force meeting.

B. Removal of Board Member for Cause

A Board Member may be removed by stakeholder petition from the Board for good cause including, but not limited to, disruptive conduct, interfering with Task Force business, violations of the Task Force Bylaws, or any other rules adopted, following another Board Member's submission to the Board of a petition, which includes: 1. the identity of the Board Member to be removed, 2. a description, in detail, of the reason for removal, and 3. valid signatures of at least four Board members on the petition for removal of Board Member.

In addition to the grounds stated above, any Board Member may move for the removal of any other Board Member for consistent failure to abide by AVIDTF rules, procedures, policies or goals, and/or for violation of any local, State, common or federal laws, or policies.

C. Removal of Board Member by Board Member Petition

1. Specific procedures for removal by Board Member Petition are set forth in the Bylaws. At least four valid signatures of Board Members must be on the petition for removal of the Board Member.
2. In order to be subject to removal by Board Member Petition, the subject Board Member must first have been warned at least once for the conduct forming the basis for the removal petition.
3. A Written Notice of Motion for Removal by Board Member Petition shall be sent to the subject Board Member via registered mail at least five business days prior to the meeting at which the removal motion will be heard and shall state the grounds for the motion, the removal procedures, and the subject's rights.
4. The petition shall be delivered simultaneously to all Board Members and the matter placed on the agenda and scheduled for a vote at the next regularly scheduled Board Meeting.
5. The Board Member, subject to removal, shall have the right to deliver to Board Members a written statement about the matter and/or to speak at the Board Meeting prior to the vote, but shall not be counted as a part of the quorum, nor be allowed to vote on the matter.

6. Removal of the identified Board Member requires seven affirmative votes of the Board. The subject Board Member for removal is not allowed to vote on his/her removal from office.

D. Removal of Board Member by Stakeholder Petition

1. Specific procedures for removal of a Board Member by Stakeholder Petition are set forth in the Bylaws. Any Stakeholder other than a Board Member may petition the Board for removal of a Board Member per the grounds listed in the Bylaws. Removal of a Board Member by Stakeholder Petition must be signed by at least 10 Stakeholders.
2. In order to be subject to removal by Stakeholder Petition, the subject Board Member must first have been warned at least once about the conduct constituting grounds for removal.
3. Written Notice of Motion for Removal shall be sent to the subject Board Member via registered mail at least five business days prior to the meeting at which the removal motion will be heard and shall state the grounds for the motion, the removal procedures, and the subject's rights.
4. The petition shall be delivered simultaneously to all Board Members and the matter placed on the agenda and scheduled for a vote at the next regularly scheduled Board Meeting.
5. The Board Member subject to removal shall have the right to deliver to Board Members a written statement about the matter and/or to speak for a period of time allotted on the agenda at the Board Meeting prior to the vote but shall not be counted as a part of the quorum, nor be allowed to vote on the matter.
6. Removal by Stakeholder Petition requires seven affirmative votes by the Board. The subject Board member for removal is not allowed to vote on his/her removal from office.

Section 8: Absences

The procedure for determining whether an absence shall be considered "excused" or "unexcused" as set forth below:

A. Excused Absence.

1. A Board Member may be excused from attending any Regular or Special

AVIDTF meeting for good cause upon written (letter or e-mail) request to the President or Secretary no later than one calendar day in advance of the meeting for which excusal is sought.

2. A Board Member may be excused at any time, including retroactively, from attending any Regular or Special AVIDTF meeting for good cause with a written or email request containing the basis for the absence to the President or Secretary.
3. The President shall be the judge of whether an absence is excused or unexcused under the terms of this section and shall provide the Board Member with a written response to his/her request stating whether the absence will be considered excused or unexcused. It is the responsibility of the Board Member to receive and retain a written copy of the President's confirmation of an excused absence.
4. A Board Member may appeal the President's determination of an unexcused absence to the Board.

B. Unexcused Absence.

1. Any absence not confirmed as excused by the President or by the Board as "excused" shall be considered "unexcused."
2. The Secretary shall send a Written Notice of Unexcused Absence to any Board Member who has failed to attend a meeting without having been properly excused. The Secretary shall send a written Notice of Unexcused Absence immediately following the missed meeting and shall inform the Board Member of the rules and procedures regarding meeting absences as set forth in the Bylaws. The Secretary shall emphasize that two unexcused absences in a twelve month period constitutes grounds for Censure and three unexcused absences in a 12-month period constitutes grounds for Removal from the Board.
3. A Motion for Censure of a Board Member for unexcused absences shall be placed on the Agenda automatically following his/her second unexcused absence in a 12-month period.
4. A Motion for Removal of a Board Member for unexcused absence may be placed on the Agenda following his/her third unexcused absence in a 12-month period.
5. A Removal Petition shall automatically be prepared by the Secretary and signed by three other Board Members and the matter placed on the

agenda following a Board Member's third unexcused absence in a 12-month period.

Section 9: Censure

The Task Force can take action to publicly reprimand a Board member for actions conducted in the course of Task Force business by censuring the Board member at a Task Force Board meeting. Censures shall be placed on the agenda for discussion and action.

- A. A Board Member may be censured (publicly reprimanded) for any dereliction of the duties set forth in the Bylaws and/or for any other behavior unbecoming of an AVIDTF Board Member.
- B. A Motion for Censure may be made by any Board Member or Stakeholder.
- C. A Motion for Censure will be placed on the agenda automatically following a second unexcused absence in a 12-month period. For all other Censure motions, the subject Board Member shall have received at least one prior warning regarding the conduct forming the basis for the Motion.
- D. A Board Member subject to a Censure motion will be sent written notice of the Motion for Censure prior to its hearing stating the basis for the Motion and the procedures related thereto.
- E. The subject Board Member will be allowed to present evidence and speak to the Board at the meeting prior to the vote on his/her Censure but shall not take part in the actual vote.
- F. If the Motion for Censure passes by seven Board Members, a Written Notice of Censure shall be sent to the censured Board Member, informing him/her of the basis for the action and of the possibility of his/her removal from office.

Section 10: Resignation

A Board member may be removed from office by resignation and the position shall then be deemed vacant. Any member of the Board who ceases to be a Stakeholder is automatically required to submit his or her resignation to the Board.

ARTICLE VI OFFICERS

- A. **Officers of the Board.** The officers of the Board ("Officers") shall include the following positions, which all together comprise the Executive Committee: President, Vice President, Secretary, and Treasurer.
- B. **Duties and Powers.** The duties of the Officers are as follows and also include such additional duties as set forth in the Bylaws and/or as may be adopted by official action of the Board:
1. **The President** shall act as the Chief Executive of the Task Force and shall preside and maintain order at all Task Force meetings. The President shall be actively employed with the BOS Office. The President shall determine if an absence is excused or not and ensure that the Secretary records the decision. The President has the power to appoint Board members or AVIDTF members to form committees to respond to the business of the AVIDTF. The President shall receive all committee reports and lead the AVIDTF to achieve its goals. The President shall advise the County on Task Force issues of interest, the needs of the Task Force, the delivery of County services to the Task Force area, and other illegal dumping matters of a Countywide nature.
 2. **The Vice President** shall serve in place of the President if the President is unable to serve. The Vice President shall be the primary contact person to receive communications regarding public concerns/requests from residents and other County departments and forward those communications to the Board and Stakeholders of the AVIDTF. The Vice President shall also perform requested tasks and duties as directed by the President.
 3. **The Secretary** shall keep minutes of all Board meetings, prepare the agenda, maintain the sign-in sheet of all attendees at Board meetings, maintain a record of the outcome of all votes during the Board meetings, archive all minutes and documents from Board meetings, post documents and notices online, maintain a database, notify members and the public through a website of meeting dates and times, and maintain an updated website that includes all community events sponsored or supported by AVIDTF in the Antelope Valley area. The Secretary shall greet the public at meetings, setup/cleanup meeting venue, and provide technical support including but not limited to laptop and projector assistance as necessary.

An alternate for the Secretary may be appointed by the Board to serve in the absence of the Secretary, as needed. Unless the person serving as alternate Secretary is already a Board member, he or she shall not have any of the rights of a Board member, including the right to vote on matters before the Task Force.

The Secretary shall also coordinate voucher requests between other County departments, town council members, and Waste Management waste haulers for bin service requests, unless otherwise designated and approved by the Executive Committee.

4. **The Treasurer** shall maintain the records of the Task Force's finances and books of accounts and perform other duties in accordance with generally accepted accounting practices.

The Treasurer oversees the management of the financial affairs of the Task Force funding account, such as reconciling bank statements, cash flow/funding balance, record keeping of receipts of purchase, and prepares and maintains the expenditure report/records. The Treasurer shall also comply with all legal requirements and other tasks and responsibilities designated by the Board. The Treasurer shall provide an expenditure report with a balance sheet to the AVIDTF at every regularly scheduled meeting that includes expenditures and deposits with an accounting of all funds. The Treasurer shall provide a committee annual projected spending plan for the next calendar year at the last Task Force meeting of each calendar year.

- C. **Selection of Officers.** Officer positions shall be filled for a 2-year period by majority vote of the Board members present at the first official Board meeting following their election.
- D. **Officer Terms.** *Board* Officers shall serve 2-year terms and serve at the pleasure of the Los Angeles County Board of Supervisors. They may stand for reelection every two years.

ARTICLE VII COMMITTEES AND THEIR DUTIES

All Standing and Ad Hoc Committees shall be established by the Board. Suggestions for committees may come from Stakeholders or from members of the Board, and all such suggestions shall be voted upon by the Board.

- A. **Standing Committees.** The Standing Committees shall be designated by the Board.
- B. **Ad Hoc Committees.** The Board may create Ad Hoc Committees as needed to address temporary issues.

C. Committee Creation and Authorization. Committee members shall be appointed by the President and ratified by the Board. Standing Committees shall be comprised of at least two Board members and may include any interested Stakeholders. Ad Hoc Committees shall be comprised of one or more Board members and may include any interested Stakeholders.

1. **Committee Chairpersons** – All Committee Chairpersons shall be appointed by the President and confirmed by the Board. Only those Committee members who are Board members are eligible to serve as Chairperson of a committee. The Committee Chairperson shall keep a written record of Committee meetings and shall provide oral reports on Committee matters to the Board at regularly scheduled Task Force meetings.
2. **Committee Meetings** – Committee meetings are subject to and shall be conducted in accordance with the dictates of the Brown Act. Minutes shall be taken at every Committee meeting.
3. **Changes to Committees** – The Board may establish, disband, or make changes as needed to any Standing or Ad Hoc committee. Any such action by the Board shall be noted in the Task Force meeting minutes.
4. **Community Outreach** – The Board shall direct that a system of outreach be instituted to inform Stakeholders as to the existence and activities of the Task Force, including its Board elections.

The Task Force shall maintain a web site presence to disseminate information to Task Force Stakeholders and others interested in the Task Force activities.

In addition, the Board shall create, or shall cause to be created, a community outreach plan to inform the public about how to prevent illegal dumping. The outreach plan may include, for example, the creation of posters, flyers, postcards, pamphlets, and other related materials. It may also include e-mail blasts to various organizations including a regularly scheduled e-blast to County and local government officials and to Chamber of Commerce and/or town councils and other local organizations as determined by the Board.

Outreach also shall be undertaken at public events and shall be coordinated with other Task Forces and/or County/city cleanup efforts when appropriate.

ARTICLE VIII MEETINGS

All meetings, as defined by the Ralph M. Brown Act (*California Government Code Section 54950.5 et seq.*), shall be noticed and conducted in accordance with the Act and all other applicable laws and governmental policy.

- A. Meeting Time and Place** – All meetings shall be held within the Task Force boundaries as herein set forth at a location, date, and time set by the Board. A calendar of regular meetings shall be established by the Board at its first meeting of each fiscal year.
- B. Regular Meetings** – Regular Task Force meetings shall be held at least once every two months and may be held more frequently as determined by the Board. Prior to any action by the Board, there shall be a period of public comment. The Board shall determine the length and format of the period as appropriate.
- C. Special Meetings** – The President or Vice President shall be allowed to call a Special Task Force meeting, as needed. No other business can be transacted except that for which the meeting is called.
- D. Agenda Setting** – The Secretary shall set the agenda for each Task Force meeting with final approval by the President.
- E. Notifications/Postings** – Stakeholders shall be notified a minimum of three calendar days (72 hours) in advance of a regular meeting and at least one calendar day (24 hours) in advance of a special meeting. The Board shall develop a variety of methods and means to assure that Stakeholders receive these notifications. At a minimum, notice shall be posted at the Task Force’s website and e-mails shall be sent to all Stakeholders that provide adequate e-mail contact information to the Secretary.
- F. Reconsideration** – The Board may reconsider or amend its actions through the following Motion for Reconsideration process:
 - 1. Before the Board reconsiders any matter, the Board must approve a Motion for Reconsideration. The Motion for Reconsideration must be approved by official action of the Board. After determining that an action should be reconsidered, the Board has the authority to review, continue, or take action on the item that is the subject of reconsideration within any limitations that are stated in the Motion for Reconsideration.
 - 2. The Motion for Reconsideration must be brought to the Board and approval must occur either during the same meeting where the Board initially acted or during the Board’s next regularly scheduled meeting that follows the meeting where the

action subject to reconsideration occurred. The Task Force may also convene a special meeting within these specified time frames to address a Motion for Reconsideration.

3. A Motion for Reconsideration may be proposed only by a member of the Board that previously voted on the prevailing side of the original action that was taken by the Board (the "Moving Board Member").
4. The Moving Board Member may make the Motion for Reconsideration orally during the same meeting where the action that is the subject of reconsideration occurred or by properly placing the Motion for Reconsideration on the agenda of a meeting that occurs within the allowed specified periods of time as stated above.
5. In order to properly place the Motion for Reconsideration on the agenda of the subsequent meeting, the Moving Board Member shall submit a memorandum to the Secretary at least two business days in advance of the deadline for posting notices for the meeting. The memorandum must briefly state the reason(s) for requesting the reconsideration and provide the Secretary with an adequate description of the matter(s) to be review and the proposed action that may be adopted by the Board if the Motion for Reconsideration is approved.
6. A Motion for Reconsideration that is properly brought before the Board at a meeting may be seconded by any member of the Board.
7. This reconsideration process shall be conducted at all times in accordance with the Brown Act.

ARTICLE IX FINANCES

The Task Force shall comply with all financial accountability requirements specified by County, State, and applicable laws. The Task Force shall also comply with all financial reporting requirements prescribed by law.

- A. The Treasurer shall oversee and be charged with the full custody and responsibility of all Task Force funds and assets and shall maintain an ongoing and current inventory thereof as required by County, State, and applicable or laws.
- B. The Treasurer shall oversee a system of asset management, record-keeping, and financial reporting that complies with Generally Accepted Accounting Principles and conforms to all applicable local, State, and federal laws that will include two signatures from the executive committee

- C. In addition, the Treasurer shall:
1. Report to the Board on the Task Force finances at every Task Force regular meeting that shall include an updated expenditure report and balance sheet that includes any pending financial transactions;
 2. Submit a financial statement to the Task Force as required; and
 3. Prepare an annual budget for approval by the Board.
- D. The Treasurer shall also coordinate and cooperate with the Task Force on establishing a process and/or system by which the Task Force's finances and book of accounts can be reviewed by the Board.
- E. The Treasurer may request authorization from the Board to retain a financial professional to assist in refining and maintaining the bookkeeping and financial reporting system. The Treasurer may also request the assistance from the Task Force as needed. The Treasurer, however, shall be ultimately responsible for the maintenance of the system of bookkeeping and financial reporting and for the protection of all Task Force assets.
- F. The Task Force's financial statements, books, and accounts shall be open for inspection and copying in a timely fashion by any member of the public upon appropriate request.
- G. All expenditures by the Task Force should be within the annual budget approved by the Board. Any expenditure that exceeds or is likely to exceed a budgeted amount must be approved in advance at a Task Force meeting or a Special meeting called through the notice requirements set forth in the Bylaws.

ARTICLE X ELECTIONS

Section 1: Administration of Election

The Task Force election will be conducted by member selection every two years in December in accordance with the rules and regulations promulgated by the Task Force bylaws. The newly elected Board members will begin to govern the first January after the election. The exception is the first election under these Bylaws, which will be held in April 2019.

Section 2: Governing Board Structure and Voting

The number of Board seats, the eligibility requirements for holding any specific Board

seats, and which Stakeholders may vote for particular Board seats are set forth in the Bylaws.

Section 3: Minimum Voting Age

Voters must be Stakeholders who are at least eighteen years of age.

Section 4: Method of Verifying Stakeholder Status

By taking part in the vote, the voters self-affirm that they are qualified to vote. Stakeholders must be present to vote.

Section 5: Restriction on Candidates Running for Multiple Seats

A candidate shall declare his/her candidacy for no more than one position on the Task Force Board during a single election cycle.

Section 6: Other Election Related Language

- A. Announcement of Elections – The candidate application period shall begin no less than 45 calendar days prior to the election, the Board shall post a flyer soliciting candidates for the Task Force Board of Directors at a minimum of five public locations within the Task Force boundaries. The flyer shall state the number and type of Board seats available, the candidate requirements, the application process, the deadline for applications, the election process, and contact information for questions and/or how to obtain a Candidate Application.

- B. Candidate Application Process – The Board shall develop a candidate application, which, at a minimum, shall require the applicant to state his or her name, address, age, contact information, the Board position sought, an affirmation of basic Board member requirements, and a brief candidate statement no longer than one page. The application also shall state how to return the application, the application deadline, and note that the information on the application is a matter of public record. The Board shall appoint one or more of its members to receive the applications. This member shall call or send a written acknowledgement via e-mail to each candidate within five business days after receiving his or her application. This acknowledgment shall include the date, time and location of the election, general candidate outreach information, and other procedural information as may be helpful to the candidate. The Board shall provide the same information and shall provide the same filing period to all candidates.

- C. Election Outreach - Information about the election process and the candidates shall be posted at least 20 calendar days in advance of the election both on the Task Force web site and at a minimum of five public locations within the Task Force boundaries. The Board and the candidates also shall actively conduct outreach throughout the Task Force boundaries to encourage Stakeholders to participate in the election.

ARTICLE XI GRIEVANCE PROCESS

- A. Any grievance by a Stakeholder must be submitted in writing to the Secretary who shall cause the matter to be placed on the agenda for the next regular Task Force meeting.
 - 1. At that meeting, the Board shall refer the matter to an Ad Hoc Grievance Panel comprised of three Stakeholders randomly selected by the Secretary from a list of Stakeholders who have expressed an interest in serving from time-to-time on such a panel.
 - 2. Within two weeks of the panel's selection, the Secretary shall coordinate a time and place for the panel to meet with the person(s) submitting a grievance to discuss ways in which the dispute may be resolved.
 - 3. Within two weeks following such meeting, a member of the panel shall prepare a written report to be forwarded by the Secretary to the Board outlining the panel's collective recommendations for resolving the grievance. The Board may receive a copy of the panel's report and recommendations prior to a Board meeting but in accordance with the Brown Act, the matter shall not be discussed among the Board members until it is heard publicly at any regular or special Task Force meeting.
- B. The grievance process is intended to address matters involving procedural disputes such as the Board's failure to comply with these Bylaws or local ordinances and/or State and federal law. It is not intended to apply to Stakeholders who merely disagree with a position or action taken by the Board at one of its meetings, which grievances may be aired publicly at Task Force meetings.
- C. Board members are permitted to file a grievance against another Board member or against the Task Force according to the same Stakeholder grievance process.

ARTICLE XII PARLIAMENTARY AUTHORITY

The Task Force shall use the current edition of *Robert's Rules of Order* when conducting Task Force meetings and/or other official Task Force business.

ARTICLE XIII AMENDMENT(S)

- A. Any Board member may propose an amendment to these Bylaws by requesting that the Secretary place the item on the agenda.
- B. Any Stakeholder may propose an amendment to these Bylaws during the public comment period of a regular Task Force meeting.
- C. Any proposal to amend the Bylaws shall be formalized in writing and noticed on the agenda for public discussion and Board vote at the next regular Task Force meeting.
- D. The President, Vice-President, Secretary, or Treasurer may correct or revise purely non-substantive clerical errors as to grammar, spelling, or formatting.
- E. A substantive amendment or alteration to these bylaws requires a quorum vote of the Board members present at a duly noticed general or special meeting. Amendments, corrections, and revisions shall not be valid, final, or effective until approved by a quorum of the Board. Once approved by the Board, any changes in the Bylaws shall become effective immediately unless otherwise stated.

ARTICLE XIV COMPLIANCE

The Task Force, its representatives, and all Community Stakeholders shall comply with these Bylaws as may be adopted by the Board of Directors as well as with all local, County, State, and federal laws including, without limitation, the County Code of Conduct, the County Governmental Ethics Ordinance (*Los Angeles Municipal Code Section 49.5.1*), the Brown Act (*California Government Code Section 54950.5 et seq.*), the Public Records Act, the American Disabilities Act, and all laws and governmental policies pertaining to Conflicts of Interest.

Section 1: Code of Civility

The Task Force, its representatives, and all Community Stakeholders shall conduct all Task Force business in a professional and respectful manner.

Section 2: Task Force Assessment

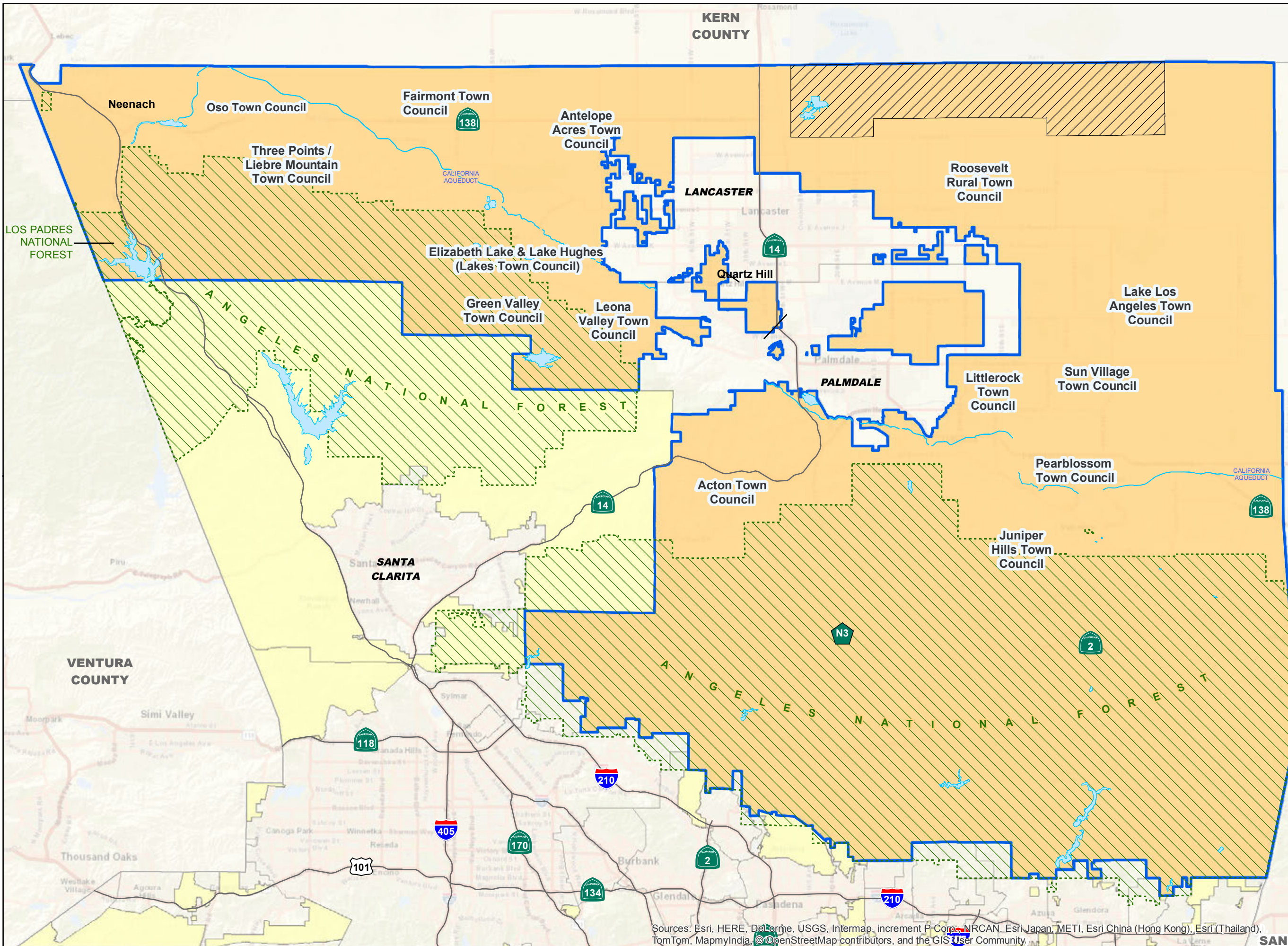
The Task Force may conduct a self-assessment at the close of each and every fiscal year to determine its effectiveness in reaching the Task Force purpose and mission and may issue its findings at the next regularly scheduled Task Force Board meeting.

Section 3: Standing Rules and Procedures

Additional rules and/or policies and procedures regarding the conduct of the Board, Officers, Committees, and/or meetings, amongst other things necessary to the governance of the Task Force, may be developed and adopted by the Board so long as they do not conflict with these Bylaws.

ATTACHMENT A -

Map of the Antelope Valley Illegal Dumping Task Force Boundaries



LEGEND:

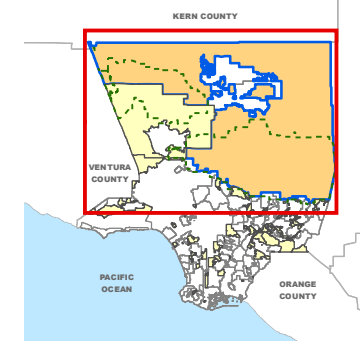
- Task Force Boundary Area
- Incorporated Cities
- Other Unincorporated Area
- Edwards Air Force Base
- Lakes and Reservoirs
- National Forest

This map shows Town Councils in the Antelope Valley Area (Town & Country).

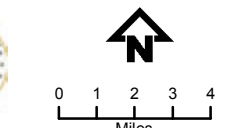
Information within cities is for reference only.

LOS ANGELES COUNTY
Department of Regional Planning
320 W. Temple St.
Los Angeles, CA 90012

VICINITY MAP:



Created on: 1/3/2019



Sources: Esri, HERE, DeLorme, USGS, Intermap, increment P Corp., NRCAN, Esri Japan, METI, Esri China (Hong Kong), Esri (Thailand), TomTom, MapmyIndia, ©OpenStreetMap contributors, and the GIS User Community.



Antelope Valley Illegal Dumping Task Force (AVIDTF) Board Application Form

Los Angeles County Board of Supervisors - 5th District
Antelope Valley Field Office, 42455 10th Street West, Suite #104, Lancaster, CA 93534-7060

Name: _____

Address: _____

Are you 18 years old or older? Yes No

Desired Board Position: _____
(See AVIDTF Bylaws, Article VI Governing Board, Section 1: Composition A. through K. page 6 and 7)

Affirmation of basic Board member requirements:

I, _____, declare I have read the AVIDTF Bylaws, Article X Elections, Section 1: Administration of Election to Section 6: Other Election Related Language.

Candidate Statement (no longer than one full sheet page, 8 1/2 x 11 size):

I declare under penalty of perjury that the foregoing is true and correct and that this declaration is executed on _____ in _____, California.

Date

City

PRINT NAME OF APPLICANT

SIGNATURE OF APPLICANT

Mail your completed application form to the address on this form (page 1)

**Your completed application will be posted publicly at the following website:
www.stopillegaldumping.com under Antelope Valley Task Force Announcements**