

# WILDLIFE CORRIDOR CONSERVATION AUTHORITY

## ADVISORY COMMITTEE POLICY

### Section 1. Establishment and Purpose

- 1.0. The Wildlife Corridor Joint Exercise of Powers Agreement provides for the Advisory Committee in the following provision:
  - 6.0. The Governing Board shall appoint an Advisory Committee to assist it in its deliberations. Such committee shall be comprised of individuals who are broadly representative of the community and the diverse interests that have a stake in planning for the wildlife corridor.
- 1.1. The purposes of the Advisory Committee are:
  - (a) To make recommendations to the Governing Board concerning the environmental conditions within the wildlife corridor and possible threats thereto, using the best scientific information available.
  - (b) To conduct studies and review scientific research to enable it to make recommendations concerning the appropriate geographical extent of the wildlife corridor.
  - (c) To identify, recommend, and prioritize actions for corridor preservation, acquisition, and restoration.
  - (d) To consider other matters as referred to it by the Governing Board.

### Section 2. Composition, Term, and Procedure

- 2.0. The term of each member is two years. The seat of a member shall be deemed vacant if that member is absent for three (3) consecutive regular meetings. The term of each member of the Advisory Committee serving as of the date of the adoption of these policies shall expire every two years in July, on even-numbered years or at such subsequent Governing Board meeting as may be determined pursuant to Section 3.4 hereof. A member of the Advisory Committee may be removed by a two thirds vote of the membership of the Governing Board. (Rev. 7/7/2004)
- 2.1. If a vacancy occurs before the expiration of the member's term, the remainder of the term shall be filled by the Governing Board upon nomination by the Governing Board member appointed by the entity that made the original nomination. The quorum shall be defined as a majority of the total appointed and authorized members.

- 2.2. Meetings of the Advisory Committee shall be governed by the Ralph M. Brown Act. In all other respects the Advisory Committee shall be governed by *Robert's Rules of Order, Newly Revised*, except where inconsistent with this policy or state law.

### Section 3. Qualifications and Method of Appointment

- 3.0. Members of the Advisory Committee shall be broadly representative of the community and the diverse interests that have a stake in planning for the wildlife corridor. In keeping with the charge given to the committee in Sec. 1.1, appointments shall also reflect persons with experience in relevant scientific and public policy disciplines.
- 3.1. Each member of the Governing Board shall nominate two (2) committee members. Every effort shall be made to seek nominations from residents of unincorporated areas that are within the Wildlife Corridor and/or residents of municipalities within the corridor that are not members of the Authority.
- 3.2. Two (2) months prior to expiration of the term of the Advisory Committee staff shall publish a notice seeking applications for membership in at least one local newspaper with circulation in the San Gabriel Valley and one with circulation in Orange County. Such notice shall also be sent to each member entity of the Authority, to each member of the Governing Board, and to each Advisory Committee member.
- 3.3. Each person making a request therefor shall be mailed an application form. The application shall state the name, address, and telephone number of the applicant; shall provide space for listing of qualifications and an opportunity for the applicant to make a general statement supporting his or her appointment. Letters of recommendation are also encouraged so that the Governing Board may be fully apprized of each applicant's qualifications.
- 3.4. Two (2) weeks prior to the regular meeting of the Authority that coincides most closely with the expiration of the term of Advisory Committee members, staff shall mail a copy of each application for appointment or reappointment to the Governing Board for review, and the appointment of Advisory Committee members shall be placed on the agenda of such meeting. For good cause the Chairperson of the Governing Board may postpone the regular meeting at which the Advisory Committee appointments would otherwise have been considered, or may direct that the item be considered at a special meeting.
- 3.5. At the meeting where Advisory Committee appointments are considered each prospective nominee may, but need not, make a short summation of his or her qualifications.

- 3.6. Following statements from prospective nominees, it shall be in order for each member to place in nomination the number of names allowed pursuant to Sec. 3.1 of this policy. When each member has made his or her nomination(s) and following any discussion, the chair shall put the question as to the entire slate of nominees. It shall not be in order to amend the slate. If the motion passes the slate is appointed. If the motion fails, the procedure shall be repeated until a motion passes. If no motion passes, the existing Advisory Committee shall continue until the appointment of their successors, if any.

#### Section 4. Technical Subcommittees

- 4.0. The Advisory Committee may appoint such *ad hoc* Technical Subcommittees as it sees fit to assist it in carrying out its duties.
- 4.1. Each *ad hoc* Technical Subcommittee shall have a majority of its members who are members of the Advisory Committee and may also include other persons with special expertise appointed by the Advisory Committee.
- 4.2. Meetings of *ad hoc* Technical Subcommittees that do not constitute a quorum of the full Advisory Committee shall be governed by such procedures as the Advisory Committee may specify.
- 4.3. All recommendations made to the Governing Board by an *ad hoc* Technical Subcommittee shall be first adopted by the full Advisory Committee at a meeting called in accordance with the Ralph M. Brown Act.

#### Section 5. Relationship of the Committee to the Authority and Restrictions

- 5.0. The Advisory Committee, as an entity chartered by the Wildlife Corridor Conservation Authority Joint Exercise of Powers Agreement and these policies, shall be responsible to the Governing Board and shall direct their recommendations thereto by motion or other formal action. This section shall not restrict the individual expression of views by members of the Advisory Committee.
- 5.1. Neither the Advisory Committee, an *ad hoc* Technical Subcommittee, nor any member thereof may authorize any study, make any contract, or in any other way bind the Authority unless such power is expressly delegated by formal action of the Governing Board signed by its Chairperson or other presiding officer and attested to by its Executive Officer.