

# JUNIPER HILLS TOWN COUNCIL CHARTER

---

Established February 1, 2003    Revised April 20, 2013

## I. PURPOSE OF THIS CHARTER

1. This Charter created the 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).

## II. AMENDMENTS TO THE CHARTER

1. Amendments to this Charter may be offered for placement on an election ballot by a majority vote of the Town Council or by referendum. Balloting on an amendment shall take place at a duly noticed and conducted election.
2. Amendments to this Charter must be approved by a vote of the community. Approval shall consist of no less than a two-thirds (2/3's) majority of ballots cast in a duly noticed and conducted election by eligible registered voters. The term “eligible registered voters” as used in this Charter is defined as those members of the community currently registered to vote with the County of Los Angeles from a residence within the Juniper Hills Area of Representation.
3. Approved Amendments will be integrated into the text of this Charter (instead of added to the end). A copy of the previous charter(s) shall be kept for historical reference by the Town Council and made available to members of the community at any time.

## III. 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.

#### **IV. 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.

#### **V. ELECTION OF TOWN COUNCIL MEMBERS**

1. The Town Council shall consist of seven (7) members elected by the eligible registered voters of Juniper Hills.
2. Terms are for two (2) years, starting in December. As terms expire, four (4) seats will be filled on even-numbered years and three (3) seats on odd-numbered years.
3. An annual election shall be held to fill the vacant seats.
4. Candidates for Town Council shall be eligible registered voters whose primary residence has been within the Juniper Hills Area of Representation for at least one (1) year prior to registration for candidacy. The Election Committee shall verify the eligibility of candidates and publish that the information has been verified.
5. Annually, at the first meeting of the newly elected Town Council, the first order of business following installation of the new Council will be the presentation of this Charter and Bylaws, and acknowledgment of Robert's Rules of Order.
6. All candidates for Town Council shall pay a reasonable application fee that is nonrefundable.
7. No candidate for Town Council shall be a member of the Election Committee.

#### **VI. TOWN COUNCIL RECORDS**

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

#### **VII. TOWN COUNCIL CONDUCT**

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.

## **VIII. PARTICIPATION OF THE PUBLIC IN TOWN COUNCIL MEETINGS**

1. All Town Council meetings shall be publicized. An agenda shall be published in a place accessible to the public (e.g., website, opt-in community notification system) 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 comment.
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 published in the agenda or 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.

## **IX. 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. The issue will be decided by a written ballot. The Council must then act in accordance with the wishes of the voters.

Referendum subjects and requirements of passage are as follows:

1. Decisions made by the Council (simple majority of the ballots cast).
2. Issues that the Council has refused to consider (simple majority of the ballots cast).
3. Recall of Council members (two-thirds [2/3's] of the ballots cast).
4. Amendments to the Charter (two-thirds [2/3's] of the ballots cast).
5. Irregularities as perceived by the community (simple majority of the ballots cast).

## **X. ELECTION COMMITTEE**

1. Pursuant to this Charter, the Election Committee shall supervise all voting (elections and referendums) and shall review all petition signatures to assure their validity.
2. The Election Committee members shall be eligible registered voters whose primary residence is within the Juniper Hills Area of Representation. There shall be no limit to the number of committee members.
3. The Chairperson of the Election Committee shall be selected by the Committee for a term of one (1) year.
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.

Exhibit A: Juniper Hills Area of Representation

