

SEPULVEDA BASIN WILDLIFE AREAS STEERING COMMITTEE STANDING
RULES

(Adopted April 26, 2005; Last Revised January 27, 2026)

1. NAME, PURPOSE, AND MISSION STATEMENT

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 after attending at least two (2) consecutive meetings of the Committee. 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 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 in good standing provided they attend a minimum of 50% of the 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.

2.10 A member may be removed (1) at their written request or (2) by vote of the members of the Committee in Good Standing for reasons including dissolution of the member organization and/or repeated failure to remain in good standing.

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 emailed at least 72 hours 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 online 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 AND VICE-CHAIRPERSON

4.1 Each organization in good standing shall have the opportunity to have its representative elected to serve as a Committee chairperson or vice-chairperson for a term of office of two calendar years effective January 2026. Nomination and election will be as needed and the chairperson and vice-chairperson serve at the will of the committee.

4.2 The chairperson shall be responsible for preparing the meeting agendas, conducting the meetings, and other matters delegated by the Committee.

4.3 The vice-chairperson shall assist the chairperson as needed and shall fulfill the responsibilities of the chairperson in their absence or unavailability.

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 Prepared: February 11, 2005

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Date Revised: May 23, 2011 (Subsection 4.1)

Date Revised: January 27, 2026 (2.2, 2.7, 2.10, 3.3, 4.1, 4.3)