

JUNIPER HILLS TOWN COUNCIL CHARTER

Established February 1, 2003

PURPOSE OF THIS CHARTER

1. This Charter creates a Juniper Hills Town Council.
2. This Charter establishes requirements upon the Town Council as to its operations.
3. This Charter requires the Town Council to create Bylaws and that the Bylaws are in accordance with the requirements listed herein.
4. This Charter establishes boundaries for the Juniper Hills Area of Representation as defined by the attached Exhibit "A" (Map).

AMENDMENTS TO THE CHARTER

1. Charter amendments shall be by a two-thirds (2/3's) majority of those eligible participating registered voters. The term "eligible participating registered voters" as used herein is defined as those registered to vote by the County of Los Angeles from a residency in Juniper Hills.
2. Any Amendment to this Charter shall be made by eligible participating registered voters of Juniper Hills, either by referendum or by general election called by the Town Council.

PURPOSE OF THE JUNIPER HILLS TOWN COUNCIL

1. To serve as a forum for the free expression of all views, and for the coming together of diverse opinions into a consensus on issues of community concern.
2. To discuss issues concerning Juniper Hills, and to invite participation by public, civic and private organizations.
3. To serve as Juniper Hills' representative and to speak on behalf of the Juniper Hills community.
4. To review public and private proposals that may affect the community.
5. To be nonpartisan, neither supporting nor opposing any political party or candidate.
6. To be a member in good standing of the Association of Rural Town Councils.
7. To attend Association of Rural Town Councils meetings and any other government agency meetings dealing with issues considered pertinent to the Juniper Hills community.

TOWN COUNCIL BYLAWS

The Town Council shall create and amend, as necessary, a set of Bylaws by which it shall conduct its affairs. The Bylaws shall be in accordance with this Charter and shall define, at a minimum: the structure of the Town Council, including committees; the duties of its members and employees; how it shall conduct its business; disciplining, removing, and replacing Town Council members; the definition of quorum; community voting procedures for Town Council members and for referendums; and Rules of Order.

ELECTION OF TOWN COUNCIL MEMBERS

1. The Town Council shall consist of seven (7) members elected by the eligible registered voters of Juniper Hills. Town Council bylaws shall set forth how vacancies will be filled.
2. At the first election to establish a Town Council, seven (7) members shall be elected. The four (4) receiving the largest number of votes shall be elected for two (2) years. The remaining three (3) shall be elected to serve for one (1) year. Thereafter, as terms expire, an annual election shall be held to fill the vacant seats with members who will serve for terms of two (2) years.
3. Candidates for Town Council shall be eligible registered voters whose primary residence and domicile has been within Juniper Hills for one (1) year or more prior to registration for candidacy. The Election Committee shall verify the eligibility of candidates.
4. As the first order of business, the first meeting of the newly elected Town Council shall include the swearing in and a reading and discussion of this Charter, the Bylaws and the Rules of Order.
5. All candidates for Town Council shall pay an application fee to be determined by the Election Committee.
6. No candidate for Town Council shall be a member of the Election Committee.

TOWN COUNCIL RECORDS

The Town Council shall maintain all Town Council records in writing, and those records shall be available to the public upon request.

THE TOWN COUNCIL

1. The Town Council shall operate according to the Rules of Order established by the Town Council Bylaws.
2. No member of the Town Council may speak or write in the name of the Town Council unless specifically authorized by a majority of the Town Council members.

PARTICIPATION OF THE PUBLIC IN TOWN COUNCIL MEETINGS

1. All Town Council meetings shall be publicized. An agenda shall be posted in a public place prior to all meetings. Council meetings, and Council committee meetings shall be open to the public.
2. All Town Council meeting agendas shall include an open forum for public input.
3. Individuals and group representatives may request, and shall receive, permission to address the Council. All speakers shall be limited to a specific length of time as announced at the beginning of the Council meeting.
4. Individuals and group representatives may request that the Town Council place specific issues on the agenda of a future meeting. The Town Council may not refuse any reasonable request.

REFERENDUMS

Each referendum petition shall require the signatures of thirty percent (30%) of the eligible registered voters as determined by the Election Committee. The Election Committee shall verify all signatures on all petitions and shall declare to the Town Council, for the record, whether or not the petitions are valid. The Council then must schedule a formal public hearing (Town Hall) on any valid petition, followed by a community vote. The Council then must act in accordance with the wishes of the voters.

Acceptable referendum subjects (and requirements of passage) are as follows:

1. Unpopular decisions made by the Council (simple majority of the participating voters).
2. Issues that the Council has refused to consider (simple majority of the participating voters).
3. Recall of Council members (two-thirds (2/3's) of the participating voters).
4. Amendments to the Charter (two-thirds (2/3's) of the participating voters).
5. Irregularities as perceived by the community (simple majority of the participating voters).

ELECTION COMMITTEE

1. Pursuant to this Charter, the Election Committee shall supervise all voting (elections and referendums), shall review all petition signatures to assure their validity, and shall maintain a current list and number of registered voters in Juniper Hills.
2. The Election Committee shall consist of representatives from all Juniper Hills organizations and all members of the Juniper Hills community who wish to participate. There shall be no limit to the number of committee members. Election Committee members shall be eligible registered voters of Juniper Hills.
3. The Chairperson of the Election Committee shall be selected by the Committee for a term of one (1) year, and shall be installed by the Town Council.
4. The Town Council Bylaws shall include a section on Voting Procedures to be implemented by the Election Committee.
5. The Election Committee shall report to the Town Council upon request.
6. All Election Committee records shall be maintained in writing with the Town Council records.