

## **CHARTER**

A CHARTER IS A FORMAL DOCUMENT CONFIRMING RIGHTS, PRIVILEGES AND REQUIREMENTS OF AN ENTITY.

Purpose of this charter:

1. This charter creates a Rural Town Council for the community of Lake Los Angeles.
2. This charter sets forth the parameters within which this Rural Town Council shall operate.
3. This charter establishes boundaries comprising the Lake Los Angeles sphere of influence.
4. This charter authorizes the Rural Town Council to represent the community of Lake Los Angeles in accordance with the Bylaws.
5. This Rural Town Council shall have no authority to assess, raise, levy or collect any taxes, fees, or assessments, and shall refuse any attempts on behalf of any other agency to be vested with the power to assess, raise, levy or collect any taxes, fees or assessments for any reason or any purpose with the exception of those items in #6.
6. All Rural Town Council operating funds shall be raised from RTC quorum-approved fund-raising events, donations and candidate filing fees.
7. The current edition of ROBERT'S RULES OF ORDER, MODERN EDITION UNABRIDGED shall take precedence in the event that these by-laws do not cover an item.
8. The boundaries of the Lake Los Angeles sphere of influence, represented by this town council are as follows:

- 1) Bordered on the North by Avenue J from 120<sup>th</sup> Street East to the San Bernardino County line.
- 2) Bordered on the East by the San Bernardino County Line from Avenue J to Avenue S.
- 3) Bordered on the South by Avenue S from the San Bernardino County Line to Longview and Avenue Q from Longview Road to 120<sup>th</sup> Street East
- 4) Bordered on the West by Longview from Avenue S to Avenue Q and 120<sup>th</sup> Street East from Avenue Q to Avenue J.

As provided by the Los Angeles County Supervisor's Office, see map on Appendix A

# **Lake Los Angeles Rural Town Council**

Date: September 28, 2004 Page 2

## **BY-LAWS**

BY-LAWS ARE SUBORDINATE LAWS DRAWN UP BY A LOCAL ENTITY TO GOVERN ITS MEMBERS.

### **ARTICLE I: NAME**

The name of this entity shall be LAKE LOS ANGELES RURAL TOWN COUNCIL

### **ARTICLE II: PURPOSE**

The goals of this Rural Town Council (RTC) are to:

- A. Act as a unified, representative voice for the community of Lake Los Angeles, conveying the needs and wishes of the residents to any county, state or federal governmental body or agency. The Lake Los Angeles Rural Town Council (LLA RTC) is not a governing body.
- B. Provide a review and respond to any public or private proposals which may affect the community.
- C. Provide an open forum for town meetings to discuss issues of concern to Lake Los Angeles residents.
- D. Preserve our rural lifestyle and provide for harmonious growth, in an apolitical manner neither supporting nor opposing any candidate or platform for political office.
- E. Engage in such activities as shall mirror the positions and concerns of the community of LLA.

### **ARTICLE III: BOUNDARIES**

See Charter, item 8 on page 1

# **Lake Los Angeles Rural Town Council**

Date: September 28, 2004 Page 3

## **ARTICLE IV: ORGANIZATION OF THE RURAL TOWN COUNCIL**

### **SECTION A: DUTIES AND RESPONSIBILITIES**

The duties and responsibilities of the RTC members shall include, but not be limited to the following areas, issues and concerns:

This Rural Town Council shall at all times:

1. Strive to accurately reflect the concerns of the residents of Lake Los Angeles in its policies and actions.
2. Function as a voluntary organization of elected members who receive no remuneration.
3. Actively solicit input and feedback from individuals and community organizations that are working for the betterment of Lake Los Angeles to encourage the flow of ideas and information pertinent to the community. This is to include, but not be limited to, a 'community input' section at the beginning of each regularly scheduled General meeting.
4. Neither borrow monies nor incur any indebtedness, and shall have no authority to assess, raise, levy or collect any taxes, fees or assessments and shall refuse any attempts on behalf of any other agency to be vested with the power to assess, raise, levy or collect any taxes, fees or assessments for any reason or any purpose.

### **SECTION B: CONTRACTS**

Any and all Rural Town Council contracts shall:

1. Be authorized by a quorum vote of the elected council members.
2. Be fully funded at inception.
3. Be executed by two of the three designated signators only. "Designated signators" are defined as the President, the Vice President, and the Treasurer.
4. Have no force and effect on the RTC unless duly authorized by a quorum vote of council persons. No agent or officer is empowered to enter into any contract in the name of the council.

# **Lake Los Angeles Rural Town Council**

Date: September 28, 2004 Page 4

## **SECTION C: REPORTS**

Reports of the RTC activities are required and shall be presented, in writing, as follows:

1. The presiding officer shall report annually to the community at the last regularly scheduled open meeting of the year. Both completed and pending items shall be included.
2. The treasurer shall prepare and present a financial report setting forth any and all expenses paid, or incurred, as least semi-annually, or more often as directed by a quorum vote of the elected Council members.

## **SECTION D: APPOINTED POSITIONS**

The RTC shall establish by a majority vote, such positions as are needed (e.g. Sergeant of Arms, Ad-hoc Committee members) to further the goals of the Charter. These positions shall be filled by local interested residents by appointment, with the concurrence of the majority of those members present. These appointees may be removed and replaced by a majority vote of those Council members present.

## **ARTICLE V: MEMBERSHIP**

### **SECTION A: COMPOSITION**

The council shall be composed of nine (9) persons (7 council members and 2 alternates). If after ninety (90) days of the election there are seats left vacant on Council, every effort shall be made to fill these vacancies according to Article XI Section D.

### **SECTION B: ELIGIBILITY**

To be eligible, a candidate shall be a registered voter in Lake Los Angeles, a resident for at least six consecutive months, and must maintain their primary residence in Lake Los Angeles for the duration of their term in office.

### **SECTION C: ALTERNATES**

1. Each year, the Junior Alternate (Council seat number 9) will be elected. At the time of installation, the previous year's Junior Alternate shall ascend to the Senior Alternate position (Council seat number 8).
2. Each alternate shall, when sworn in, assume the duties of a Council person, until such time as the Council person is able to resume his/her duties. This alternate shall be chosen by seniority on the Council.

## **ARTICLE VI: OFFICERS OF THE RURAL TOWN COUNCIL**

# Lake Los Angeles Rural Town Council

Date: September 28, 2004 Page 5

## **SECTION A: ELECTED OFFICERS**

The elected officers of the RTC shall be President, Vice President, Recording Secretary, Corresponding Secretary, and Treasurer.

## **SECTION B: ELECTION OF OFFICERS**

1. At the November meeting, the Council shall commission a nominating committee of three then-seated Council members to prepare a slate of officers for the newly elected Council. This slate shall take into consideration the current year's election and members being carried over. The slate, with the consent of the nominees shall be presented at the December meeting.
2. If a clear slate cannot be presented, election of officers shall take place and the new Council shall assume official duties as the final order of business at the December meeting.
3. If an officer position is vacated, it will be filled at the current or next regularly scheduled RTC meeting by majority vote of those members present.

## **SECTION C: DUTIES OF OFFICERS**

1. *President:* The President shall conduct each meeting of the Council, in accordance with these bylaws and Robert's Rules of Order, Modern Edition Unabridged. As presiding officer, the President shall prepare the agenda, maintain the schedule and ensure that the issues and concerns of the community are addressed in a timely and orderly manner.
2. *Vice President:* The Vice President shall assume the duties and responsibilities of the President, in the absence of the President. The Vice President may be assigned, and accept, other special duties on the council, with the concurrence of majority vote of Council persons. If the President should, for any reason, leave office, the Vice President will assume the presidency for the remainder of the previous President's term.
3. *Recording Secretary:* The Recording Secretary, as recording officer of the Council, shall serve as custodian of the records except those assigned to other officers. The Recording Secretary shall maintain one book containing the Charter, Bylaws, Amendments and Rules available for public inspection. The Recording Secretary shall prepare and certify the correctness of the minutes of each and all regular, special and/or emergency meetings and enter them in the official minute book. Other duties include notifying all Council members of special and regular meetings, bringing to all meetings the charter, bylaws, minute books, listing of accepted policies and procedures, and rosters of standing and special committee or panels in addition to a copy of Robert's Rules of Order, Modern Edition Unabridged.

# Lake Los Angeles Rural Town Council

Date: September 28, 2004 Page 6

4. *Corresponding Secretary*: The Corresponding Secretary shall conduct correspondence of the Council, initiate letters and other material of public information as authorized by the Council, for distribution to the community and notification of others. The Corresponding Secretary shall be responsible for distributing the agenda in accordance with Article VII, Section F. Acting as Historian, this officer shall maintain files of written reports and be responsible for maintaining historic records.

5. *Treasurer*: The Treasurer shall receive authorized funds, hold monies, conduct banking activities, maintain pertinent financial books, records, and source documents. The Treasurer shall counter sign checks to disburse funds in conjunction with the President or Vice President, serving in the President's absence. The Treasurer shall present the current calendar year's books and records for public inspection upon request at any regularly scheduled Council meeting.

## **SECTION D: SUCCESSION OF OFFICERS**

1. In the case of the absence of officers of the RTC or in the resignation of the President and the Vice President, the succession of officers to the office of President shall be, Vice President, Recording Secretary, Corresponding Secretary, and Treasurer.

2. In the case of the resignation of the President, the succeeding officer may choose to decline the office of the Presidency but must preside over the meeting of the selection of a new President.

## **ARTICLE VII: MEETINGS**

### **SECTION A: REGULAR MEETINGS**

The Council shall convene regularly scheduled meetings, open to the public, at least once each month. Each Council member shall be notified of the time and place, and be provided a copy of the proposed agenda, at least 72 hours prior to the meeting date. Any member of the community wishing to have an item considered for placement on the agenda, should contact the President of the RTC at least one week before the next regularly scheduled meeting. Time and place of the regular RTC meetings shall be specified at the annual organizational meeting.

### **SECTION B: SPECIAL MEETINGS**

Special meetings are public and may be called by any four Council members (as defined per Article V, Section A). All members and alternates must be notified of the topic to be considered. The special meeting shall be limited to the announced topics and notification procedures of Section A, of this article, shall be followed.

# **Lake Los Angeles Rural Town Council**

Date: September 28, 2004 Page 7

## **SECTION C: EMERGENCY MEETINGS**

Emergency meetings are public and may be called by any member of the Council with concurrence of the presiding officer when the topic is so imminent that the provisions of Section A must be waived. This limited action shall be placed on the agenda as the first action item to be ratified by a majority of the Council at the next regularly scheduled Council Meeting.

## **SECTION D: EXECUTIVE SESSION**

Executive Session is a meeting or portion of a meeting where the proceedings are private and deliberative only. No official vote of any action shall be taken and a quorum is required. Non-Council members may be invited to attend these sessions, perhaps to give a report, but they are not entitled to attend.

## **SECTION E: ORGANIZATIONAL MEETINGS**

Organizational meetings are public and shall take place within 90 days of the certification of the Rural Town Council election for the purpose of appointing a slate of officers and committee assignments.

## **SECTION F: AGENDA**

The agenda of both regular and special meetings shall be posted in designated places to be determined by the RTC, including the meeting location, to ensure availability to the community, per the time constraints of Section A for public consideration, written copies shall be made available to all attendees at the beginning of the meeting.

## **SECTION G: QUORUM**

A quorum shall be made up of four members.

## **SECTION H: ATTENDANCE**

Town Council members and alternates are exhorted to attend all regular, special, emergency and organizational meetings to ensure a broader base of community representation. Unexcused absences will be dealt with in accordance with Article XII, Section A, Paragraph 6.

## **SECTION I: OTHER REPRESENTATIVES**

Representatives of all community groups, business organizations and interested individuals are encouraged to attend and will be given an opportunity to be heard. In order to ensure that everyone can be heard, those wishing to speak to an issue on the agenda, are asked to request floor time on the sign-up sheet. Those wishing to speak to issues not currently on the agenda are exhorted to utilize the Community Comments section of the meeting or contact the President of the Council for agenda time in accordance with Article VII, Section A.

# **Lake Los Angeles Rural Town Council**

Date: September 28, 2004 Page 8

## **SECTION J: MEETING PLACE**

Every effort shall be made to hold all Council meetings in a public building or other area accessible to the public.

## **SECTION K: MEETING SCHEDULE**

The time and place of regularly scheduled meetings shall be determined at the same meeting in which officers are elected. If changes are necessary, every reasonable effort will be made to inform the public as early as is possible.

## **SECTION L: PUBLIC VOTING**

1. All official votes for any action shall occur at a public Rural Town Council meeting and shall be open or revealed voting.
2. Each member on the Council shall have one vote.
3. Absentee or proxy voting shall not be permitted

## **ARTICLE VIII: COMMITTEES**

### **SECTION A: STANDING COMMITTEES**

1. The standing committees shall be Planning; Ways and Means; Public Information; Community Standards; and Election.
2. With the exception of the Election Committee, the two Council persons not serving as officers and the two elected alternates shall serve as chairpersons of these committees.
3. In the event that any committee chairperson must assume the duties of Council Officer, the procedure for fulfilling appointed positions as set forth in Article IV, Section D shall be followed.
4. Each standing committee shall report at regular meetings, and at special meetings, as directed by the majority of Council persons.

# **Lake Los Angeles Rural Town Council**

Date: September 28, 2004 Page 9

## **SECTION B: PLANNING**

1. The Planning Committee shall be responsible for developing and maintaining longterm (five to ten years), as well as short-term (within the calendar year) plans addressing the issues of agriculture, residential and business development.
2. Committee persons shall monitor growth and development within the Lake Los Angeles boundaries, as well as the surrounding areas.
3. One of the two elected Council persons, not serving as officers, shall chair this committee.

## **SECTION C: WAYS AND MEANS**

1. The Ways and Means Committee shall be responsible for preparing the budget for the year and insuring financial viability for future years addressing both short and long term needs.
2. Committee member shall propose methods of raising monies, as needed for special projects to be approved by a majority vote of Council members present.
3. The other of the 2 elected Council persons not serving as elected officers shall chair this committee.

## **SECTION D: PUBLIC INFORMATION**

1. The Public Information Committee shall be responsible for keeping the community fully informed of the actions of the RTC impacting our area.
2. This committee shall serve as a conduit for necessary information, by means of a newsletter or other vehicle, as directed by a majority vote of Council members present.
3. One of the two elected alternates shall chair this committee.

## **SECTION E: COMMUNITY STANDARDS**

1. The Community Standards Committee shall be responsible for determining the standards desired by the voters, as acceptable to the county, complying with laws and regulations.
2. The Committee is responsible for presenting new community standard issues to the RTC for approval.
3. If approved by a majority vote of those Council members present, the community issues will be brought to the County for processing to the next steps.
4. The remaining elected alternate shall chair this committee

# **Lake Los Angeles Rural Town Council**

Date: September 28, 2004 Page 10

## **SECTION F: ELECTION**

1. The Election Committee shall be responsible for the facilitation of the annual election as set forth in Article XIII, Section A.
2. The duties and responsibilities of the Election Committee shall include preparing and distributing sample ballots, in a manner to ensure receipt by all eligible registered voters, as set forth in Article II.
3. The Election Committee shall prepare for, conduct and report on elections as set forth in Article V, Section B, Article XII and Article XIII.
4. The Election Committee chairperson shall be nominated and elected by a majority vote of the RTC following the election of officers and standing committee chairs as set forth in Article VII, Section E and shall serve for one year.
5. Election Committee persons shall be nominated and approved by the RTC prior to the adjournment of the regular May meeting.
6. No person serving on the Election Committee may run for any open seat on the RTC for that year of their service.
7. The Election Committee shall enforce the deadlines in accordance with Article XIII, Section A.
8. The Committee shall be responsible for publishing actual dates prior to the adjournment of the regular June meeting.
9. The Election Committee shall determine the filing fees to be received from a candidate with the approval of the RTC prior to the adjournment of the regular June meeting.

## **SECTION G: SPECIAL COMMITTEES**

1. Other committees shall be established and their members selected on an ad-hoc (as needed) basis when approved by a majority of Council persons present. The Town Council may direct the committee to appoint additional members as necessary.
2. Special committees may be recommended by Council persons or by community request.
3. These committees may include, but are not limited to the following: Promotions and Emergency Community Preparedness Plan.
4. These committee persons shall be appointed in accordance with Article IV, Section D. Committees shall elect a chair from those appointed and this chair person shall be confirmed by a majority vote of the RTC members present at the next regularly scheduled RTC meeting.

# **Lake Los Angeles Rural Town Council**

Date: September 28, 2004 Page 11

## **ARTICLE IX: FINANCES**

### **SECTION A: DUES**

The RTC shall not adopt a system of fixed dues.

### **SECTION B: AUDITS**

1. All audits shall be conducted by either an outside accountant selected by the Council, working gratis, or by a team of three persons appointed by the Council who do not have authority to sign Council checks, per Article VI, Section C, paragraph 5.
2. The financial books and records of the RTC shall be audited annually, as required within 10 days prior to the meeting at which the President's annual report is given per Article IV, Section C, paragraphs 1 and 2.
3. In the event a treasurer resigns or is removed from office, all treasurer books and materials shall be turned over to the President immediately and an audit shall be conducted in accordance with paragraph 1 of this section, within a reasonable period of time, not to exceed 30 days after receipt of the resignation or removal of the treasurer.
4. If any financial transactions occur after an audit and prior to the installation of a new treasurer, another audit must be performed.
5. A newly elected treasurer shall take possession of the treasurer books and materials immediately upon their installation.

## **ARTICLE X: COUNCIL TERMS OF OFFICE**

### **Section A: Length of term.**

Council members and alternates shall be elected to serve a term of two years, except in the case where a member or alternate is appointed to fill a seat which has been vacated with less than two years remaining for that position.

### **Section B: Term Limitations**

Council members and alternates shall not serve more than two consecutive two-year terms. However, in the event a Council member or Alternate is appointed to their position and has held that position for one year or less, they shall be eligible to be elected or appointed for a total of two consecutive two-year year terms. If, however a Council member or Alternate has served in excess of one year in their appointed position, that shall be counted one two-year term served, and therefore be eligible for only one more elected or appointed two-year term. This eliminates the possibility of any Council member or Alternate to serve on this Council for any more than five consecutive years, after which that Council member or Alternate must take a minimum of one-year hiatus.

# **Lake Los Angeles Rural Town Council**

Date: September 28, 2004 Page 12

## **Section C: Initial Term Determination – (1992 Election Only)**

The four candidates receiving the highest number of votes (1, 2, 3, and 4) in the initial election shall serve a term of two years. The three candidates (5, 6, and 7) receiving the next highest number of votes in this election shall serve a term of one year. The candidate (8) receiving the next highest number of votes in this election shall serve as alternate for two years. The ninth ranking candidate (9) shall serve one year as alternate. See Appendix B.

## **SECTION D: SUBSEQUENT ELECTIONS**

In each odd numbered year, Council seats #2, #4, #6 and #9 (Jr. Alternate) shall be elected to serve a two-year term each. The candidate receiving the fourth highest number of votes shall be designated into seat #9 as Junior Alternate. In each even numbered year, Council seats #1, #3, #5, #7 and #9 (Jr. Alternate) shall be elected to serve a two year term each. The candidate receiving the fifth highest number of votes shall be designated into seat #9 as Junior Alternate. Each year the current Council member holding seat #9 (Jr. Alternate) shall then be moved into Council seat #8 (Sr. Alternate) to finish out the remainder of the two year term for which they were elected.

## **ARTICLE XI: VACANCIES AND RESIGNATIONS**

### **SECTION A: VACANCIES**

Vacancies occurring when an elected council member is unable to complete the term of office shall be filled by the senior alternate, based on time served.

### **SECTION B: ADDITIONAL VACANCIES**

In the event a vacancy occurs after both elected alternates have replaced a Council member who is unable to complete the term, a replacement member or alternate shall be appointed by the RTC in accordance with Article V, Sections A and B of these bylaws. Local interest citizens will fill these positions according to Section D of this Article. The appointed replacement member or alternate shall serve out the remainder of the term for which they have been appointed, at which time they may be eligible to be elected in accordance with Article X, Section B of these bylaws. The appointees shall also be subject to removal and discipline per Article XII of these bylaws.

### **SECTION C: RESIGNATIONS**

The resignation of a Council member shall become effective immediately upon receipt of the member's written resignation, by the President. That vacancy shall be filled at the next meeting as the first item on the agenda, to ensure continuity.

### **SECTION D: APPOINTMENTS**

If at any time there is a vacant seat on the Council, and the conditions of Section A and B of this Article have been met, the RTC shall make every effort to fill the positions of Council members or Alternates in accordance with Article III and Article V, Section B, within ninety (90) days of that vacancy. The appointees shall be chosen from interested local citizens and be approved by a majority vote of the Council members present. All appointees shall be subject to removal and discipline per Article XII of the by-laws.

# **Lake Los Angeles Rural Town Council**

Date: September 28, 2004 Page 13

## **ARTICLE XII: PROCEDURES FOR REMOVAL AND DISCIPLINE OF COUNCIL MEMBERS.**

### **SECTION A: GROUNDS FOR REMOVAL AND DISCIPLINE**

1. Malfeasance, defined as wrongdoing or misconduct of office.
2. Continued flagrant or willful neglect of duties.
3. Neglect, failure or refusal to disclose fully, necessary information pertinent to matters of Council business.
4. Misrepresentation of the Council or the Council's positions, to any persons or groups, orally or in writing.
5. Failure to abstain from a vote, or remove oneself from the discussion of an issue when a conflict of interest or the appearance of a conflict of interest exists.
6. Absence for two consecutive regular meetings without an excuse acceptable to a majority of the Council members.
7. Refusal to obey or uphold any part of these bylaws.

### **SECTION B: INVESTIGATION, HEARING, AND ACTION BY THE COUNCIL**

1. When written alleged actions by a member are brought before the Council to consider as grounds for removal or discipline, Council must refer the matter to a committee charged with investigating the matter to determine whether the actions did occur. In its consideration of the complaint, the committee shall weigh whether these alleged actions if committed, are of a frivolous or trivial nature that would not merit further action.
2. The investigation committee shall be composed of three members from the community. One investigative committee member shall be selected by the Council member being accused of the alleged actions and another by the individual(s) accusing the member of these actions. The third member of the investigative committee shall be selected by agreement of these two members and shall serve as chairperson of this committee.
3. In the event that the two investigative committee members cannot agree on the selection of the third member, two new members shall be selected by the process described in paragraph two of this section with the exception that any individuals previously selected for this investigation committee shall now be excluded from participating on the committee.
4. After their investigation, and within 14 calendar days, this committee shall present its findings as to whether the alleged actions they were charged with investigating actually did occur. The subject of the investigation shall be allowed to give oral or written testimony to the investigative committee should they desire.

# **Lake Los Angeles Rural Town Council**

Date: September 28, 2004 Page 14

5. At the close of the investigative committee presentation, the Council shall consider a motion to remove or discipline the member. The member may participate in the discussion of the motion, but shall not have a vote on it.

## **SECTION C: CODE OF CONDUCT**

1. In order to attract high caliber Council members, whose personal lifestyles exemplify the values that the community wishes to maintain, these guidelines are established.

a. Conduct that could be construed as contrary to the best interests of the community such as: reckless disregard for public safety; failure to disclose an indictment or conviction of a felony; soliciting, or appearing to solicit, or accepting a bribe or any other activity that might be interpreted as an embarrassment or a hindrance to the continued harmony of the function of the Council, shall not be tolerated.

b. This Council, in order to fairly represent all sections of this community, shall not discriminate based on age, religion, race, creed, color, national origin, gender or physical impairment.

## **ARTICLE XIII: ELECTIONS**

### **SECTION A: ANNUAL ELECTION**

1. There shall be an annual election on the first Tuesday following the first Monday in November, for vacant Council positions.

2. This election shall be conducted in accordance with the spirit and intent of (1) the State Election Codes and (2) the State Fair Political Practices Act.

3. The election shall be by secret ballot, on ballots prepared by the election committee. Voters and must be registered to vote within the boundaries set forth in Article III of these by-laws.

### **SECTION B: ELECTION COMMITTEE REPORTS**

The Election Committee shall submit a written progress report to the Council, 30 days prior to the election, with sample ballot wording. The final written report shall be submitted no later than 30 calendar days after the election date.

### **SECTION C: CHALLENGES**

A challenge of the results of any election must comply the following procedures:

1. The formal charge or petition for investigation shall contain the allegations of impropriety, or violations, which would invalidate the election, and shall include verified signatures of 30% plus one of the number of registered voters who voted in the protested election.

2. The election committee shall provide pertinent records as requested. Council shall ensure full disclosure of its election records.

## **Lake Los Angeles Rural Town Council**

Date: September 28, 2004 Page 15

3. The Council President shall appoint a review panel, with concurrence of a majority of Council members, comprised of two Council members whose seats are not in question and three impartial registered voters outside of the community, to investigate allegations.
4. The investigating panel shall complete the investigation and submit their findings and recommendations to the Council within 45 calendar days after acceptance of the appointment.
5. The Council, upon receipt of the panel's findings and recommendations, shall have 5 calendar days to review, study and consider the results, to determine the validity of the election. Exerting their best judgment, the Council shall, by majority vote excluding those member(s) whose seats are being challenged, (with the panel in this instance having one vote agreed upon by consensus), decide the election valid or invalid.
6. If, at the conclusion of this process, it is determined that the election was improper, the Council shall declare the election decertified. A new election committee shall be formed and an election shall be conducted per Article XIII, Section A paragraphs 2 and 3, within 60 calendar days of the decertification. The Council members, in office at the time of the decertified election, shall serve until the results of the second election are certified.

### **SECTION D: RECALL ELECTIONS**

1. Recall elections must comply with the following procedures:
  - a. A person or group of persons, eligible to vote in a regular RTC election shall notify the Council in writing of their intent to circulate a petition for recall of a Council Person or Alternate.
    - i. The signed statement of request for recall action shall specify particular alleged incidents of grounds for removal, , or other alleged serious charges, , with dates of these occurrences (Anonymous, unsigned or undated allegations shall not be considered).
    - ii. The Council shall declare the petition valid if the required elements are included.
  - b. The sponsors of the recall action shall have 60 days to circulate the petitions declared valid.
    - i. The petitions shall be signed by at least 10% plus one of the registered voters in Lake Los Angeles.
    - ii. Completed petitions shall be submitted to RTC to be referred to an election committee.
    - iii. Petitions fees shall be handled in accordance with Section E, Paragraph 3 of this Article.

## **Lake Los Angeles Rural Town Council**

Date: September 28, 2004 Page 16

- c. The recall election ballot shall include a statement of fact from both the persons initiating the recall and subjects of the recall.
  - i. The statement shall include specific allegations and dates leading to the recall election.
- d. The Election Committee shall verify the signatures on the petition.
  - i. If signatures are not certified as valid per registrar's records and/or do not meet the 10% plus one numerical requirement, the recall election shall not go forward and any remaining funds shall be returned to initiators.
  - ii. If the petitions are declared valid, the Election Committee shall inform the RTC in writing, at once.
- e. The Recall election shall be conducted by the Election Committee within 30 days of the acceptance of the certified petition(s) by the RTC.
  - i. The election shall be decided by a majority vote.
  - ii. Results shall be submitted to the RTC, in writing, within 30 days following the election, for certification of the results.

### **SECTION E: FUNDING ELECTIONS**

1. Regular election costs shall be met by an identical registration fee levied upon each and every candidate, as predetermined by the Election Committee based upon anticipated costs.
  - a. The Election Committee shall be responsible for collecting these monies.
  - b. Monies shall be given to the treasurer, who will maintain an ongoing account of these separate election funds and disburse monies as needed, on the written request of the Election Committee chairperson.
  - c. Monies remaining in this account after the election shall be held as a contingency fund until the election is certified. After which, the balance of this account will be placed in the General Fund.
2. If the election is challenged, costs incurred to conduct a valid election shall be met from the contingency fund set forth in Section E, 1, c of Article XIII.
  - a. If there is not enough money in the contingency fund, additional funds shall be drawn from the RTC General Fund.
  - b. If additional funds are required, the Ways and Means committee shall be charged with raising the money.
3. Recall elections costs shall be borne by the person(s) submitting the petition for recall.
  - a. The amount of monies necessary to pay all costs of this recall election shall be determined by the election committee charged with conducting the election.
  - b. Any monies remaining in this separately held fund, shall be returned to the person(s) who submitted the monies, within 60 days after the election is certified and declared valid.

## **Lake Los Angeles Rural Town Council**

Date: September 28, 2004 Page 17

### **ARTICLE XIV: PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of ROBERT'S RULES OF ORDER, MODERN EDITION UNABRIDGED shall govern the Council in all cases as they are applicable and in which they are not inconsistent with these bylaws and, or any special rules of order the Council may adopt.

### **ARTICLE XV: PROCEDURES TO AMEND THE BYLAWS**

#### **SECTION A: AMENDMENT AUTHOR(S)**

1. Amendments to these By-Laws may be proposed in one or all of the following ways
  - a. by any member of the Council
  - b. by a committee, appointed to revise and/or amend the By-Laws pursuant to Article VIII, Section G
  - c. or by a petition signed by 10% +1 of the number of registered voters in Lake Los Angeles.

### **ARTICLE XVI: DISSOLUTION**

Dissolution of the RTC shall follow the same procedures as set forth in Article XV for amending the By-Laws, in the event of dissolution of this RTC, whether voluntary, or involuntary, or by operation of Law or Court ordered action, none of the proceeds, assets or property shall be distributed to any member of the Council, nor given over to a Council member's control. After all RTC debts are settled, any remaining property or assets shall be transferred to a public, non-profit, non-sectarian organization, designated by a 2/3 vote of Council members and alternates, each person having one equal vote in this instance.

## **Lake Los Angeles Rural Town Council**

Date: September 28, 2004 Page 18

2. Written notice of proposed amendments to the By-Laws shall be delivered to the President, or President's delegate, at least 25 days before the Council meeting at which time the proposed amendment(s) will be placed on the agenda for consideration.
3. The specific proposed amendment(s) shall be read, discussed and considered in an open meeting. No revisions shall be made in closed session. When the motion is made and seconded, to accept any amendment(s), it must be approved by a 2/3 vote of the Council.
4. In the event the proposed amendment(s) fail to secure a 2/3 approval vote, but are approved by a majority of the Council members, the amendment(s) shall become a measure as stated, on the next ballot of the RTC election, subject to adoption, if approved by a majority of the voters.
5. Amendment(s) shall become effective as soon as adopted in keeping with the above procedures.

# Lake Los Angeles Rural Town Council

Date: September 28, 2004 Page 18

## Appendix B

### Terms of office

Voted terms of office, to create a staggered overlap of incoming and outgoing elected members, some members will serve a one year term as shown:

Years in office

Candidates in

order of votes 1992 1993 1994 1995 Et. Seq

received 1<sup>st</sup> 2<sup>nd</sup> 3<sup>rd</sup> 4<sup>th</sup>

1 2 2

2 2 2

3 2 2

4 2 2

5 1 2 2

6 1 2 2

7 1 2 2

8 (alt 1) 2 -- 2 --

9 (alt 2) 1 2 - 2

# Lake Los Angeles Rural Town Council

Date: September 28, 2004 Page 19

## INDEX

ADDITIONAL VACANCIES.....	12
AGENDA.....	7
Alternates.....	4
AMEND THE BYLAWS.....	17
AMENDMENT AUTHOR(S).....	17
ANNUAL ELECTION.....	14
Appendix B.....	19
Appointed Positions.....	4
ARTICLE I: NAME.....	2
ARTICLE II: PURPOSE.....	2
ARTICLE III: BOUNDARIES.....(See Charter, item #8).....	2
ARTICLE IV: ORGANIZATION OF THE RURAL TOWN COUNCIL.....	3
ARTICLE IX: FINANCES.....	11
ARTICLE V: MEMBERSHIP.....	4
ARTICLE VI: OFFICERS OF THE RURAL TOWN COUNCIL.....	4
ARTICLE VII: MEETINGS.....	6
ARTICLE VIII: COMMITTEES.....	8
ARTICLE X: COUNCIL TERMS OF OFFICE.....	11
ARTICLE XI: VACANCIES AND RESIGNATIONS.....	12
ARTICLE XII: PROCEDURES FOR REMOVAL AND DISCIPLINE OF COUNCIL MEMBERS..	12

ARTICLE XIII: ELECTIONS	14
ARTICLE XIV: PARLIAMENTARY	
AUTHORITY.....	17
ARTICLE XVI:	
DISSOLUTION.....	18
ATTENDANCE.....	
..... 7	
AUDITS	
.....	11
Boundaries	
.....	1
By-	
Laws.....	
.. 2	
CHALLENGES	
.....	14
Charter.....	
..... 1	
CODE OF	
CONDUCT.....	14
COMMITTEES.....	
..... 8	
Community	
Standards.....	9
Composition.....	
..... 4	
Contracts	
.....	3
Corresponding Secretary, duties	
of.....	6
DISCIPLINE.....	
..... 12	
DISSOLUTION.....	
..... 18	
DUES.....	
..... 11	
DUTIES AND	
RESPONSIBILITIES.....	3
DUTIES OF	
OFFICERS.....	5
Elected officers	
.....	5
Election	
.....	10

ELECTION COMMITTEE REPORTS	14
ELECTION OF OFFICERS	5
ELECTIONS	14
Eligibility	4
EMERGENCY MEETINGS	7
EXECUTIVE SESSION	7
Finances	11
FUNDING ELECTIONS	16
GROUND FOR REMOVAL AND DISCIPLINE	12
INFORMATION	9
Initial Term Determination	12
INVESTIGATION, HEARING, AND ACTION BY THE COUNCIL	13
Length of term	11
MEETING PLACE	8
MEETING SCHEDULE	8
MEETINGS	6
MEMBERSHIP	4
Name	2
Organization	3
ORGANIZATIONAL MEETINGS	7
OTHER REPRESENTATIVES	7
PARLIAMENTARY AUTHORITY	17
PLANNING	9

President, duties of.....	5
PROCEDURES FOR REMOVAL AND DISCIPLINE OF COUNCIL.....	12
PROCEDURES TO AMEND THE BYLAWS.....	17
PUBLIC VOTING .....	8
Purpose.....	2
QUORUM.....	7
RECALL ELECTIONS .....	15
Recording Secretary, duties of.....	5
REGULAR MEETINGS .....	6
REMOVAL .....	12
REPORTS .....	4
RESIGNATIONS.....	12
SPECIAL COMMITTEES .....	10
SPECIAL MEETINGS.....	6
STANDING COMMITTEES.....	8
SUBSEQUENT ELECTIONS.....	12
SUCCESSION OF OFFICERS.....	6
Term Limitations .....	11
Terms of office.....	19
TERMS OF OFFICE .....	11
VACANCIES.....	12
VACANCIES AND RESIGNATIONS.....	12
Vice President, duties of .....	5
Ways and Means.....	9