

**ADOPTED BYLAWS
OF
BRISBANE BAYLANDS COMMUNITY ADVISORY GROUP**

ARTICLE 1: NAME AND PURPOSE

Section 1 Name

The name of this organization shall be BRISBANE BAYLANDS COMMUNITY ADVISORY GROUP (“BBCAG”).

Section 2 Purpose of the Brisbane Baylands Community Advisory Group

The purpose of the Brisbane Baylands Community Advisory Group is to provide an open forum and community-based input from the communities of Brisbane, Daly City and San Francisco and to advise the agencies charged with the remediation actions on three contiguous sites commonly referred to as the Brisbane Baylands.

ARTICLE 2: OBJECTIVES AND SCOPE

Section 1 Specific Objectives

The specific objectives and purposes of the BBCAG shall be:

- a) To gather and disseminate information regarding the toxic and health related issues of the multiple sites commonly called the Brisbane Baylands to the broader affected communities.
- b) To develop expertise in the review of local and regional plans involved in the remediation of the Brisbane Baylands.
- c) To review and advise on methods of remediation utilizing the highest clean up standards without endangering the public and environmental health.
- d) To balance community needs and benefits with the risks associated with potential avenues of exposure.
- e) To engage in other activities related to educating the public concerning the risks and health issues or concerns about living near this site.

ARTICLE 3: MEMBERS

Section 1 **Membership**

The composition of the BBCAG will reasonably reflect the diverse needs and interests of the communities it serves. To the extent possible membership should strive to represent residents, business owners, civic groups, and elected and other governmental officials in compliance with Section 2 (b.).

Section 2 **Qualifications of BBCAG Members**

- a) Members shall be the age of majority in the state of California.
- b) Members shall be representative of the geographical communities of their representation are maintained: Brisbane, Daly City and San Francisco.
- c) Members shall be committed to the purpose of this Group as defined in Article 1, Section 2.
- d) Members shall have no financial interest in the actions voted upon. If a conflict of interest arises, the member must notify other members as soon as the conflict is known and recuse him/herself from voting on the items.
- e) Members must have knowledge or expertise in the issues or needs of their community.

Section 3 **Membership**

- a) The CalEPA Department of Toxic Substances Control (DTSC) assisted in the formation of the BBCAG.
- b) Members will serve for a period of at least two years from the start of the BBCAG in July 2005.
- c) If a vacancy occurs, the BBCAG will circulate notice about the vacancy and elect a replacement representing the community and interest area of the position being vacated at a properly noticed meeting.
- d) If a member misses more than three regular meetings in a one year period without good cause, he/she may be removed from BBCAG.

Section 4 Member Compensation

Members will receive no compensation for service in the BBCAG with the exception of reimbursement for travel expenses and work approved by the BBCAG in advance of the expenses being incurred, if funds are available.

Section 5 Responsibilities of BBCAG Members

Members agree to:

- a) Attend all regularly scheduled meetings. If a member is not able to attend a meeting, he/she may communicate views through the chair or DTSC Liaison. Regular meetings of the BBCAG shall be held on the third Tuesday of each month from 7:00 p.m. to 9:00 p.m.
- b) Participate in educational briefings on the remediation actions at the sites, as needed, to ensure a shared knowledge of key issues.
- c) Help formulate the BBCAG's meeting agendas and work plans.
- d) Represent the views of his/her constituents (citizen/civic/environmental groups, local government agencies, state/county government agencies, local businesses, or neighborhoods) as well as his/her own individual views.
- e) Strive throughout the process to engage in respectful, constructive dialogue with other members of the group, bridge gaps in understanding, and seek creative resolution of differences.

ARTICLE 4: OFFICERS

Section 1 Designation of Officers

- a) The officers of the BBCAG shall be a Chairperson, Vice Chairperson, Secretary and Treasurer, and such other officers as the BBCAG members deem appropriate.
- b) Officers in these four capacities should strive to include a minimum of one person residing in each of the three affected communities (Brisbane, San Francisco, Daly City).
- c) No person may hold more than one of these offices at one time.

Section 2 Elections

- a) Terms of officers will be a two-year period.
- b) Terms expire in alternate years. Chairperson and Secretary expire in even years. Vice Chairperson and Treasurer expire in odd years.

- c) Terms expire in January on the third Wednesday of the year.
- d) Each acting member may cast one vote by written ballot for each candidate position. The candidates receiving the highest number of votes shall be elected to serve on the BBCAG as an officer.

Section 3 Vacancies

If a vacancy occurs prior to the expiration of an officer's term, a special noticed election should occur as soon as practical.

ARTICLE 5: WORKING COMMITTEES

Section 1 Working Committees

- a) Working Committees (commonly called sub-committees) will be constructed by members and invite citizens, community volunteers and experts to participate.
- b) Working Committees will report back to the BBCAG at regularly scheduled meetings. Their reports will give status and recommendations to the BBCAG.

ARTICLE 6: LIAISONS

Section 1 Responsibilities of Community Advisory Group Liaisons

Several liaisons may serve as liaisons to the BBCAG because of their role in the overall remediation effort. Liaisons will include:

- a) DTSC and Regional Water Quality Control Board representatives.
- b) Local environmental regulatory agency representatives.
- c) Potential or actual Responsible Party persons or others who are conducting response actions.

Section 2 The Liaisons' Role

The liaisons' role includes but is not limited to:

- a) Attend regularly scheduled meetings, as appropriate per the agenda.
- b) Participate in and conduct educational briefings, on relevant technical, legal and other pertinent cleanup issues related to the Brisbane Baylands.

- c) Arrive at meetings prepared to discuss the issues on the agenda, as appropriate. Preparation includes reviewing meeting summaries and materials mailed prior to each meeting.
- d) Provide input during BBCAG discussions, as needed and appropriate.
- e) Consider seriously and in good faith the input of the BBCAG.
- f) Strive throughout the process to engage in respectful, constructive dialogue with BBCAG members and help bridge gaps in understanding.

ARTICLE 7: MEETINGS

Section 1 Meeting Summaries and Meeting Notification

- a) All meetings will be noticed by notifying members and the public via email, regular mail, and by posting meeting dates in neighborhood and city publications according to the law for public meetings in each of the affected communities.
- b) The Secretary will prepare meeting summaries of issues discussed, input offered, action items, next steps, and key issues.
- c) The meeting summary will be distributed in draft form to BBCAG members for review and approval.

Section 2 Public Attendance, Public Comment and the Media

- a) All BBCAG meetings will be open to the public and the media.
- b) The public is invited and encouraged to attend. The BBCAG will provide a public comment period at the end of each BBCAG meeting.

Section 3 Conduct of BBCAG Meetings, Voting Rules

- a) Meetings will follow Roberts Rules of Order.
- b) Members may specify and approve alternate procedures from time to time with a majority approval.
- c) A quorum shall consist of a simple majority of the current members.
- d) Meetings may be held absent a quorum; no votes shall take place.
- e) Decisions will be based on a majority vote of members present at a meeting.

ARTICLE 8: REPORTS

Section 3 Right to Inspect

Members of the public shall have the right to inspect all BBCAG records once approved by the BBCAG members.

ARTICLE 9: AMENDMENTS

General

- a) These bylaws may be adopted, modified or amended by a majority of the BBCAG members.

- b) After one year of operation, the BBCAG members will review the bylaws and efforts to date, and make adjustments, as necessary, to improve its operations and effectiveness.

CERTIFICATE OF SECRETARY

I, the undersigned, do hereby certify:

- a) That I am duly elected as acting Secretary of the BBCAG; and

- b) That the foregoing bylaws constitute the bylaws of the BBCAG as duly adopted by the majority of the BBCAG members, dated as of August 19, 2008.

IN WITNESS WHEREOF, I have hereunto subscribed my name as of the 19th day of August 2008

August 19, 2008



SECRETARY