

**BYLAWS
NORTH RICHMOND WASTE & RECOVERY MITIGATION FEE
JOINT EXPENDITURE PLANNING COMMITTEE**

With consensus of the North Richmond Waste & Recovery Mitigation Fee Joint Expenditure Planning Committee, these Bylaws were submitted and approved by the Contra Costa County Board of Supervisors and Richmond City Council on April 1, 2008.

I. Objectives of the Committee

The purpose of the Committee is to prepare and recommend a two-year Expenditure Plan to the Contra Costa County Board of Supervisors and the Richmond City Council. This Expenditure Plan provides a means to jointly administer the Mitigation Fee funding for the benefit of unincorporated and incorporated North Richmond

Other than the advisory and coordinating functions designated above, all decision-making authority is retained by the County and the City.

II. Structure and Operations of the Committee

- a) The Committee shall consist of seven (7) voting members: three (3) members of the Richmond City Council, one (1) member of the Contra Costa County Board of Supervisors, two (2) members of the North Richmond Municipal Advisory Committee appointed by the Contra Costa County Board of Supervisors (both of whom must reside in the unincorporated North Richmond area), and one (1) resident from the incorporated portion of North Richmond appointed by the Richmond City Council. The Committee will be governed by regulations in the Brown Act. An alternate, authorized by the representative agency, may attend and vote at meetings in lieu of the appointed member as necessary. Designated alternates shall be named upon the approval of these Bylaws and on an as-need basis thereafter.
- b) Committee members missing three consecutive regular meetings within any consecutive twelve (12) month period without notifying staff or Committee Chair, after due notice by staff, shall constitute an automatic resignation from the Committee. Replacements shall be authorized by the representative agency.
- c) Each Committee member may be considered for removal from the Committee upon recommendation of his/her respective nominating agency.

- d) The Committee shall establish regularly scheduled dates and times for the Committee meetings. Meetings may also be called by the Chair, 3 or more members of the Committee or Committee staff as deemed necessary. Committee staff will advise Committee members no less than three weeks in advance if regularly scheduled meeting should be cancelled due to lack of issues requiring their consideration or action.
- e) Establishment of standing and ad hoc committees shall be done on an as-need basis. The establishment of standing and ad hoc committees and selection of members for these committees requires the approval of a majority of the Committee.
- f) The Committee shall elect a Chairperson and Vice-Chairperson for terms of two calendar years.
- g) The Chairperson and Vice-Chairperson may serve no more than two consecutive full terms in each position unless otherwise authorized by a majority vote of the Committee.
- h) The Vice-Chairperson shall serve in the absence of the Chairperson.
- i) The Chairperson shall be responsible for:
 - i) Conducting all meetings of the Committee.
 - ii) Representing the Committee (or designating a person to represent the Committee) before the Board of Supervisors and Richmond City Council if needed.
 - iii) Notifying Committee Staff of his/her absence from a scheduled meeting.
- j) Final approvals and recommendations of the Committee shall require a quorum (4 members) present. However, the Committee may review and discuss items on the agenda without a quorum present. Staff may take recommendations to Board of Supervisors and City Council in the absence of Committee approval if due solely to lack of quorum being present at meeting and recommendations require final approval from City and County to avoid gaps in service or address other critical matters.
- k) The Committee's recommendations shall normally be in the form of letters, resolutions or reports to the Contra Costa County Board of Supervisors and Richmond City Council which shall be prepared and presented by Staff.

- l) The Committee shall submit an annual (calendar year) report to the Contra Costa County Board of Supervisors of the Committee's activities, accomplishments, attendance, and a proposed program for the forthcoming year.
- m) The Committee will receive primary staff support from the Contra Costa County Community Development Department and Richmond City Manager's Office. Staff is responsible for:
 - i) Preparing and distributing the agenda and agenda materials at least 96 hours prior to scheduled meetings.
 - iii) Arranging for Committee meetings.
 - iv) Preparing meeting minutes, reports, recommendations, and resolutions for information and/or approval of the Committee as requested or needed.
 - v) Representing the Committee with the exception of any instances where the Chair/Vice Chair does so.
 - vi) Being the agent of the Committee to which requests for Committee action, correspondence, information, inquiries, etc., are directed.
 - vii) Providing or coordinating staff services to committees.
 - viii) Providing relevant information to the public, the County, the City and the Committee.
 - ix) Forwarding and taking the necessary actions on the adopted recommendations, findings, and actions of the Committee within designated timetables set by Committee.

III. Amendments to the Bylaws

An Amendment to these bylaws will be made upon approval of the majority of the Committee and then the County Board of Supervisors and Richmond City Council.