

BYLAWS
OF THE
SANTA CRUZ COUNTY
INTEGRATED WASTE MANAGEMENT LOCAL TASK FORCE

SECTION 1

The Santa Cruz County Integrated Waste Management Local Task Force is established under the authority of Government Code Section 31000.1 in conformity with Santa Cruz County Code Chapter 3.01.

SECTION 2

The Santa Cruz County Integrated Waste Management Local Task Force shall observe the following provisions:

2.01 Purpose. The Task Force shall perform the following duties:

a. The Local Task Force, to ensure a coordinated and cost-effective regional recycling system, shall do all of the following:

- (1) Identify solid waste management issues of county wide or regional concern.
- (2) Determine the need for solid waste collection systems, processing facilities, and marketing strategies that can serve more than one local jurisdiction within the region.
- (3) Facilitate the development of multi jurisdictional arrangements for the marketing of recyclable materials.
- (4) To the extent possible, facilitate resolution of conflicts and inconsistencies between or among city source reduction and recycling elements.

b. The Local Task Force shall develop goals, policies, and procedures which are consistent with guidelines and regulations adopted by the California Integrated Waste Management Board, to guide the development of the siting element of the County wide Integrated Waste Management Plan.

2.02 Membership. The Task Force shall consist of nine (9) members, residents of the County of Santa Cruz, appointed by the governing authority for which the member shall serve and represent, as follows:

- a. Three members shall be appointed by the County of Santa Cruz Board of Supervisors;
- b. Two members shall be nominated by the City of Santa Cruz City Council;
- c. One member shall be nominated by the City of Capitola City Council;

- d. One member shall be nominated by the City of Scotts Valley City Council; and,
- e. Two members shall be nominated by the City of Watsonville City Council.
- f. The appointing agency may designate alternates for its appointed representatives, provided the County of Santa Cruz Board of Supervisors is notified in writing of such designation(s).

2.03 Term of Office. The members of the Task Force shall serve for a term of two (2) years beginning with the effective date of this resolution. The term is renewable only by resolution of the Board of Supervisors specifying a new termination date.

2.04 Officers. The Task Force shall elect a Chairperson and Vice-Chairperson. Officers shall be elected during the Task Force's first meeting at which a quorum is present and shall serve for one year. In the event of the death or removal of a member who is an officer, the Task Force shall appoint another of their members to replace that person at the next meeting at which a quorum is present. Annual elections of the Chairperson and Vice-Chairperson will take place at the March meeting of the Task Force.

2.05 bylaws. Procedures for the conduct of this Task Force shall conform to Roberts Rules of Order.

2.06 Quorum. A majority of the members of the Task Force shall constitute a quorum, and no act of the Task Force shall be valid unless at least a majority of those members constituting a quorum concur therein. Any act of the Task Force shall be accomplished by a roll call vote when such a vote is requested by any member in attendance.

2.07 Meetings. All business shall be conducted at regular public meetings held as needed (approximately once each month), the time and place for which shall be determined by a majority of the members. The Ralph M. Brown Act shall apply to this Task Force as follows:

- a. At least seventy-two (72) hours prior to each regular meeting, an agenda for the regular meeting shall be mailed to each Task Force member, and to each representative of the news media and to each other person who has submitted a written request to the Task Force for notification of meetings, and shall be posted at least seventy-two (72) hours prior to the regular meeting at a location that is freely accessible to the public. The agenda shall contain a brief general description of each item of business to be transacted or discussed at the meeting. No action or discussion shall be undertaken on any item not appearing on the posted agenda except that members of the Task Force may briefly respond to statements made or questions posed by persons exercising their public testimony rights or ask a question for clarification, refer the matter to staff or to other resources for factual information, or request

staff to report back at a subsequent meeting concerning any matter. Notwithstanding the foregoing, action may be taken on an item of business not appearing on the posted agenda upon a determination by two-thirds vote of the membership of the Task Force, or if less than two-thirds of the members are present, by unanimous vote of those members present, that there is a need to take immediate action and that the need for action came to the attention of the County subsequent to the agenda being posted.

- b. At least twenty-four (24) hours prior to each special meeting, an agenda for the special meeting shall be mailed to each Task Force member and to each representative of the news media and to each other person who has submitted a written request to the Task Force for notification of meetings; and shall be posted at least twenty-four (24) hours prior to the special meeting at a location that is freely accessible to members of the public. No business other than that listed on the agenda shall be considered at a special meeting.
- c. Public participation in Task Force meetings shall be allowed as follows:
 1. An opportunity for members of the public to directly address the Task Force on any item on the agenda of interest to the public shall be provided before or during the Task Force's consideration of the item.
 2. In addition, the agenda will provide for community oral communications on items not on the agenda which are within the subject matter jurisdiction of the Task Force at the beginning of each regular meeting agenda.
 3. The chairperson of the Task Force may establish reasonable limits on the amount of time allotted to each speaker on a particular item, and the Task Force may establish reasonable limits on the total amount of time allotted for public testimony on a particular item or the total amount of time allotted for community oral communications. When further discussion is required, the Task Force may vote to allot time in the agenda of the following meeting.
- d. All subcommittees shall comply with the notice and agenda requirements otherwise applicable to the Task Force bylaws, except for subcommittees composed solely of less than a quorum of the members of the Task Force which are not standing subcommittees of the Task Force with either a continuing subject matter jurisdiction or a meeting schedule fixed by resolution or other formal action of the Task Force.

2.08 Minutes. Official summary minutes recording the motions entertained, and actions taken, at each meeting shall be regularly

submitted to the Board of Supervisors, Clerk of the Board, the City Councils of the member Cities, and their respective City Clerks.

2.09 Periodic Reports. The Task Force shall report to the Board of Supervisors and member City Councils at least once each year.

2.10 Staff. An Administrative Secretary shall be provided by the Santa Cruz County Public Works Department to the Task Force. The duties of the Administrative Secretary will be to record meetings and prepare summary minutes for the Task Force's review and approval.

2.11 Final Report. The final report containing the recommendation of this Task Force shall be submitted before the term of this Task Force expires. Said final report shall be submitted to the Board of Supervisors and to the City Councils of the member Cities.

2.12 Vacancies. Vacancies on the Task Force shall be filled as follows:

- a. Reporting the Vacancies. A vacancy shall exist and shall be reported in writing by the Chairperson to the Board of Supervisors, the Clerk of the Board, the member City Councils, and to the member Cities City Clerks, and the member vacating his, or her, seat whenever a Task Force member fails to attend three (3) consecutive regular meetings without good cause entered into the minutes of the Task Force. Any notice of resignation shall be submitted in writing to the Chairperson and forwarded by the Chairperson to the Board of Supervisors, Clerk of the Board, City Councils, and member Cities City Clerk.
- b. Filling of Vacancies. All vacancies shall be filled by the agency which appointed the member as specified in Section 2.02 herein.

Adopted by the Santa Cruz County Integrated Waste Management Local Task Force on February 8, 1996.

Stephanie Harlan, Chairperson

Santa Cruz County Integrated Waste Management Local Task Force established by Santa Cruz County Board of Supervisors Resolution 217-90, April 17, 1990, as amended by Resolution 019-96, January 9, 1996.