

Lake Los
Angeles
Rural Town
Council
By-
Laws

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 Rural Town Council are as follows:
 - 1) Bordered on the North by Avenue J from 120th 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 Road and Avenue Q from Longview Road to 120th Street E.
 - 4) Bordered on the West by Longview Road from Avenue S to Avenue Q and 120th Street East from Avenue Q to Avenue J.

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

BY-LAWS

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

ARTICLE I: NAME

1. The name of this entity shall be LAKE LOS ANGELES RURAL TOWN COUNCIL, and hereafter may be referred to as the LLARTC.

ARTICLE II: PURPOSE

The goals of the Lake Los Angeles Rural Town Council (LLARTC) 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 (LLARTC) 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.

ARTICLE III: BOUNDARIES

See Charter, item 8 on page 1

ARTICLE IV: ORGANIZATION OF THE RURAL TOWN COUNCIL

SECTION A: DUTIES AND RESPONSIBILITIES

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

This Lake Los Angeles 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 allow for, but not be limited to, a ‘community input’ section at each regularly scheduled General meeting.
4. Neither borrows monies nor incurs 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.
5. Shall keep accurate records of all activities, duties, and correspondence, including a written report submitted for all committee meetings.

SECTION B: CONTRACTS

Any and all Lake Los Angeles Rural Town Council (LLARTC) contracts shall:

1. Be authorized by a quorum vote of the 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 LLAR TC unless duly authorized by a quorum vote of council persons. No agent or officer is separately empowered to enter into any contract in the name of the council.

SECTION C: REPORTS

Reports of the LLARTC 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, read, and present a written financial report setting forth any and all expenses paid, or monies received at each general meeting.

SECTION D: APPOINTED POSITIONS

The LLARTC shall establish by a majority vote, such positions as are needed (e.g. Sergeant of Arms, Ad-hoc Committee Chairpersons) 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 shall be advised that they take on the responsibility equal to that of a Council Member and may be investigated, reprimanded, and / or removed for the same reasons as any Council Member in accordance with these by-laws.

ARTICLE V: MEMBERSHIP

SECTION A: COMPOSITION

The council shall be composed of up to nine (9) persons (maximum of 7 council members and 2 alternates).

SECTION B: ELIGIBILITY

To be eligible, a council member must 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. (For additional eligibility requirements for a candidate refer to ARTICLE XIII: Elections, of these bylaws.)

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. If both alternates have been moved up to Council Member seats, then both alternate seats will be elected that year.
3. Each alternate shall, when necessary, assume the duties of a Council person, until such time as the Council person is able to resume his/her duties. If the Council Person resigns, the Senior Alternate moves up to that seat and the resigned Council Persons position if any is to be replaced by vote at the same meeting as the resignation was accepted.

ARTICLE VI: OFFICERS AND STANDING COMMITTEE CHAIRS OF THE RURAL TOWN COUNCIL

SECTION A: ELECTED OFFICERS AND APPOINTED STANDING COMMITTEE CHAIRS

The elected officers of the LLARTC shall be President, Vice President, Recording Secretary, Corresponding Secretary, and Treasurer. Appointed Standing Committee Chairpersons shall be Planning, Ways and Means, Public Information, Community Standards and if necessary, Election Committee. (Note: For Election Committee see Article VIII, Section F)

SECTION B: ELECTION OF OFFICERS AND APPOINTMENTS OF STANDING COMMITTEE CHAIRPERSONS

1. At the November meeting, the Council shall commission a nominating committee of three then seated Council members to prepare a slate of officers and standing committee chairs for the newly elected Council. Two of the three committee members must be returning Council Members. 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 for approval by majority vote of the Council.
2. This nominating committee shall be responsible for preparing, conducting, and reporting on the selection of the slate of officers and standing committee chairs, as set forth in this article, Article VI, Section B.
3. If a clear slate cannot be presented, election of officers and appointments of standing committee chairs shall take place and the new Council shall assume official duties as the final order of business at the December meeting.
4. If an officer position or standing committee chair position is vacated, it will be filled at the current or next regularly scheduled LLARTC meeting by majority vote of those members present.

SECTION C: DUTIES OF OFFICERS

1. President: As a full Council Member, the President is equal to any other Council Member and shall have an equal vote. 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.

At the beginning of each year, the President is responsible for making sure there are clear assignments as to who is responsible for the Council Equipment and at which meetings it needs to be at.

The President is chair of the General Meeting and the Planning Meeting. The General Meeting seats seven council members but not more; if there is full attendance the alternates are not seated. The Planning Meeting is a committee of the whole and all council members are seated.

The President prepares the agenda and provides it to each council member and the Public Information Committee Chair for posting to the website at least 72 hours in advance of the General Meeting.

The President is to keep track of all Committee meeting dates and places to insure that they are being held.

The President is responsible for the information on the back table. Such items are sent to the Council from various agencies for distribution. (Examples: Illegal dumping task force, Supervisors Office, other clubs and groups, etc.)

The President is responsible for having extra agendas printed and brought to the General Meeting for those audience members without computers.

The President is responsible for making sure the Community Comment Box and Suggestion Box are at each general meeting and that any suggestions turned in are discussed at the next planning meeting.

Lake Los Angeles Rural Town Council By-Laws

Last Revision on 16 December 2014

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 is offered the presidency for the remainder of the previous President's term. Should the Vice President decline the position, then the "Succession of Officers" section in this article shall be followed.
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. All minutes, drafts, and corrections shall be ready one week prior to the general meeting and emailed to each council member for proof reading. Minutes will not be posted to the website or any other means until accepted or accepted as corrected at the general meeting. 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.
4. Corresponding Secretary: The Corresponding Secretary will conduct correspondence of the Council, initiate letters and other material of public information as authorized by the Council,. The Corresponding Secretary will also maintain a record of this correspondence including the signatures and marked with a date written on a copy of the correspondence as to when it was mailed and / or received The corresponding secretary is also to take minutes in the absence of the recording secretary.

As acting Historian, this officer will be responsible for maintaining records of the activities of the Council and historic records. This officer is also responsible for maintaining the Sign-In (attendance) books for both the monthly LLARTC regular meetings and the monthly LLARTC planning meetings and will maintain from sign in books an email list for email correspondence and see that an updated list get to the Council Member doing the email mailings each month. The Corresponding Secretary will be responsible for reserving and confirming the rooms/spaces for the General and planning meetings.
5. Treasurer: The Treasurer shall; receive authorized funds, hold monies, conduct banking activities, maintain pertinent financial books, records, and source documents. The Treasurer shall present the current calendar year's books and records for public inspection upon request at any regularly scheduled Council meeting. The Treasurer shall deposit all money in the name and to the credit of LLARTC at such FDIC insured financial institutions as may be designated by the Council from time to time. See Appendix E for the name of the most current financial institutions utilized by the LLARTC.

The first thing to do after you have received the treasurer's books is to get a new signature card. To do this you will need the following: 1. A written statement from a current signer authorizing the removal of anyone who is no longer able to sign and adding the new signers. 2. All prospective signers must provide information on a signature application form. They may provide this info by fax ahead of time or in person at the bank with all other signers. 3. Two forms of ID are required at the time of signing at the bank. 4. All new signatories have to sign at the bank the same day in front of the bank representative.

The Treasurer's report must be filled out once a month and both read and a hard copy given at the monthly public meeting. It must include: the balance at the end of the last report, any disbursements of funds and for what, any income to the Council and from where, ending balance, your signature, and date.

The Treasurer will never write a check that was not approved by the council and without a co-signers signature. (i.e. the President or Vice President) Where applicable, obtain original receipts and keep them in the current years books. The treasurer will maintain accurate, detailed, and complete books.

In front of the Treasurer's book will be a list of assets, this list will be maintained each month in the case of additions or deletions by the Council.

SECTION D: SUCCESSION OF OFFICERS

1. In the case of the absence of officers of the LLARTC 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 LLARTC at or before the planning meeting of that month. Items submitted after the planning meeting unless urgent, will be placed on the next months agenda. Time and place of the regular LLARTC meetings shall be specified at the annual organizational (December) 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.

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. There must be a quorum of Council Members at this meeting and any and all votes are considered to be actionable items. This limited action shall be placed on the agenda as the first action item to be announced (solely for the purpose of making the previously agreed upon items official) 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: AGENDA

The agenda of both regular and special meetings shall be posted in designated places to be determined by the LLARTC, 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 F: QUORUM

A majority of council members then in office (but no fewer than two) shall constitute a quorum.

SECTION G: ATTENDANCE

Lake Los Angeles Rural Town Council (LLARTC) members and alternates are exhorted to attend all regular, special, emergency and organizational meetings to ensure a broader base of community representation. Absences will be dealt with in accordance with Article XII, Paragraph 8; Grounds for Removal & Discipline.

SECTION H: 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 raise their hands and wait to be called upon by the presiding officer. 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.

SECTION I: MEETING PLACE

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

SECTION J: 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 K: PUBLIC VOTING

1. All official votes for any action shall occur at a public Lake Los Angeles Rural Town Council (LLARTC) meeting and shall be open or revealed voting. The one exception to this vote shall be for replacements [appointments to replace a council member(s) or alternate(s)] and committee chairs. These votes may be by secret ballot. Should there be more than one position to be filled, the vote will be taken as that in the general election in which the available seat numbers are listed and the person with the top votes gets the first open seat, the second highest in the second open seat, etc.
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. Each of the Committee Chairs should meet with each other; once at the beginning of the year for planning and then at least once each quarter for updates.
3. Committee Chair for the Planning, Ways and Means, and Public Information Committees shall hold at least one public committee meeting per month. Committee Chair for the Election Committee shall hold at least one public committee meeting per month from April through October. Committee Chair for the Community Standards Committee shall hold at least one public committee meeting per month except as outlined in Section E.
4. Each Committee Chair having met shall submit a written report & give a verbal report at regular meetings. Each report will show the progress of that committee.

SECTION B: PLANNING

1. The Planning Committee shall be responsible for developing and maintaining long-term (five to ten years), as well as short-term (within the calendar year) plans addressing the Community issues, ideas, projects, and programs.

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.

SECTION D: PUBLIC INFORMATION

Lake Los Angeles Rural Town Council By-Laws

Last Revision on 16 December 2014

1. The Public Information Committee shall be responsible for keeping the community fully informed of the actions of the LLARTC.
2. This Chair shall hold Public Information Committee Meetings at least once a month.
3. This committee shall serve as a conduit for necessary information, by means of a newsletter or other vehicle.
4. The public information committee is responsible for keeping the community board on 170th Street East just south of Avenue O updated.
5. Send out reminder emails to residents of Lake Los Angeles compiled from sign in sheets regarding LLARTC meetings a least once a month.
6. Maintain and update the LLARTC website regularly (or delegate that duty if unfamiliar with website updating)
7. Send emails to or contact by other means local newspapers, local radio stations, and local television companies to notify the public of LLARTC regular meetings at least once a month
8. Post fliers to announce meetings, events, etc. Contact Info: AV Press - Editor@avpress.com, Daily News – DNMetro@dailynews.com, Lake LA News – lakelanews@joycemediainc.com, AV Political Observer – Editor@TAVPO.com, High Desert Broadcasting – PSA@highdesertbroadcasting.com (free public service announcements)
9. Update Facebook Page daily with meeting dates and times as well as special events the Council is participating in.

SECTION E: COMMUNITY STANDARDS

The duty of the chair for the CSD is working with the Lake Los Angeles registered voters who attend the public meetings to set regulations and guidelines for our community. The CSD Chair is to hold a minimum of 1 meeting a month. The chair is to conduct each meeting, take and announce proposals to committee members, call for the vote on each proposal, and record actions taken. After the Standards are established, the chairs duties are to submit the standards completed by the committee to the Town Council who will immediately with a cover letter send in to the regional planning department. If questions are returned, the chair is responsible for notifying the committee members, obtaining answers to the questions from said committee, and then once again, submits to the Town Council who will again immediately send in with a cover letter. Once the Standards are accepted, the committee will continue as an ad-hoc committee.

The Chair is also required to make a written and verbal report of each meeting held and submit at the General Town Council Meeting each month.

SECTION F: ELECTION COMMITTEE

1. The Election Committee shall be responsible for the facilitation of all Sections set forth in Article XIII, including the annual election.
2. The duties and responsibilities of the Election Committee shall include preparing and distributing applications, sample ballots, etc., and any other election information in a manner to ensure receipt by all eligible registered voters, as set forth in Article XIII.
3. The Election Committee shall prepare for, conduct and report on any removal and ineligibility findings that occur during the election process.

Lake Los Angeles Rural Town Council By-Laws

Last Revision on 16 December 2014

4. In the event no qualified volunteer steps forward, the Election Committee chairperson shall be chosen from a current or newly elected council member that will not be running for election that year and shall be appointed with all other chairpersons with the Slate of Officers. If a qualified volunteer steps forward after the Slate of Officers has chosen, but before June, the Election Chair position will be turned over to that volunteer. A qualified election committee chairperson must meet the same qualifications as a candidate for the LLARTC.
5. No person serving on the Election Committee may run for any open seat on the LLARTC for that year of their service.
6. The Election Committee shall enforce all deadlines.
7. The Committee shall be responsible for publishing actual dates prior to the adjournment of the regular June meeting.
8. The Committee shall be responsible for determining the eligibility of an applicant, as set forth in Article XIII, Section A, and the decisions of the Committee regarding eligibility are final.
9. The Election Committee shall determine the filing fees to be received from a candidate with the approval of the LLARTC prior to the adjournment of the regular June meeting.
10. No Election Committee Member shall campaign or participate in the campaigning of any LLARTC candidates.
11. The Election Committees job is complete the night of the election after the counting of the ballots. All materials are to be handed over to a ranking Council Member who did not appear on that years ballot. A ranking Council Member is that with an office such as President, Vice President, Treasurer, Recording Secretary, or Corresponding Secretary.

SECTION G: SPECIAL COMMITTEES

1. Other committees shall be established on an ad-hoc (as needed) basis when approved by a majority of Council persons present. The Lake Los Angeles Rural Town Council (LLARTC) 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 chairpersons shall be appointed in accordance with Article IV, Section D, and this chair person shall be confirmed by a majority vote of the LLARTC members present at the next regularly scheduled LLARTC meeting.
5. Special Committees, once established, shall meet no less than once per month until the duties assigned have been completed to the satisfaction of the town council.

ARTICLE IX: FINANCES

SECTION A: DUES

The Lake Los Angeles Rural Town Council (LLARTC) 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.

Lake Los Angeles Rural Town Council By-Laws

Last Revision on 16 December 2014

2. The financial books and records of the LLARTC shall be audited annually, within 10 days prior to the meeting at which the President's annual report is given per Article IV, Section C, paragraph 1.
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. The Treasurers position shall be filled by majority vote of the LLARTC at the same meeting as the previous Treasurers resignation is accepted or removal of has been voted on and passed.
5. If any financial transactions occur after an audit and prior to the installation of a new treasurer, another audit must be performed.
6. A newly elected or appointed treasurer shall take possession of the treasurer books and materials immediately upon completion of the audit.

ARTICLE X: COUNCIL TERMS OF OFFICE

SECTION A: LENGTH OF TERMS

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.

The one exception to this rule will be in the case of a 'not certified' election. In this case, all council members will remain in their seats and positions until an election has been held that has been certified.

A "certified" election is that in which no valid complaints or a 'challenge' has been submitted in writing by or at the November General Meeting.

SECTION B: TERM LIMITATIONS

Council members and Jr. Alternates shall not serve more than two consecutive two-year terms. However, in the event a Council member or Jr. 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 terms. If, however a Council member or Jr. 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 the Lake Los Angeles Rural Town Council for any more than five consecutive years, after which that council member or alternate must take a minimum of one-year hiatus.

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 immediately filled by the senior alternate at the next general meeting.

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 LLARTC in accordance with Article V, Sections A and B of these bylaws. Local interested 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 another Council Member. Both the Seat # and the position if any 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 LLARTC shall make reasonable effort to fill the positions of Council members or Alternates in accordance with Article III and Article V, Section B. Council shall proceed on all community matters regardless of any existing vacancies provided there are at least two council members seated. The appointees shall be chosen from interested local citizens who have filled out the

most recent “Candidate Application” and any supporting documentation (candidate fees do not apply in this situation) and be approved by a simple majority vote of the Council members present at the first general meeting after receipt of their application and any supporting documentation. All appointees shall be subject to removal and discipline per Article XII of the by-laws.

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. Having or failure to disclose having a current indictment or any conviction of a felony, as set forth in Section C, paragraph 1a, of this Article below.
5. Any conduct that could or might be construed as contrary to the best interests of the community such as, but not limited to; reckless disregard for public safety; soliciting, or appearing to solicit, or accepting a bribe or any other activity that could or might be interpreted as an embarrassment or a hindrance to the continued harmony of the function of the Council shall not be tolerated, as set forth in Section C, paragraph 1a of this Article below.
6. Misrepresentation of the Council or the Council’s positions, to any persons or groups, orally or in writing.
7. 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.
8. Absence from three consecutive general meetings or five meetings total per calendar year will lead to immediate dismissal (emergency situations taken under consideration on a case by case basis.)
9. Refusal to obey or uphold and/or cooperate with any part of these bylaws.

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

*** Note to Lake Los Angeles Residents: If you are aware that a crime has been committed, you are to report it to the proper authorities, the Lake Los Angeles Rural Town Council has no authority to usurp the United States Criminal Process.

Allegations must be in writing and contain an original signature.

Allegations must contain specifics such as dates, times, and where applicable, statements made.

Allegations must be turned in to a Council Member at an Open Monthly General Meeting.

Allegations that refer to a specific article; article, flyer, application, recording, etc. must include the item referred to as supporting documentation.

The allegations being investigated have a six (6) month statute of limitations. If the accusations are serious enough to be reported and bring about an investigation, then they should be brought up immediately. Any allegations that may not have been possible to bring within six months, such as

Lake Los Angeles Rural Town Council By-Laws

Last Revision on 16 December 2014

lost or missing equipment or property, will have the statute begin when that particular piece has been noted as missing or lost.

1. When written allegations meeting the above criteria pertaining to a member are brought before the Council to consider as grounds for removal or discipline, by any individual, the Council must first ask the accused if they prefer the investigation be treated as an executive session and not refer publicly to any specific item and only announce publicly that an investigation has been requested and the parties involved or if the accused prefer the investigation be open to the public in which all items except the investigation itself become open to the public. The Council will then decide if the investigative request meets the above criteria and if it does, then they must refer the matter to an investigative committee chosen according to paragraphs two and three of this section and observe all time limitations outlined in this section, Article XII, Section B. The Council must advise the committee as to whether or not the investigation is open or executive. The investigative committee shall be charged with investigating the matter to determine whether the allegation(s) did occur and what their recommendations are for disciplinary action. The Council shall have no more than 7 calendar days after the date that written allegations were received by the Council to oversee the selection of the investigation committee.
2. The investigative 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 two members will then pick a third member of the investigative committee who shall serve as chairperson (an equal member and not deciding vote) of this committee.
3. In the event that the two investigative committee members cannot agree on the selection of the third member within the 7 days they may request an extension of not more than 7 additional days to comply. If after those seven days (14 days total), the two members can still not agree on a third member, the third member will be chosen and voted on by the Town Council via emergency meeting within the next 7 days.
4. The investigative committee shall have 30 calendar days to complete its investigation. The investigative committee shall act according to the Council's direction as to whether the investigation is public or if they are to follow executive session guidelines. The investigative committee interviews will be closed to the public, but unless informed by the council that executive session must be followed, may be discussed outside the investigation. They may interview whomever, if anyone, they deem necessary to complete said investigation.
5. As soon as the investigation is completed, the investigative committee shall present its findings, via written report signed and dated by all members, to a Council Member as to whether the alleged actions they were charged with investigating actually did occur and what their recommendations are.
6. After receipt of the committee report and recommendations, at the next open Town Council Meeting, the LLARTC in executive session shall then consider the investigative committee's findings and a course of action, then publicly state the motion for course of action only and then proceed to a vote.
7. Disciplinary action taken may range from a public reprimand to permanent removal and/or permanent ineligibility to serve as a member of the Lake Los Angeles Rural Town Council. All decisions and determinations for subsequent actions made by the Lake Los Angeles Rural Town Council are final.

Lake Los Angeles Rural Town Council By-Laws

Last Revision on 16 December 2014

8. After the completion of a disciplinary action of removal, the disciplined member must petition the LLARTC to become eligible to participate in or as a member of the LLARTC.
9. Within 7 days of a request, any Council Member show a willful disregard and/or lack of cooperation with any part of this investigation, the Council may find it necessary to serve a 48 hour notice to said Council Member and then, without an investigation, take disciplinary action that will require a majority vote of the Council.

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, but not limited to; reckless disregard for public safety; having or failure to disclose having a current or prior indictment or conviction of a felony; soliciting, or appearing to solicit, or accepting a bribe or any other activity that could or might be interpreted, by the Council, as an embarrassment or a hindrance to the continued harmonious 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: CANDIDATE ELIGIBILITY

1. To be eligible, a candidate must 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.
2. A candidate applicant may be disqualified if an action has been taken against them as set forth in Article XII, Section B, paragraphs 7, 8 & 9 above.
3. An applicant for candidacy shall be disqualified for having or failure to disclose having a current indictment or any conviction of a felony.
4. An applicant may also be disqualified by the Election Committee for any conduct he or she directly participates in that could or might be construed as contrary to the best interests of the community such as, but not limited to; reckless disregard for public safety; soliciting, or appearing to solicit, or accepting a bribe or any other activity that could or might be interpreted, as an embarrassment or a hindrance to the continued harmonious function of the Council.
5. The election committee shall be responsible for reviewing and determining the eligibility of any applicant. All endorsements and financial contributions must be in writing and subject to the same review and verification by the Election Committee. Any and all financial contributions must be disclosed on application and campaign materials.
6. Any and all financial contributions must be disclosed on the application and/or all campaign materials and must be disclosed to the Election Committee upon receipt of contribution.
7. All decisions of the Election Committee regarding eligibility are final.

Lake Los Angeles Rural Town Council By-Laws

Last Revision on 16 December 2014

8. No more than 1 person per immediate family (Mother, Father, Brother, Sister, Son, Daughter) may serve on the Council at any given time. This paragraph does not apply to Ad-Hoc Committee Chairpersons or Committee Members and shall not be applied retroactively.
9. Each voter must verify identity by showing picture identification in order to cast their ballot.

SECTION: B ANNUAL ELECTION

1. There shall be an annual election on the first Tuesday following the first Monday in November. The election will be for open seats according to Article X, Section D: subsequent elections. Any remaining open seats shall be filled by appointment by the newly elected and seated Council provided there are qualified volunteers.
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. The State Election Codes and the State Fair Political Practices Act shall be enforced by the Election Committee.
3. No campaigning, campaigning materials or electioneering within 1,000 feet of the polling place property line shall be tolerated, so as to ensure and protect the rights of the voter to be able to go to the polling place(s) and cast their vote unhindered by such activities.
4. The election shall be by secret ballot, on ballots prepared by the election committee and approved by the LLARTC.
5. Provisional and mail in ballots are not acceptable for the Lake Los Angeles Rural Town Council election. The Council and the Election Committee do not have the resources available to verify the validity of such ballots.
6. Voters must be registered to vote within the boundaries of Lake Los Angeles and voters must live within the boundaries of Lake Los Angeles as set forth in the Charter, paragraph 8 of these by-laws. Voters must appear on the "Street Index" provided by the Los Angeles County Recorders Office and must have been registered at least 14 days prior to the election.
7. The Election Committees duties end the night of the election and all remaining blank ballots are to be destroyed in front of at least 2 independent witnesses and all remaining materials must be returned to a designated member of the Town Council the night of the election after the counting has been completed. Election Chair; be sure to keep a copy of the results and tabulations for your final report due within 30 days. Candidates may not be present at all.

SECTION C: 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 at the next regularly scheduled Town Council Meeting.

SECTION D: ELECTION CHALLENGES

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

Lake Los Angeles Rural Town Council By-Laws

Last Revision on 16 December 2014

1. The formal charge or petition for the Challenge of the most recent election must be received no later than the November regular open meeting (General Meeting) and shall contain the allegations of impropriety, or violations, which would invalidate the election, and shall include signatures of 10% plus one of the number of registered voters. Names will be verified by the Election Committee within 5 days of receipt of petition.
2. The Lake Los Angeles Rural Town Council members who were not running in current election shall appoint a review panel, comprised of two Lake Los Angeles Rural Town Council members whose seats are not in question and three impartial registered voters from outside the community, to investigate the allegations. The Lake Los Angeles Rural Town Council shall have no more than 7 calendar days to appoint a review panel.
3. The Election Committee shall provide any and all public records pertinent to said election as requested. Lake Los Angeles Rural Town Council shall ensure full disclosure of its *public* election records.
4. The review panel shall complete the review and submit their findings in writing to the Lake Los Angeles Rural Town Council within 30 calendar days (or at the next regularly scheduled planning / agenda meeting – whichever comes first) after acceptance of the appointment as spelled out in paragraph 2 above.
5. The review panels findings will be final and announced (via reading the submitted report) at the next, or current, Open (General) Meeting.
6. If, at the conclusion of this process, it is determined that the election was improper, the Lake Los Angeles Rural Town Council shall declare the election decertified. A new election committee shall be formed and an election shall be conducted per Article XIII, Section A and Article XIII, Section B, paragraphs 2 thru 6, within 60 calendar days of the decertification. The Lake Los Angeles Rural Town Council members, in office at the time of the decertified election, shall serve until the results of the second election are certified.

SECTION E: RECALL OF ELECTED COUNCIL MEMBER OR ALTERNATE

1. Recall elections must comply with the following procedures:
 - a. A person or group of persons, eligible to vote in a regular LLARTC 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 that were 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 the LLARTC to be referred to an Election Committee.
 - iii. Petitions fees shall be handled in accordance with Section F, Paragraph 3a and b of this Article.

- 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 have no more than 7 calendar days to 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 LLARTC 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 LLARTC.
 - i. The election shall be decided by a majority vote.
 - ii. Results shall be submitted to the LLARTC, in writing, within 30 days following the election, for certification of the results.

SECTION F: 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 up on anticipated costs. If these fees are paid by someone other than the candidate, it is to be disclosed by whom and how much on both the application and any and all campaign materials.
 - 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 election funds and providing the amount does not exceed that collected through application fees, the Treasurer may disburse monies as needed, on the written request of the Election Committee chairperson.
 - c. No election monies are to be disbursed for any receipts with dates(s) occurring after the election date of that year.
2. Monies collected for the election and remaining in the account after the election shall be considered a contingency fund until the election is certified. After which, the balance will be deemed as part of the General Fund.
3. Recall or Challenged elections costs shall be borne by the person(s) submitting the petition for recall or election challenge.
 - a. The amount of monies necessary to pay all costs of this recall or challenged election shall be determined by the election committee charged with conducting the election and will be collected up front prior to the election.
 - b. Any monies not used for the recall or challenged election shall be returned to the person(s) who submitted the monies, within 15 days after the election is certified and declared valid.

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 approved by the Lake Los Angeles Rural Town Council members at a general town council meeting or at a special meeting. Amendments to the By-Laws may be proposed by the following methods:
 - a.) by any member of the Lake Los Angeles Rural Town Council;
 - b.) by a committee appointed by the Council to amend the By-Laws pursuant to Article VIII Section G; or
 - c.) by petition signed by 10 % + 1 of the number of registered voters in Lake Los Angeles.
2. Proposed amendments shall be presented in writing at least seven (7) days before the agenda planning meeting to the Lake Los Angeles Rural Town Council. Electronic transmission with returned reply receipts shall be an acceptable method of delivery. Any proposed amendment to the By-Laws shall be placed on the agenda for consideration
3. All proposed amendments shall be read, discussed and considered in an open meeting. No amendment shall be enacted or voted upon in a closed meeting. Proposed amendments presented to the Lake Los Angeles Rural Town Council must first receive a motion for adoption and a second prior to Council vote. Proposed amendments shall become adopted and effective immediately upon 2/3 vote of the Lake Los Angeles Rural Town Council.
4. Any registered voter residing consecutively for at least six (6) months in Lake Los Angeles at their own financial expense and efforts may have a proposed amendment that failed to secure 2/3 of the Council Members' vote placed on the next ballot of the LLARTC election provided the failed proposed amendment received a simple majority approval by Council Members at the meeting when the failed proposed amendment was voted upon. The proposed amendment shall be adopted upon the approval by a majority of the voters.
5. 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.
6. 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 LLARTC election, subject to adoption, if approved by a majority of the voters.
7. Amendment(s) shall become effective as soon as adopted in keeping with the above procedures.

ARTICLE XVI: DISSOLUTION

Dissolution of the Lake Los Angeles Rural Town Council shall follow the same procedures as set forth in Article XV for amending the By-Laws, in the event of dissolution of the LLARTC, whether voluntary, or involuntary, or by operation of Law or Court ordered action, none of the proceeds, assets

Lake Los Angeles Rural Town Council By-Laws

Last Revision on 16 December 2014

or property shall be distributed to any member of the Council, nor given over to a Council member's control. After all LLARTC 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.

195856

ENDORSED
FILED

In the office of the Secretary of State
of the State of California

SEP 26 1995

Bill Jones
BILL JONES, Secretary of State

ARTICLES OF INCORPORATION OF
Lake Los Angeles Rural Town Council

I

The name of this corporation is Lake Los Angeles Rural Town Council.

II

This corporation is a nonprofit public benefit corporation and is not organized for the private gain of any person. It is organized under the Nonprofit Public Benefit Corporation Law for public and charitable purposes.

III

The specific purpose of this corporation is to act as a unified voice for the community conveying wishes and concerns to government agencies.

IV

The name and address in the State of California of this corporation's initial agent for service of process is: Robert Keys, 40212 162nd St. East, Lake Los Angeles CA 93591.

V

This corporation is organized and operated exclusively for social welfare purposes within the meaning of Section 501(c)3 of the Internal Revenue Code.

VI

No substantial part of the activities of this corporation shall consist of carrying on propaganda, or otherwise attempting to influence legislation, and the corporation shall not participate or intervene in any political campaign (including the publishing or distribution of statements) on behalf of any candidate for public office.

Lake Los Angeles Rural Town Council By-Laws
Last Revision on 16 December 2014

FILED
IN THE OFFICE OF THE CLERK OF THE
COUNTY OF LOS ANGELES
SEP 5 9 1992
GILL TOMER, Secretary of State

REGISTRY OF
CHARITABLE TRUSTS
OCT 25 95

VII

The property of this corporation is irrevocably dedicated to social welfare purposes and no part of the net income or assets of this corporation shall ever inure to the benefit of any director, officer or member thereof or to the benefit of any private person.

VIII

Upon the dissolution or winding up of the corporation, its assets remaining after payment, or provision for payment, of all debts and liabilities of this corporation shall be distributed to a nonprofit fund, foundation or corporation which is organized and operated exclusively for Social welfare purposes and which has established its tax exempt status under Section 501(c)3 of the Internal Revenue Code.

Date 6/20/95 Signature of Incorporator Robert A. Keys

Type name of Incorporator Robert A. Keys

Lake Los Angeles Rural Town Council By-Laws

Last Revision on 16 December 2014

78485



STATE OF CALIFORNIA

FRANCHISE TAX BOARD
P.O. BOX 1286
RANCHO CORDOVA, CA. 95741-1286

September 28, 1995

In reply refer to
340:G :PTS

LAKE LOS ANGELES RURAL TOWN COUNCIL
C/O ROBERT KEYS
40212 162ND ST. EAST
L. LOS ANGELES CA 93591

Purpose : SOCIAL WELFARE
Code Section : 23701f
Form of Organization : Corporation
Accounting Period Ending: December 31
Organization Number :

You are exempt from state franchise or income tax under the section of the Revenue and Taxation Code indicated above.

This decision is based on information you submitted and assumes that your present operations continue unchanged or conform to those proposed in your application. Any change in operation, character, or purpose of the organization must be reported immediately to this office so that we may determine the effect on your exempt status. Any change of name or address also must be reported.

In the event of a change in relevant statutory, administrative, judicial case law, a change in federal interpretation of federal law in cases where our opinion is based upon such an interpretation, or a change in the material facts or circumstances relating to your application upon which this opinion is based, this opinion may no longer be applicable. It is your responsibility to be aware of these changes should they occur. This paragraph constitutes written advice, other than a chief counsel ruling, within the meaning of Revenue and Taxation Code Section 21012 (a)(2).

You may be required to file Form 199 (Exempt Organization Annual Information Return) on or before the 15th day of the 5th month (4 1/2 months) after the close of your accounting period. See annual instructions with forms for requirements.

You are not required to file state franchise or income tax returns unless you have income subject to the unrelated business income tax

SEP 26 95
REGISTRY OF
GUARANTEE TRUSTS

Lake Los Angeles Rural Town Council By-Laws

Last Revision on 16 December 2014

September 28, 1995

LAKE LOS ANGELES RURAL TOWN COUNCIL

Page 2

under Section 23731 of the Code. In this event, you are required to file Form 109 (Exempt Organization Business Income Tax Return) by the 15th day of the 5th month (4 1/2 months) after the close of your annual accounting period.

If the organization is incorporating, this approval will expire unless incorporation is completed with the Secretary of State within 60 days.

Exemption from federal income or other taxes and other state taxes requires separate applications.

P SHEK
EXEMPT ORGANIZATION UNIT
CORPORATION AUDIT SECTION
Telephone (916) 845-4171

EO :
cc: SECRETARY OF STATE
REGISTRY OF CHARITABLE TRUSTS

COPY

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 1st 2nd 3rd 4th

- 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

Appendix C

Rewrite, Revision and amendment Dates

Original date written.....?	
Rewrite.....	September 28, 2004
Revisions and amendments.....	January 11, 2005
Revisions and amendments.....	August 25, 2009
Revisions and amendments.....	December 2011 thru June 5, 2012
Revisions and amendments.....	July 17, 2012
Revisions and amendments.....	November 1, 2012
Revisions and amendments.....	April 22, 2014

Appendix D

Copy of the Articles of Incorporation of Lake Los Angeles Rural Town Council attached as pages 22-27

Lake Los Angeles Rural Town Council By-Laws

Last Revision on 16 December 2014

Appendix E

The following represent the current financial institution(s) utilized by LLARTC: Edward’s Credit Union.

INDEX

ADDITIONAL VACANCIES..... 14

AGENDA 9

ALTERNATES..... 5

AMEND THE BYLAWS 21

AMENDMENT AUTHOR(S)..... 21

ANNUAL ELECTION..... 18

Appendix B: TERMS OF OFFICE..... 29

Appendix C: REWRITE, REVISION AND AMENDMENT DATES..... 29

APPOINTED POSITIONS..... 5

APPOINTMENTS..... 14

ARTICLE I: NAME 3

ARTICLE II: PURPOSE 3

ARTICLE III: BOUNDARIES..... See Charter, Item #8..... Pg 2 3

ARTICLE IV: ORGANIZATION OF THE RURAL TOWN COUNCIL 4

ARTICLE V: MEMBERSHIP 5

ARTICLE VI: OFFICERS AND STANDING COMMITTEE CHAIRS..... 5

ARTICLE VII: MEETINGS..... 8

ARTICLE VIII: COMMITTEES 10

ARTICLE IX: FINANCES..... 12

ARTICLE X: COUNCIL TERMS OF OFFICE 13

ARTICLE XI: VACANCIES AND RESIGNATIONS 14

ARTICLE XII: PROCEDURES FOR REMOVAL AND DISCIPLINE OF COUNCIL MEMBERS. 15

ARTICLE XIII: ELECTIONS..... 17

ARTICLE XIV: PARLIAMENTARY AUTHORITY 21

ARTICLE XVI: DISSOLUTION..... 21

ATTENDANCE 9

BOUNDARIES..... See Charter, Item #8..... Pg 2 2

BY-LAWS 3

CHALLENGES 19

CHARTER..... 2

CODE OF CONDUCT 17

COMMITTEES 10

COMMUNITY STANDARDS 11

COMPOSITION 5

CONTRACTS..... 4

CORRESPONDING SECRETARY, duties of..... 7

COUNCIL TERMS OF OFFICE 13

DISCIPLINE, Grounds for Removal and..... 15

Lake Los Angeles Rural Town Council By-Laws

Last Revision on 16 December 2014

DISSOLUTION.....	21
DUES.....	12
DUTIES AND RESPONSIBILITIES.....	4
DUTIES OF OFFICERS.....	6
ELECTION COMMITTEE.....	11
ELECTION COMMITTEE REPORTS.....	18
ELECTION OF OFFICERS AND APPOINTMENTS OF STANDING COMMITTEE	
CHAIRPERSONS.....	6
ELECTIONS.....	17
ELIGIBILITY.....	5
EMERGENCY MEETINGS.....	8
EXECUTIVE SESSION.....	9
FINANCES.....	12
FUNDING ELECTIONS.....	20
GROUND FOR REMOVAL AND DISCIPLINE.....	15
INDEX.....	30
INFORMATION, Public.....	10
INITIAL TERM DETERMINATION.....	13
INVESTIGATION, HEARING, AND ACTION BY THE COUNCIL.....	15
LENGTH OF TERMS.....	13
MEETING PLACE.....	9
MEETING SCHEDULE.....	10
MEETINGS.....	9
MEMBERSHIP.....	5
NAME.....	3
ORGANIZATION OF THE RURAL TOWN COUNCIL.....	4
OTHER REPRESENTATIVES.....	9
PARLIAMENTARY AUTHORITY.....	21
PLANNING.....	10
PRESIDENT, duties of.....	6
PROCEDURES FOR REMOVAL AND DISCIPLINE OF COUNCIL MEMBERS.....	15
PROCEDURES TO AMEND THE BYLAWS.....	21
PUBLIC INFORMATION.....	10
PUBLIC VOTING.....	10
PURPOSE.....	3
QUORUM.....	9
RECALL ELECTIONS.....	19
RECORDING SECRETARY, duties of.....	7
REGULAR MEETINGS.....	8
REMOVAL AND DISCIPLINE, Grounds for.....	15
REPORTS.....	4
RESIGNATIONS.....	14
SPECIAL COMMITTEES.....	12
SPECIAL MEETINGS.....	8
STANDING COMMITTEES.....	10

Lake Los Angeles Rural Town Council By-Laws

Last Revision on 16 December 2014

SUBSEQUENT ELECTIONS..... 14
SUCCESSION OF OFFICERS 8
TERM LIMITATIONS 13
TERMS OF OFFICE, Appendix B..... 29
TERMS OF OFFICE, Article X: Council 13
TREASURER, duties of 7
VACANCIES 14
VACANCIES AND RESIGNATIONS..... 14
VICE PRESIDENT, duties of..... 7
WAYS AND MEANS..... 10