

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.
- E. Engage in such activities as shall mirror the positions and concerns of the community of Lake Los Angeles.

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.

SECTION B: CONTRACTS

Any and all Lake Los Angeles Rural Town Council (LLARTC) 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 LLARTC 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.

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 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 LLARTC 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).

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. 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 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, and Community Standards. (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. 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. 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.
3. 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.
4. 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.

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 a 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's 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.

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 E. 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 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 in 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 least one week before the next regularly scheduled meeting. Time and place of the regular LLARTC 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.

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: 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 quorum shall be made up of four members.

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. Unexcused absences will be dealt with in accordance with Article XII, Section A, Paragraph 6.

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 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.

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.
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.

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 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 members 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 LLARTC 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 LLARTC 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.

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.
4. In the event no qualified volunteer steps forward, the Election Committee chairperson will 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 by the Slate of Officers Committee. If a qualified volunteer steps forward after a chairperson has been selected by the Slate of Officers Committee, but before June of that election year, the Election Committee shall be turned over to said volunteer. A qualified Election Committee Chairperson must meet the same qualifications as a candidate for the Lake Los Angeles Rural Town Council.
5. No person serving on the Election Committee may run for any open seat on the Lake Los Angeles Rural Town Council 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 are final.
9. The Election Committee shall determine the filing fees to be received from a candidate with the approval of the Lake Los Angeles Rural Town Council 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 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 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 LLARTC members present at the next regularly scheduled LLARTC meeting.

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, and paragraph 5.
2. The financial books and records of the LLARTC 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 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 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 filled by the senior alternate.

SECTION B: ADDITIONAL VACANCIES

In the event a vacancy occurs after both elected alternates have replaced a Council member and before the November elections have taken place, 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 the President. That vacancy shall be filled at the next meeting as the first item on the agenda, to ensure continuity.

SECTION D: APPOINTNEMTS

If at any time there is a vacant seat on the Council, prior to that year's election, and the conditions of Section A and B of this Article have been met, the LLARTC shall make every effort to fill the positions of Council members or Alternates in accordance with Article III and Article V, Section B. The appointees shall be chosen from local interested 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 majority vote of the Council members present via an open vote at the first General (Open) Meeting after receipt of their application and any supporting documentation.. All appointees shall be subject to removal and discipline per Article XII of these 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 for three consecutive General Meetings, or five meetings total per calendar year, will lead to immediate dismissal (emergency situations will be 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

1. When written alleged actions pertaining to a member are brought before the Council to consider as grounds for removal or discipline, by any individual, the Council 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 investigative committee shall be 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. The Council shall have no more than 14 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 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. If after 14 calendar days the two committee members have not agreed on and selected a third member to act as chairperson, the Council will then appoint by majority vote, if possible from the community, a third member who will act as chairperson of the investigative committee.
5. The investigative committee shall have no more than 30 calendar days to complete its investigation. The subject of the investigation shall be allowed to give oral or written testimony to the investigative committee should the subject(s) so desire.
6. Within 14 calendar days after the conclusion of the investigation and at the earliest regular open LLARTC meeting, the investigative committee shall present its findings as to whether the alleged actions they were charged with investigating actually did occur.
7. Immediately after the close of the investigative committee presentation, and recommendation to either remove and/or discipline with appropriate action(s) to be taken, the LLARTC shall then consider a motion to remove or discipline the member.
8. 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. The member may participate in the discussion of disciplinary action to be taken, but shall not have a vote on the motion. All decisions and determinations for subsequent actions made by the Lake Los Angeles Rural Town Council are final.
9. 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.
10. Due to obvious willful disregard and/or lack of cooperation with any part of these bylaws, the Council may find it necessary, without an investigation, to take disciplinary action and 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, including by whom and how much, and will be subject to the same review and verification by the Election Committee.

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 are final.

SECTION B: ANNUAL ELECTION

1. There shall be an annual election on the first Tuesday following the first Monday in November, for upcoming available Council Seats.

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.
5. Provisional 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.

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 no later than 30 calendar days after the election date.

SECTION D: ELECTION CHALLENGES

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

1. The formal charge or petition for Challenge (can only challenge 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 7% plus one of the number of registered voters. Names will be verified as to the status of voter registration by the Election Committee within 5 days of receiving the petition.
2. The Lake Los Angeles Rural Town Council Members who were not running in the 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 Members (not running in current election) 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 by the Review Panel. The 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 (at the next regularly scheduled planning/general meeting – whichever is closest to 30 days) after acceptance of the appointment, as spelled out in paragraph 2 above.
5. The Review Panel's findings will be final and announced (via reading the submitted report) at the next or current 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. Recalls must comply with the following procedures:

- a. A person or group of persons, eligible to vote in a regular Lake Los Angeles Rural Town Council election shall notify the Lake Los Angeles Rural Town Council in writing (within 30 days or at the first General Meeting of the Lake Los Angeles Rural Town Council following the election, whichever comes first) of their intent to circulate a petition for recall of a Council Person or Alternate.
 - i. The petition of request for recall action shall specify particular alleged incidents of impropriety during the election process 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 30 days to circulate the petitions that were declared valid.
 - i. The petitions shall be signed by at least 7% plus one of the registered voters in Lake Los Angeles.
 - ii. Petitions fees shall be the sole responsibility of the person(s) or group(s) submitting the petition.
 - iii. Completed petitions shall be submitted to the Lake Los Angeles Rural Town Council to be referred to the Election Committee for verification of signatures. The Election Committee shall have no more than 7 calendar days to verify the signatures on the petitions.
 1. If signatures are not certified as valid per registrar's records and/or do not meet the 7% plus one numerical requirement, the recall election shall not go forward.
 2. If the petitions are declared valid, the Election Committee shall inform the Lake Los Angeles Rural Town Council in writing at once and a recall election for that Member or Alternate shall be held and a \$300.00 fee shall be collected from petitioners prior to the election to cover the costs. This fee will be handled in accordance with Section F, paragraph 3a and b of this Article.
- c. The recall ballot for a Council Member or Alternate shall include a statement of fact from both the person initiating the recall and the subject of the recall.
 - i. The statement shall include specific allegations and dates that led to or that resulted in the recall election.
- d. The Recall election shall be conducted by the Election Committee within 30 days of the acceptance of the certified petition(s) by the Lake Los Angeles Rural Town Council and costs shall be kept separately accounted, and;
 - i. The election shall be decided by a majority vote.
 - ii. Results shall be submitted to the Lake Los Angeles Rural Town Council, in writing, within 5 days following the election, for certification of the results at the next General Meeting.

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 upon anticipated costs. If these fees are paid by someone other than the candidate, the applicant must disclose by whom and how much on 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 accounting of these election funds and providing the amount does not exceed that collected through the application fees and/or election related donations and there are receipts for proof of purchase, the Treasurer may disburse monies as needed, on the written request (to include original receipts) of the Election Committee chairperson.

2. After the election has been certified, monies collected for the election and remaining in this fund 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 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 proposed in one or all of the following ways;
 - a. by any member of the Lake Los Angeles Rural Town 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.
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 a regularly scheduled meeting of the LLARTC, 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) fails to secure a 2/3 approval vote, but is 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.
5. 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 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.

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 passed on 5/24/11.....June 22, 2011 (Bylaws updated)

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