

SEPULVEDA BASIN WILDLIFE AREAS STEERING COMMITTEE

STANDING RULES

1. NAME AND PURPOSE

- 1.1 This organization shall be known as the Sepulveda Basin Wildlife Areas Steering Committee (the Committee).
- 1.2 The purpose of the Committee is to advise the City of Los Angeles Department of Recreation and Parks (the Department) concerning the operation, maintenance, and improvement of the existing wildlife areas and any future expansion thereof. The Committee may also make recommendations on matters concerning flora, fauna, and other natural resources in other areas within the Sepulveda Basin, such as the Los Angeles River and its tributaries, park land, and open spaces.
- 1.3 The mission of the Committee shall be to oversee, in its advisory capacity, the wildlife refuge areas and other areas of present or potential natural value within the Sepulveda Basin, as well as to support policies and programs that ensure their long term preservation, protection, and enhancement.

2. MEMBERSHIP AND QUORUM

- 2.1 The membership of the Committee shall be comprised of organizations with a demonstrated interest in flora, fauna, and other natural resources within the Sepulveda Basin.
- 2.2 An organization desiring to become a new member of the Committee shall make its request in writing. Upon the affirmative vote of a majority of Committee members, the organization shall be considered a member.
- 2.3 Each member organization shall designate in writing on its official letterhead the name of its representative and alternate(s).
- 2.4 At any given meeting, a person shall only serve as the voting representative or alternate of one member organization.
- 2.5 Each organization shall have one vote, which shall be cast by its representative and/or alternate. No proxy voting shall be allowed.
- 2.6 A majority of the number of member organizations in good standing shall constitute a quorum.
- 2.7 Organizations shall be good standing provided they attend a minimum of four meetings during the immediately preceding eight-month period.
- 2.8 Any organization not in good standing shall be designated as a non-voting member until the attendance requirement has been met.
- 2.9 Organizations with a general or peripheral interest, such as park user groups, neighborhood councils, and homeowner associations, may be ex-officio (non-voting) members.

3. MEETINGS, AGENDAS AND MINUTES

- 3.1 Regular meetings of the Committee shall be held monthly, generally on the fourth Tuesday, at a publicly accessible facility within or adjacent to the Sepulveda Basin.
- 3.2 Meetings shall be normally conducted following Robert's Rules of Order parliamentary procedure.
- 3.3 In compliance with the State Brown Act, each agenda shall specify all items to be considered, and shall be mailed at least one week in advance to Committee representatives and alternates, as well as to any interested person who has requested to receive it. It shall also be posted at least 72 hours in advance of the meeting.
- 3.4 Every agenda shall include reports by public agencies and member organizations as well as an opportunity for public comment.
- 3.5 Minutes of each meeting shall be prepared and distributed with the agenda of the subsequent meeting. The minutes shall include the names of attendees, any motions or actions taken, and a general summary of the discussion of each item.
- 3.6 The Department shall maintain a permanent file of all minutes and organization designation letters, copies of which shall be available for public review during normal business hours.

4. CHAIRPERSON

- 4.1 Each organization in good standing shall be obligated to have its representative serve as a rotating Committee chairperson for a six-month term of office as well as the rotating Committee secondary chairperson for the immediately following six-month term of office.
- 4.2 The terms of office shall commence with the February and August regular meetings.
- 4.3 The chairperson shall be responsible for preparing the meeting agendas, conducting the meetings, and other matters delegated by the Committee.
- 4.4 The secondary chairperson shall be responsible for assisting the chairperson as necessary and, in the absence or unavailability of the chairperson, to conduct the monthly meeting and/or prepare the upcoming meeting agenda and submit it to the Department for distribution and posting.

5. SUBCOMMITTEES

- 5.1 The Committee may establish standing or ad hoc subcommittees for specified purposes and terms.

6. AMENDMENTS

- 6.1 The Committee Standing Rules may be amended by a majority vote of the member organizations at the next regular meeting following the introduction of the proposed amendment.

Date Originally Adopted: April 26, 2005