

CITY OF EL SEGUNDO – PUBLIC WORKS COMMITTEE

BY-LAWS (FIRST DRAFT)

ARTICLE I – NAME

The name of this organization shall be the Public Works Committee.

ARTICLE II – PURPOSE

The purpose of the Public Works Committee is to research and advise the City Council on Public Works related issues that affect health, safety and utility services including but not limited to air quality, energy usage, water distribution systems, public parking, solid waste, wastewater collection systems, city facility/park maintenance, construction and maintenance of roadways/alleys, graffiti within public ROW, hazardous waste within public ROW, transportation, drainage, signage, and traffic signals. The Committee shall collaborate with City staff and the local community to help formulate responsible Public Works strategies that are consistent with governmental standards and to provide suggestions for implementing best management practices. The Public Works Committee is a standing advisory committee that serves at the pleasure of the City Council, which may also assign Committee Members to serve as ad hoc representatives on other committees within and beyond the El Segundo community.

ARTICLE III – QUALIFICATIONS

Members of the Public Works Committee shall represent a cross-section of the community, including both residents and business representatives who have applicable knowledge and notable interest in Public Works issues and practices.

ARTICLE IV – MEMBERSHIP

The Public Works Committee shall be composed of six (6) voting members appointed by the City Council, three (3) to represent the residential perspective and three (3) to represent the business perspective, plus one (1) voting member appointed by ESUSD. A Public Works staff person shall support the Committee in a de facto status.

The City Council shall appoint at least one (1) member of the City Council to serve as a non-voting liaison for the Committee.

- Section I – Selection of Members

- The City of El Segundo shall advertise and solicit applications to fill any vacant position among the six voting members appointed by the City Council that might occur. After the application period has closed, the Chair and Vice Chair of the Public Works Committee shall review the applications with the sole purpose of making a recommendation for selection to members of the City Council. The City Council may interview the recommended candidates and shall make the final selection and appointments. A candidate for a City seat on the Committee may not serve on the Committee without City Council final approval.
- Section II – Term of Office
 - The term for each voting member of the Public Works Committee is four (4) years, with the exception of the ESUSD seat, which must be reappointed by ESUSD annually. Terms are set on a rotating basis to avoid turnover of the complete Committee at any time. [What about term limits? This was under consideration by City Manager, I believe, might be good to ask if this is going to be set for all committees.]
- Section III – Compensation
 - Public Works Committee members shall serve without compensation.
- Section IV – Removal
 - Members of the Public Works Committee are expected to attend all meetings. When any member has three or more consecutive absences, or a total of 6 or more within a 12-month period, the member’s seat will be deemed vacant.

ARTICLE V – MEETINGS

All meetings of the Committee shall be publicly noticed, open to the public and in a publicly accessible location as required by State law.

- Section I – Regular Meetings
 - Regular meetings of the Public Works Committee shall be on the first Friday of each month that City Hall is open, commencing at 12:00 pm. The location shall be a meeting room in City Hall.
- Section II – Special Meetings
 - Special Meetings of the Public Works Committee may be held at any time upon the call of the Committee Chair, or by a majority of the voting members, or the City Council following at least forty-eight (48) hours’ notice to each Committee member.

The Committee Chair or a majority of the voting members shall determine the time and location of the Special Meeting.

- Section III – Quorum
 - A majority of the voting members of the Public Works Committee shall constitute a quorum. A quorum is necessary for action by the Public Works Committee.
- Section IV – Voting
 - Each voting member shall have one vote.
- Section V – Meeting Procedures
 - Except as otherwise provided by these By-laws, City Council Resolutions or State law, the Public Works Committee will follow the latest edition of the *Robert's Rules of Order* for the orderly conduct of meetings.

ARTICLE VI - OFFICERS

Officers of the Public Works Committee shall be a Committee Chair and a Vice Chair who shall serve at the pleasure of the Public Works Committee. Term of office shall be for two (2) years. Duties of the officers shall conform to the regular parliament duties set forth by the latest edition of the *Robert's Rules of Order*, unless otherwise stated.

- Section I – Committee Chair
 - The Committee Chair shall preside over the meetings of the Public Works Committee.
 - The Committee Chair shall work with Public Works staff to draft the monthly meeting agenda.
- Section II – Committee Vice Chair
 - During the absence, disability, or disqualification of the Committee Chair, the Committee Vice Chair shall perform all the duties and be subject to all the responsibilities of the Committee Chair. The Committee Vice Chair shall succeed the Committee Chair if he/she vacates the office before the term expires. If this occurs, a new Committee Vice Chair shall be elected at the next regular meeting.
- Section III – Duties of the Public Works Committee Members
 - It is intended that the Public Works Committee shall serve an advisory body to the City Council. Nothing herein contained shall be construed as a limitation on the powers of the City Council or the City's administrative staff in their supervision or authority over property or personnel under their jurisdiction.

- Members of the Public Works committee may be assigned to serve as ad hoc representatives on other committees within and beyond the El Segundo community.
- Members of the Public Works Committee are not expected to perform any services or work that would normally be performed by City staff or contractors.

ARTICLE VII – OFFICIAL DOCUMENTS

- Section I – Agendas
 - Agendas for all meetings shall be prepared and maintained with the Public Works Committee records by a staff member from the Public Works Department. Copies shall be distributed to each Public Works Committee member, City Council member, and to the City Clerk.
- Section II – Minutes
 - Minutes of all meetings shall be prepared and maintained with the Public Works Committee records by a staff member from the Public Works Department. Copies shall be distributed to each Public Works Committee member, City Council member, and to the City Clerk.
- Section II – Distribution of Documents
 - Preparation and distribution of Public Works Committee documents to the members, City Council and City Clerk shall be the responsibility of a designated staff member from the Public Works Department.

ARTICLE VIII – CONDUCT OF MEMBERS

- Section I – Personal
 - Public Works Committee members shall make no personal commitment or statement on behalf of the Public Works Committee without the Committee’s majority approval.
- Section II – Conflict of Interest
 - Members of the Public Works Committee shall abstain from participating in any matter to come before the Public Works Committee in which he or she has any direct or indirect economic interest. Should a conflict of interest exist, the Committee member shall recuse himself/herself from discussions and abstain from voting. A yearly Conflict of Interest Statement shall be filed with the City Clerk.
- Section III – Attendance at Meetings

- Members are expected to attend the monthly meeting. When any member has three or more consecutive absences, or a total of 6 or more within a 12-month period, the member's seat will be deemed vacant.

ARTICLE IX – ASSISTANCE OF STAFF

The Public Works Director, or designee, shall provide the Public Works Committee with such information and staff assistance as the Public Works Committee may request from time to time subject to the limitations imposed by the City Council. The staff member(s) designated by the Public Works Director shall attend meetings of the Public Works Committee and submit such reports as requested by the Public Works Committee and as deemed necessary or desirable, subject to limitations imposed by the City Council.

ARTICLE X – AMENDMENTS

The Committee may recommend amendments to these By-laws. Such recommendations may be made by simple majority of the voting members at any legal meeting of the Public Works Committee. Such amendments must be reviewed by the City Attorney and approved by the City Council.

PASSED AND ADOPTED by the Public Works Committee – _____

PASSED AND ADOPTED by the El Segundo City Council – _____