



Western Riverside Council of Governments

County of Riverside • City of Banning • City of Beaumont • City of Calimesa • City of Canyon Lake • City of Corona • City of Eastvale
City of Hemet • City of Jurupa Valley • City of Lake Elsinore • City of Menifee • City of Moreno Valley • City of Murrieta • City of Norco
City of Perris • City of Riverside • City of San Jacinto • City of Temecula • City of Wildomar • Eastern Municipal Water District
Western Municipal Water District • Riverside County Superintendent of Schools

RESOLUTION NUMBER 25-21

A RESOLUTION OF THE EXECUTIVE COMMITTEE OF THE WESTERN RIVERSIDE COUNCIL OF GOVERNMENTS AMENDING ITS BYLAWS

WHEREAS, the Western Riverside Council of Governments ("WRCOG") has been created pursuant to a certain Joint Exercise of Powers Agreement, as amended, ("JPA") in accordance with California Government Code section 6500, et seq.; and

WHEREAS, the WRCOG Executive Committee is comprised of the Mayor from each WRCOG member city, four members of the Riverside County Board of Supervisors, the President of each participating Water District; and the Riverside County Superintendent of Schools; and

WHEREAS, pursuant to Section 2.4.2 of the JPA, the Executive Committee is authorized to exercise the powers of the JPA between session of the General Assembly; and

WHEREAS, Section 2.4.1 of the JPA includes the power to amend WRCOG's Bylaws; and

WHEREAS, the Executive Committee of the Western Riverside Council desires to amend its Bylaws.

NOW THEREFORE, BE IT RESOLVED by the Executive Committee of the Western Riverside Council of Governments that:

Section 1: The Bylaws of the Western Riverside Council of Governments are hereby amended as set forth in in Exhibit "A," attached hereto and incorporated herein.

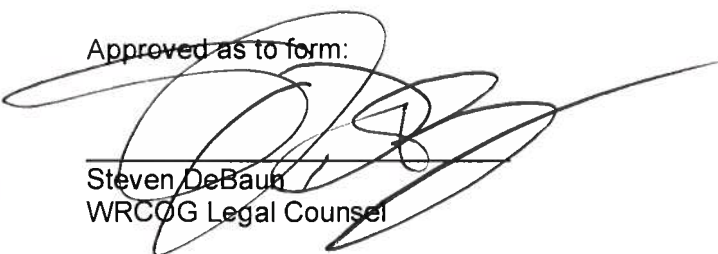
Section 2: This Resolution shall become effective upon adoption by the WRCOG Executive Committee.

PASSED AND ADOPTED by the Executive Committee of the Western Riverside Council of Governments on November 1, 2021.


Karen Spiegel, Chair
WRCOG Executive Committee


Kurt Wilson, Secretary
WRCOG Executive Committee

Approved as to form:


Steven DeBaur
WRCOG Legal Counsel

AYES: 21 NAYS: 0 ABSENT: 3 ABSTAIN: 0

BY-LAWS
FOR THE
WESTERN RIVERSIDE COUNCIL OF GOVERNMENTS

ARTICLE I

SECTION 1.

These Bylaws are provided for the organization and administration of the Western Riverside Council of Governments which has been established under a Joint Powers Agreement ("JPA"). These Bylaws supplement the Agreement. Capitalized terms shall have the same meaning as set forth in the JPA. In the event that the Bylaws conflict with the JPA, the JPA shall control.

ARTICLE II
GENERAL ASSEMBLY

SECTION 1. MEETINGS

- A. Annual Meeting. The annual General Assembly shall meet in June. The locations and times of these meetings shall be determined by the Executive Committee.
- B. Special Meetings. Special meetings of the General Assembly may be called by the Chair, or in his or her absence by the Vice-Chair, or in the absence of the Chair and the Vice-Chair, by the Second Vice-Chair, or a majority of the members of the member agencies.

SECTION 2. OFFICERS

- A. Nomination and Election. The General Assembly shall elect, by a majority vote, the Chair, Vice-Chair, and Second Vice-Chair from members of the Executive Committee, provided he or she is first nominated by either the General Assembly or Executive Committee. The election of the Chair, Vice-Chair, and Second Vice-Chair shall be conducted annually by July 1, or as soon thereafter as possible.
- B. Prohibition. The Chair, Vice-Chair, and Second Vice-Chair shall each be representatives from different General Assembly member agencies.
- C. Term. The elected Chair, Vice-Chair, and Second Vice-Chair shall assume office at the annually on July 1 and each officer shall hold office for one year, or until his or her successor is elected.
- D. Vacancy. Notwithstanding Article II, Section 2.C., if the office of the Chair, Vice-Chair or Second Vice-Chair becomes vacant, the resulting vacancy(s) shall be filled by the Vice-Chair and/or Second Vice-Chair, respectively and a new Second Vice-Chair shall be selected as set forth in Article II, Section 2.A. Notwithstanding the foregoing, the Executive Committee may choose to keep the position vacant until the annual selection of the Officers.
- E. Removal. Notwithstanding Article II, Section 2.D., the Executive Committee may remove the Chair, Vice-Chair or Second Vice-Chair by majority vote. The resulting vacancy shall be filled in accordance with Article II, Section 2.D.

F. Duties of Chair.

1. The Chair shall, if present, preside at all meetings of the General Assembly, Executive Committee, or Administration & Finance Committee and shall exercise and perform such other powers and duties as may be from time to time assigned him or her by the Executive Committee or as prescribed herein.
2. In any case in which the execution of a document or the performance of an act is directed by action of the Executive Committee, the Chair, unless the act of the Executive Committee otherwise provides, is empowered to execute such document or perform such act.
3. At the beginning of the fiscal year, the Chair shall make appointments to the Administration & Finance Committee.
4. The Chair shall have the power to create and appoint ad hoc committees.
5. The Chair may call special meetings

G. Duties of the Vice-Chair. The Vice-Chair shall perform the duties of the Chair in his or her absence. When so acting, the Vice-Chair shall have all the powers of, and be subject to all the restrictions upon, the Chair.

H. Duties of Second Vice-Chair. The Second Vice-Chair shall perform the duties of the Chair in the absence of the Chair and the Vice-Chair. When so acting, the Second Vice-Chair shall have all the powers of, and be subject to all the restrictions upon, the Chair.

I. Past-Chair. In the absence of the Chair, Vice-Chair, and Second Vice-Chair, the Chair of the Previous Year (the "Past Chair") shall perform the duties of the Chair for that meeting only. When so acting, Past Chair shall have all the powers of, and be subject to all the restrictions upon, the Chair.

J. Chair Pro Tempore. In the absence of the Chair, Vice-Chair, Second Vice-Chair and the Past Chair, the Executive Director or designee shall open the meeting and the General Assembly, Executive Committee or Administration & Finance Committee, as applicable, shall choose one of its voting members to chair the meeting for that day only.

SECTION 3. VOTING

A. In General. Each voting representative of a General Assembly Member Agency shall have one vote as set forth in Section 2.4.1 of the Joint Powers Agreement.

B. Quorum. The General Assembly shall act only upon a majority of those members present at the meeting. A quorum shall be the majority of the total representatives of each General Assembly Member Agency, provided that a voting representative of a majority of the General Assembly Member Agencies are present.

ARTICLE III
EXECUTIVE COMMITTEE

SECTION 1. MEMBERSHIP

A. The Executive Committee will be composed of the Mayor from each of the member cities, four members of the Riverside County Board of Supervisors, and the President of each water district. Any City Council, at its discretion, can appoint a Mayor Pro Tem or other city council member in place of the Mayor. Each water district board, at its discretion, can appoint another board member in place of the President. Those members under this Section 1.A shall be referred to herein as "Regular Members."

B. Each regular member on the Executive Committee shall also have an alternate, who must also be a current member of the legislative body of the member agency such alternate represents. For the Board of Supervisors, the Board of Supervisor's member not serving under Section A above, shall serve as an alternate to the members of the Board of Supervisors. The name of the alternate members shall be on file with the Secretary of the Executive Committee. During the absence of the regular member from a committee meeting, the alternate member from such agency shall assume all rights and duties of the absent regular member. Those members under this Section 1.B shall be referred to herein as "Alternate Members."

SECTION 2. OFFICERS

A. Officers and Duties. The officers of the Executive Committee shall be the Chair, Vice-Chair, and Second Vice-Chair of the General Assembly. The Chair, Vice-Chair, and Second Vice-Chair shall perform the same duties set forth in Article II.

B. Absence. If a jurisdiction misses three consecutive regular meetings, said jurisdiction shall be notified of these by the Executive Director.

SECTION 3. MEETINGS

The Executive Committee shall meet in accordance with the meeting schedule adopted by the Executive Committee, as may be revised from time to time.

SECTION 4. QUORUM

The Executive Committee shall act only upon a majority of those members present at the meeting. A quorum shall consist of a majority of the voting members of the Executive Committee.

SECTION 5. VOTING

Each member city present shall have one vote in the Executive Committee, each County Supervisor present shall have one vote, and each member water district present shall have one vote. Only Regular Members present, or Alternates Members acting when the Regular Member is absent, may vote. As set forth in the JPA, the water districts members do not vote on TUMF matters.

SECTION 6. POWERS AND FUNCTIONS

A. To prepare and recommend to the General Assembly a yearly budget for funds and distribution, and to determine the estimated share of contributions from each member agency.

B. To administer, manage, contract for, and handle the financing of the studies, projects and programs.

- C. To exercise the powers of the Joint Powers Agreement between sessions of the General Assembly.
- D. To select and employ an Executive Director who shall be the Chief Administrative Officer of WRCOG and who shall have administrative supervision over all WRCOG employees. The Executive Committee shall establish personnel rules and regulations.
- E. To appoint standing and ad hoc committees.
- F. To establish and operate a business office for WRCOG.
- G. To provide for additional ex-officio, non-voting members, as deemed appropriate for the effective conduct of the business of the organization.

SECTION 7. POLICY REGARDING CONFIDENTIAL INFORMATION DISCLOSED DURING CLOSED SESSIONS

The Executive Committee recognizes that, from time to time, it is vital that members of the Executive Committee divulge certain privileged information obtained in WRCOG closed sessions to their own governing bodies. Thus, WRCOG adopts the policy set forth in Government Code Section 54956.96 which authorizes the disclosure of closed session information that has direct financial liability. Such information can only be disclosed during closed session meetings of the member agency

A. All information received by the legislative body of the member agency in a closed session related to the information presented to WRCOG in closed session shall be confidential. However, a member of the legislative body of a member agency, or his/her duly appointed alternate under the JPA, may disclose information obtained in a closed session that has direct financial or liability implications for that member agency to the following individuals:

1. Legal counsel of that member agency for purposes of obtaining advice on whether the matter has direct financial or liability implications for that member agency.
2. Other members of the legislative body of the member agency present in a closed session of that member agency, as well as other persons that may be invited to attend the closed session by the member agency's legislative body.

B. The legislative body of the local agency member, upon the advice of its legal counsel, may conduct a closed session in order to receive, discuss, and/or take action concerning information obtained in a closed session of WRCOG pursuant to this Policy.

ARTICLE IV **OTHER COMMITTEES**

SECTION 1. TECHNICAL ADVISORY COMMITTEE

- A. Duties. The Technical Advisory Committee (TAC) shall interface with WRCOG staff, review staff reports, consider staff recommendations, provide recommendations to the Executive Committee, and perform such other duties as may be delegated to it.
- B. Meetings. The TAC may meet once a month or as it is deemed necessary.

- C. Membership. The TAC is comprised of an executive from the County of Riverside, the City Manager from each of WRCOG's member cities, the General Manager from each of WRCOG's member water districts, and the Executive Director from the March Joint Powers Authority. A City Manager, Water District General Manager, and Executive Director from the March JPA may appoint an alternate who is a department head of the agency.
- D. Quorum. The TAC shall act only upon a majority of those members present at the meeting. A quorum shall consist of a majority of the members of the TAC. Each representative shall have one vote, except that members of the water districts shall not vote on TUMF matters.

SECTION 2. ADMINISTRATION & FINANCE COMMITTEE

- A. Duties. The Administration & Finance Committee shall provide budget and finance overview for WRCOG, review staff recommendations on WRCOG programs prior to consideration by the Executive Committee, and provide advice on other matters to the Executive Committee as needed. The Administration & Finance Committee shall have the authority (i) to increase the WRCOG budget in any category up to fifteen percent (15%); and (ii) to authorize contracts up to \$200,000 when the contract requires execution prior to the next regularly scheduled Executive Committee meeting.
- B. Meetings. The Administration & Finance Committee may meet once a month or as it is deemed necessary.
- C. Membership. The Administration & Finance Committee shall be composed of the Executive Committee Chair, the Executive Committee Vice-Chair, the Executive Committee Second Vice-Chair, the Past Executive Committee Chair, and seven other members of the Executive Committee selected by the Executive Committee Chair. When selecting members of the Administration & Finance Committee, the Executive Committee Chair is encouraged to consider geographic balance. At least two members of the Board of Supervisors shall be members of the Administration & Finance Committee. At least one member shall be a water district representative.
- D. Quorum and Voting. The Administration & Finance Committee shall act only upon a majority of a quorum. A quorum shall consist of a majority of the members of the Committee. Each member present shall have one vote, except that members representing the water districts shall not vote on TUMF matters.
- E. Term and Removal. Appointments to the Administration & Finance Committee shall be for a one-year term ending on June 30 of the fiscal year (July to June) in which the appointments are made or until new members are appointed. The process set forth below applies should the Chair wish to remove a Board member appointed ("Appointee") during the one-year term of the appointment. The process does not apply to the Chair's decision not to reappoint an Appointee at the end of the Appointee's one-year term.
 - 1. The Chair shall provide Appointee with written notice of the Chair's decision to remove the Appointee from the appointment.
 - 2. The notice shall be provided to Appointee through WRCOG's Executive Director and shall include a brief statement of why removal is sought, which reason may

include, without limitation, three or more consecutive absences of regular committee meetings. The notice shall be delivered to the email address, if any, provided by Appointee as well as by first class mail to the Clerk of the City / County appointing Appointee to the WRCOG Executive Committee and Appointee's mailing address.

3. The removal shall be effective on the 15th day after WRCOG's Executive Director sends notice to Appointee unless Appointee provides notice to the WRCOG Executive Director, prior to the expiration of such 15-day period, of his or her desire to contest the removal.
4. In the event that the removal is contested, the removal shall be stayed and the Executive Director shall schedule an Administration & Finance Committee meeting at which both the Chair and Appointee may present their arguments for and against removal. Based thereon, the Administration & Finance Committee shall either uphold or reject the removal. The decision of the Administration & Finance Committee shall be final.
5. If the removal is not contested or is approved by the Administration & Finance Committee, the Chair may appoint another Executive Committee Regular Member to fill the remainder of the Appointee's term. The appointment of the new member shall comply with the membership requirements set forth in Section C, above. The term of the newly appointed member shall expire on June 30 of the fiscal year in which the appointment is made.

This section 2.E shall only apply to appointments made by the Chair to the seven open seats on the Administration & Finance Committee and not to the four ex- officio members of the Committee.

ARTICLE V

EXECUTIVE DIRECTOR AND GENERAL COUNSEL

SECTION 1. EXECUTIVE DIRECTOR

- A. **Duties.** The Executive Director shall be responsible for the overall management of WRCOG and has the necessary and full authority to effect this responsibility subject to the Executive Committee's oversight, any policies and directives issued by the Committee, and as called upon pursuant to the WRCOG JPA Agreement. The Executive Director shall be a full-time officer. The appointment and employment of the Executive Director shall be overseen by the Administration & Finance Committee and confirmed by the Executive Committee as set forth in Section B below. In addition to those set forth in the Joint Powers Agreement, the powers and duties of the Executive Director, subject to oversight by the Executive Committee, are:
 1. To administer the personnel system, including contract employees of WRCOG.
 2. To administer all WRCOG contracts, except as set forth in Article V.2.B (General Counsel).
 3. To cause to be prepared by a Certified Public Accountant and to submit to the Executive Committee as soon as practical after the end of each fiscal year a post-audit of the financial transactions and records of WRCOG for the preceding year.

4. To keep the Executive Committee advised as to the needs of WRCOG.
5. To have full charge of the administration of the business affairs of WRCOG., including the review and rejection of claims.
6. To see that all ordinances, rules and regulations, motions, or resolutions are enforced.
7. To accept, on behalf of WRCOG, easements and other property rights and interests.
8. To be responsible for the purchase of all supplies and equipment of WRCOG.
9. To provide for the clerical services required by WRCOG including keeping a book of minutes of all meetings of WRCOG, giving notice of all meetings as may be required by law or action of WRCOG, and (h) perform such other duties as may be prescribed by motion, ordinance, or resolution of WRCOG.
10. To take any or all of the following actions in relation to employees of WRCOG:
 - a) To hire employees at the appropriate salary range as determined by the Executive Committee.
 - b) To promote, transfer, suspend with or without pay, or discharge any employee in accordance with applicable rules and policies
11. To make disbursements of WRCOG funds consistent with the annual budget, as may be amended by the Executive Committee from time to-time. The Executive Director shall have such other duties, powers and responsibilities as may from time to time be assigned by the Executive Committee or General Assembly.
12. To accept grants on behalf of WRCOG.
13. Annually to prepare and present a proposed budget to the Executive Committee and General Assembly.
14. To serve as Secretary of the General Assembly and of the Executive Committee.
15. To attend meetings of the General Assembly, Executive Committee, Administration & Finance Committee, and other standing and ad hoc committees.
16. To perform such other and additional duties as the Executive Committee may require.

B. Selection, Oversight and Termination.

- a) Selection.
 1. Upon a vacancy or expected vacancy of the position of the Executive Director, the Administration & Finance Committee shall be responsible for

directing the recruitment of Executive Director candidates, subject to the direction and oversight of the Executive Committee.

2. Following recruitment, the Administration & Finance Committee may appoint an ad hoc committee to interview potential candidates with a goal of presenting two or three candidates to the Administration & Finance Committee for consideration.
 3. The Administration & Finance Committee shall then interview potential candidates recommended by the ad hoc committee with a goal of recommending one or two candidates to the Executive Committee for consideration as set forth in Step 4, below.
 4. If the Administration & Finance Committee decides not to appoint an ad hoc committee, Step 2 shall be skipped and the process shall proceed directly to Step 5, below.
 5. If the Administration & Finance Committee decides not to appoint an ad hoc committee provided for in Step 2, below, the Administration & Finance Committee shall interview potential candidates with a goal of recommending one or two candidates to the Executive Committee for consideration.
 6. The Executive Committee shall then make the final selection and oversee the negotiation of an employment contract.
 7. The Executive Committee may approve deviations from the process set forth above.
- b. Oversight. Under the direction of the Executive Committee, the Administration & Finance Committee shall be primarily responsible for the oversight of the Executive Director. A performance review shall be performed annually or more frequently by the Administration & Finance Committee and then by the Executive Committee. Any changes in employment terms, including changes in compensation or benefits, shall be approved by the Executive Committee.
 - c. Termination. The Executive Director may be terminated pursuant to the terms of the Executive Director's employment contract by the Executive Committee on its own motion or upon recommendation of the Administration & Finance Committee.
- C. Contracting. The Executive Director is authorized to contract and execute on behalf of WRCOG, contracts, including contracts for supplies, equipment and materials, and consultants, not to exceed \$100,000, provided the contract relates to purposes previously approved and budgeted by the General Assembly or Executive Committee.

SECTION 2. GENERAL COUNSEL

- A. Duties of General Counsel. The General Counsel shall be a person admitted to practice law by the Supreme Court of California or a firm comprised of same, and shall have been actively engaged in the practice of law for not less than 10 years preceding appointment. The General Counsel shall represent and advise the General Assembly, Executive

Committee, Administration & Finance Committee and the Executive Director on legal matters actions, or proceedings in which WRCOG is concerned, or interested, or is a party.

- B. The General Counsel shall be selected and overseen by the Executive Committee. The power to terminate the General Counsel shall rest exclusively with the Executive Committee.

ARTICLE VI

DEFINITION OF WESTERN RIVERSIDE AREA

The boundaries of WRCOG shall be defined according to the legal description attached hereto as Exhibit "A."

ARTICLE VII

AMENDMENTS

These Bylaws and any amendments thereto may be amended by the General Assembly, by majority vote. Proposed amendments shall be submitted, in writing, to members of the General Assembly along with the agenda for such meeting.

ARTICLE VIII

REVIEW OF BYLAWS

It is the intent of the Executive Committee and General Assembly that these Bylaws shall be reviewed by the Administration & Finance Committee at least every 4 years, or sooner if determined necessary. Following review, the Bylaws, along with any recommended updates, shall be presented to the Executive Committee. If changes are approved by the Executive Committee, the changes shall be effective immediately, provided that any changes shall be presented to the General Assembly as soon thereafter as practical for confirmation.

WESTERN RIVERSIDE COUNCIL OF GOVERNMENTS

LEGAL DESCRIPTION

1. **BEGINNING** at the Northeast corner of Section 1, Township 2 South, Range 2 East, San Bernardino Meridian;
2. Thence South along Range line to the Northeast corner of Section 36, T2S, R2E;
3. Thence West along the North line of said Section 36 to the North one-quarter corner thereof;
4. Thence South along the North-south center section line of said Section 36 to the Center section thereof;
5. Thence East along the East-West center section line of said Section 36 to the East one-quarter corner thereof;
6. Thence South along the East line of said Section 36 to the Northeast corner of Section 1, T3S, R2E;
7. Thence West along the North line of said Section 1 to the Northwest corner thereof;
8. Thence South along the West line of said Section 1 to the Northwest corner of Section 12, T3S, R2E;
9. Thence East along the North line of said Section 12 to the Northeast corner thereof;
10. Thence South along the East line of said Section 12 to the Southeast corner thereof;
11. Thence west along the South line of said Section 12 to the Northwest corner of Section 13, T3S, R2E;
12. Thence South along the West line of said Section 13 to the Southwest corner thereof;
13. Thence East along the South line of said Section 13 to the Southeast corner thereof;
14. Thence South along Range line to the Southwest corner of Section 18, T4S, R3E;
15. Thence East along Section lines to the Northeast corner of Section 20, T4S, R3E;
16. Thence South along the East line of said Section 20 to the Southeast corner thereof;
17. Thence West along the south line of said Section 20 to the Northwest corner of Section 29, T4S, R3E;
18. Thence South along the West line of said Section 29 to the Southwest corner thereof;
19. Thence East along the South line of said Section 29 to the Northeast corner of Section 32, T4S, R3E;
20. Thence South along the East line of said Section 32 to the Southeast corner thereof;
21. Thence West along the South line of Said Section 32 to the Northeast corner of Section 5, T5S, R3E;
22. Thence South along Section lines to the Northwest corner of Section 16, T5S, R3E;
23. Thence East along the North line of said Section 16 to the Northeast corner thereof;
24. Thence South along the East line of said Section 16 to the Northwest corner of Section 22, T5S, R3E;
25. Thence East along the North line of said Section 22 to the Northeast corner thereof;
26. Thence South along the East line of said Section 22 to the Northwest corner of Section 26, T5S, R3E;
27. Thence East along the North line of said Section 26 to the Northeast corner thereof;
28. Thence South along Section lines to the Northwest corner of Section 1, T6S, R3E;
29. Thence East along the North line of said Section 1 to Northeast corner thereof;
30. Thence South along the East line of said Section 1 to the Northwest corner of Section 6, T6S, R4E;
31. Thence East along the North line of said Section 6 to the Northeast corner thereof;
32. Thence south along the East line of Said Section 6 to the Northwest corner of Section 8, T6S, R4E;
33. Thence South along Section lines to the Southeast corner of Section 17, T6S, R4E;
34. Thence West along Section lines to the Northwest corner of Section 19, T6S, R4E;
35. Thence South along the West line of said Section 19 to the Southeast corner of Section 24, T6S, R3E;
36. Thence west along the South lines of said Sections 24 and Section 23, T6S, R3E to a point of intersection with the centerline of State Highway 74;
37. Thence Southeasterly along said centerline of State Highway 74, through its various courses, to the intersection with State Highway 371;
38. Thence Southeasterly, Westerly, and Southerly along the centerline of said State Highway 371, through its various courses, to a point of intersection West line of Section 18, T7S, R4E;
39. Thence South along Section lines to the East one-quarter corner of Section 19, T7S, R4E;
40. Thence West along the East-West Center section line of said Section 19 t the West line thereof;

WESTERN RIVERSIDE COUNCIL OF GOVERNMENTS

LEGAL DESCRIPTION

(Continued)

41. Thence South along the West line of said Section 19 to the North line of Section 30, T7S, R4E;
42. Thence East along the North line of said Section 30 to the Northwest corner of Section 29, T7S, R4E;
43. Thence South along the West line of said Section 29 to the West one-quarter corner thereof;
44. Thence East along the East-West center section line of said Section 29 to the Northeast corner of the West one-half of the East one-half of the West one-half of the South one-half of said Section 29;
45. Thence South along the East line of said West one-half of the East one-half of the West one-half of the South one-half to a point of intersection with the South line of the North 400 acres of said Section 29;
46. Thence East along said South line of the North 400 acres of Section 29 to a point of intersection with the East line of said Section 29;
47. Thence South along the East line of said Section 29 and Section 32, T7S, R4E to the North line of Section 4, T8S, R4E;
48. Thence East along said North line of Section 4 to the Northeast corner thereof;
49. Thence South along the East line of said Section 4 to the Southeast corner thereof;
50. Thence West along the South line of said Section 4 to the Northeast corner of Section 8, T8S, R4E;
51. Thence South along the West line of said Section 8 to a point of intersection with the centerline of Coyote Canyon Road, as it currently exists;
52. Thence southeasterly and southerly along the centerline of said Coyote Canyon Road, through its various courses, to a point of intersection with the East line of Section 36, T8S, R4E;
53. Thence South along said East line of Section 36 to the Southeast corner thereof, said corner being on the South boundary of the County of Riverside;
54. Thence Westerly, Northerly and Easterly along the boundary of the County of Riverside to the **Point of Beginning**.

By: _____

Date: _____





Western Riverside Council of Governments

County of Riverside • City of Banning • City of Beaumont • City of Calimesa • City of Canyon Lake • City of Corona • City of Eastvale • City of Hemet
City of Jurupa Valley • City of Lake Elsinore • City of Menifee • City of Moreno Valley • City of Murrieta • City of Norco • City of Perris • City of Riverside
City of San Jacinto • City of Temecula • City of Wildomar • Eastern Municipal Water District • Western Municipal Water District • Morongo Band of Mission
Indians • Riverside County Superintendent of Schools

RESOLUTION NUMBER 43-18

A RESOLUTION OF THE EXECUTIVE COMMITTEE OF THE WESTERN RIVERSIDE COUNCIL OF GOVERNMENTS AMENDING ITS BYLAWS MAKING A SERIES OF TECHNICAL CHANGES

WHEREAS, the Western Riverside Council of Governments ("WRCOG") has been created pursuant to a certain Joint Exercise of Powers Agreement, as amended, ("JPA") in accordance with California Government Code section 6500, *et seq.*; and

WHEREAS, the WRCOG Executive Committee is comprised of the Mayor from each WRCOG member city, four members of the Riverside County Board of Supervisors, the President of each participating Water District and the Tribal Chairman of Morongo Band of Mission Indians; and

WHEREAS, pursuant to Section 2.4.2 of the JPA, the Executive Committee is authorized to exercise the powers of the JPA between session of the General Assembly; and

WHEREAS, Section 2.4.1 of the JPA includes the power to amend WRCOG's Bylaws; and

WHEREAS, the Executive Committee of the Western Riverside Council desires to amend its Bylaws to make a series of technical changes.

NOW, THEREFORE, BE IT RESOLVED that the Executive Committee of the Western Riverside Council of Governments does hereby amend its Bylaws as follows:

Section 1. Article I, Section 1 of the Bylaws shall be amended to read as follows:

These Bylaws are provided for the organization and administration of the Western Riverside Council of Governments which has been established under a Joint Powers Agreement ("JPA"). These Bylaws supplement the Agreement. Capitalized terms shall have the same meaning as set forth in the JPA. In the event that the Bylaws conflict with the JPA, the JPA shall control.

Section 2. Article II, Section 1 (A) of the Bylaws shall be amended to read as follows:

- A. **Annual Meeting.** The annual General Assembly shall meet in June. The locations and times of these meetings shall be determined by the Executive Committee.

Section 3. Article II, Section 2 (F) of the Bylaws shall be amended to read as follows:

- F. **Duties of the Chairperson, Vice-Chairperson and Second Vice-Chairperson.** The Chairperson shall, if present, preside at all meetings of the General Assembly and Executive Committee and exercise such other powers and duties as may from time to time be assigned to the Chairperson, including the creation and appointment of ad hoc committees. In the absence of the Chairperson, the Vice-Chairperson shall perform all the duties of the Chairperson. When so

acting, the Vice-Chairperson shall have all the powers of, and be subject to all the restrictions upon, the Chairperson. In the absence of both the Chairperson and Vice-Chairperson, the Second Vice-Chairperson shall perform all the duties of the Chairperson. When so acting, Second Vice-Chairperson shall have all the powers of, and be subject to all the restrictions upon, the Chairperson. In the absence of the Chairperson, Vice-Chairperson, and Second Vice-Chairperson, the General Assembly Chairperson of the Previous Year (the "Past Chairperson") shall perform the duties of the Chairperson for that meeting only. When so acting, Past Chairperson shall have all the powers of, and be subject to all the restrictions upon, the Chairperson. In the absence of the Chairperson, Vice-Chairperson, Second Vice-Chairperson and the Past Chairperson, the General Assembly or Executive Committee shall choose one of its voting members to chair the meeting for that day only.

Section 4. Article II, Sections 3 (A), (C) of the Bylaws shall be amended to read as follows:

- A. In General. Each voting representative of a General Assembly Member Agency shall have one vote as set forth in Section 2.4.1 of the Joint Powers Agreement.
- C. Quorum. The General Assembly shall act only upon a majority of a quorum. A quorum shall be the majority of the total authorized representatives of each General Assembly Member Agency, provided that a voting representative of a majority of the General Assembly Member Agencies are present.

Section 5. Article III, Section 5 of the Bylaws shall be amended to read as follows:

"Each member city present shall have one vote in the Executive Committee, each County Supervisor present shall have one vote, each member water district present shall have one vote, and the representative of the Morongo Band of Mission Indians present shall have one vote. Only authorized members present, or designated alternates acting when the regular member is absent, may vote. As set forth in the JPA, the water districts and the Morongo Band of Mission Indian members do not vote on TUMF matters.

Section 6: Article IV, Section 1 (D) of the Bylaws shall be amended to read as follows:

- D. Quorum and Voting. The TAC shall act only upon a majority of a quorum. A quorum shall consist of a majority of the members of the TAC. Each representative shall have one vote, except that members of the water districts and Morongo Band of Mission Indians shall not vote on TUMF matters.

Section 7: Article IV, Sections 2 (A), (D) and (E) of the Bylaws shall be amended to read as follows:

- A. Duties. The Administration & Finance Committee shall provide budget and finance overview for WRCOG review staff recommendations on WRCOG programs prior to consideration by the Executive Committee, and provide advice on other matters to the Executive Committee as needed. The Administration & Finance Committee shall have the authority (i) to increase the WRCOG budget in any category up to fifteen percent (15%); and (ii) to authorize contracts up to \$200,000 when the contract requires execution prior to the next regularly scheduled Executive Committee meeting."

- D. Quorum and Voting. The Administration & Finance Committee shall act only upon a majority of a quorum. A quorum shall consist of a majority of the members of the committee. Each member present shall have one vote, except that members representing the water districts and Morongo Band of Mission Indians shall not vote on TUMF matters.”
- E. Term and Removal. Appointments to the Administration & Finance Committee shall be for a one-year term ending on June 30 of the fiscal year (July to June) in which the appointments are made. The process set forth below applies should the Chair wish to remove a Board member appointed (“Appointee”) during the one-year term of the appointment. The process does not apply to the Chair’s decision not to reappoint an Appointee at the end of the Appointee’s one-year term.
1. The Chair shall provide Appointee with written notice of the Chair’s decision to remove the Appointee from the appointment.
 2. The notice shall be provided in writing to Appointee through WRCOG’s Executive Director and shall include a brief statement of why removal is sought, which reason may include, without limitation, three or more consecutive absences of committee meetings. The notice shall be delivered to the email address, if any, provided by Appointee as well as by first class mail to the Clerk of the City / County appointing Appointee to the WRCOG Executive Committee and Appointee’s mailing address.
 3. The removal shall be effective on the 15th day after WRCOG’s Executive Director sends notice to Appointee unless Appointee provides notice to the WRCOG Executive Director, prior to the expiration of such 15 day period, of his or her desire to contest the removal.
 4. In the event that the removal is contested, the removal shall be stayed and the Executive Director shall schedule an Administration & Finance Committee meeting at which both the Chair and Appointee may present their arguments for and against removal. Based thereon, the Administrative & Finance Committee shall either uphold or reject the removal. The decision of the Administration & Finance Committee shall be final.
 5. If the removal is not contested or is approved by the Administration & Finance Committee, the Chair may appoint another WRCOG Executive Committee member to fill the remainder of the Appointee’s term. The appointment of the new member shall comply with the membership requirements set forth in Section C, above. The term of the newly appointed member shall expire on June 30 of the fiscal year in which the appointment is made.

This section 2E shall only apply to appointments made by the Chair to the seven open seats on the Administration & Finance Committee and not to the four ex-officio members of the committee.

Section 8: Article V, Section 1 of the Bylaws shall be amended to read as follows:

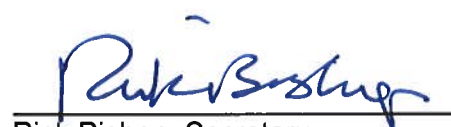
- A. Duties. In addition to those duties enumerated in the Joint Powers Agreement, the duties of the Executive Director are:
1. To administer all contracts.
 2. To have full charge of the administration of the business affairs of WRCOG.
 3. To exercise general supervision over all property belonging to WRCOG.
 4. To accept, on behalf of WRCOG, easements and other property rights and interests.
 5. To be responsible for the purchase of all supplies and equipment of WRCOG.
 6. Accept grants on behalf of WRCOG.
- B. Contract. The Executive Director is authorized to contract and execute on behalf of WRCOG, contracts, including contracts for supplies, equipment and materials, and consultants, not to exceed \$100,000.00, provided the contract relates to purposes previously approved and budgeted by the General Assembly or Executive Committee.

Section 9: This Resolution shall become effective upon adopted by the WRCOG Executive Committee.

PASSED AND ADOPTED by the Executive Committee of the Western Riverside Council of Governments on November 5, 2018.

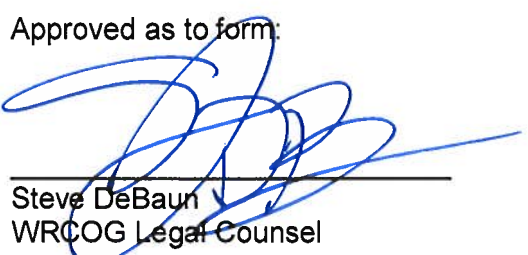


Chuck Washington, Chair
WRCOG Executive Committee



Rick Bishop, Secretary
WRCOG Executive Committee

Approved as to form:



Steve DeBaun
WRCOG Legal Counsel

AYES: 21 NAYS: 0 ABSENT: 4 ABSTAIN: 0



Western Riverside Council of Governments

County of Riverside • City of Banning • City of Calimesa • City of Canyon Lake • City of Corona • City of Eastvale • City of Hemet • City of Jurupa Valley
City of Lake Elsinore • City of Menifee • City of Moreno Valley • City of Murrieta • City of Norco • City of Perris • City of Riverside • City of San Jacinto
City of Temecula • City of Wildomar • Eastern Municipal Water District • Western Municipal Water District • Morongo Band of Mission Indians
Riverside County Superintendent of Schools

RESOLUTION NUMBER 35-16

A RESOLUTION OF THE EXECUTIVE COMMITTEE OF THE WESTERN RIVERSIDE COUNCIL OF GOVERNMENTS AMENDING ITS BY-LAWS TO RECOGNIZE THE MARCH JOINT POWERS AUTHORITY AS A VOTING MEMBER OF THE TECHNICAL ADVISORY COMMITTEE AND MAKING OTHER TECHNICAL CHANGES

WHEREAS, the Western Riverside Council of Governments ("WRCOG") is a joint powers authority consisting of the County of Riverside and seventeen cities situated in Western Riverside County; and

WHEREAS, pursuant to Section 2.4.2 of the Joint Powers Agreement of WRCOG ("Agreement"), the WRCOG Executive Committee ("Committee") is authorized to exercise the powers of the Agreement between sessions of the General Assembly; and

WHEREAS, Section 2.4.1 of the Agreement includes the power to amend WRCOG's By-laws ("By-laws"); and

WHEREAS, the Committee desires to amend the By-laws to recognize the March Joint Powers Authority as a voting member of the Technical Advisory Committee; and

NOW THEREFORE, BE IT RESOLVED the Executive Committee of the Western Riverside Council of Governments does hereby amend its By-laws as follows:

Section 1: Article II, Section 1, Subsection B of the By-laws is hereby amended to read as follows:

- B. Special Meetings. Special meetings of the General Assembly may be called by the Chairperson, or in his or her absence by the Vice-Chairperson or in the absence of the Chairperson and the Vice-Chairperson by the Second Vice-Chairperson, or a majority of the member agencies.

Section 2: Article II, Section 2, Subsection F of the By-laws is hereby amended to read as follows:

- F. Duties of the Chairperson, Vice-Chairperson and Second Vice Chairperson. The Chairperson shall, if present, preside at all meetings of the General Assembly and Executive Committee and exercise such other powers and duties as may from time to time be assigned to the Chairperson. In the absence of the Chairperson, the Vice-Chairperson shall perform all the duties of the Chairperson. When so acting, the Vice-Chairperson shall have all the powers of, and be subject to all the restrictions upon, the Chairperson. In the absence of both the Chairperson and Vice-Chairperson, the Second Vice-Chairperson shall perform all the duties of the Chairperson. When so acting, Second Vice-Chairperson shall have all the powers of, and be subject to all the restrictions upon, the Chairperson. In the absence of the Chairperson,

Vice-Chairperson, and Second Vice-Chairperson, the General Assembly Chairperson of the Previous Year (the "Past Chairperson") shall perform the duties of the Chairperson for that meeting only. When so acting, Past Chairperson shall have all the powers of, and be subject to all the restrictions upon, the Chairperson. In the absence of the Chairperson, Vice-Chairperson, Second Vice-Chairperson and the Past Chairperson, the General Assembly or Executive Committee shall choose one of its voting members to chair the meeting for that day only.

Section 3: Article III, Section 1 of the By-laws is hereby amended to read as follows:

SECTION 1. MEMBERSHIP

- A. The Executive Committee will be composed of the Mayor from each of the member cities, four members of the Riverside County Board of Supervisors, the President of each water district, and the Tribal Chairman of the Morongo Band of Mission Indians. Any City Council, at its discretion, can appoint a Mayor Pro Tem or other city council member in place of the Mayor. Each water district board, at its discretion, can appoint another board member in place of the President. The Tribal Council of the Morongo Band of Mission Indians, at its discretion, can appoint another tribal council member in place of the Tribal Chairman.
- B. Each regular member on the Executive Committee shall also have an alternate, who must also be a current member of the legislative body of the party such alternate represents. For the Board of Supervisors, the Board of Supervisor's member not serving under section A, above, shall serve as an alternate to the members of the Board of Supervisors. The name of the alternate members shall be on file with the Executive Committee. In the absence of the regular member from an agency, the alternate member from such agency shall assume all rights and duties of the absent regular member.

Section 4: Article III, Section 5 of the By-laws is hereby amended to read as follows:

SECTION 5. VOTING

Each member city present shall have one vote in the Executive Committee, each County Supervisor present shall have one vote, each member water district present shall have one vote, and the representative of the Morongo Band of Mission Indians present shall have one vote. Only authorized members present, or designated alternates acting when the regular member is absent, may vote.

Section 5: Article III, Section 6, Subsection A of the By-laws is hereby amended to read as follows:

- A. To prepare and recommend to the General Assembly a yearly budget for funds and distribution, and to determine the estimated share of contributions from each member agency.

Section 7: Article IV, Section 1, Subsection A of the By-laws is hereby amended to read as follows:

- A. Duties. The Technical Advisory Committee (TAC) shall interface with WRCOG staff, review staff reports, consider staff recommendations, provide recommendations to the Executive Committee and perform such other duties as may be delegated to it.

Section 8: Article IV, Section 1, Subsection C of the By-laws is hereby amended to read as follows:

- C. Membership. The TAC is comprised of an executive from the County of Riverside, the City Manager from each of WRCOG's member cities, the General Manager from each of WRCOG's member water districts, the Chief Administrative Officer from the Morongo Band of Mission Indians, and the Executive Director from the March Joint Powers Authority. A City Manager, Water District General Manager, Chief Administrative Officer of the Morongo Band of Mission Indians, and Executive Director from the March JPA may appoint an alternate who is a department head of the agency.

Section 9: Article IV, Section 2, Subsection E of the By-laws is hereby amended to read as follows:

- E. Term and Removal. Appointments to the Administration & Finance Committee shall be for a one-year term ending on June 30 of the fiscal year (July to June) in which the appointments are made. The process set forth below applies should the Chair wish to remove a Board member ("Appointee") appointed during the one-year term of the appointment. The process does not apply to the Chair's decision not to reappoint an Appointee at the end of the Appointee's one-year term.
 - 1. The Chair shall provide Appointee with written notice of the Chair's decision to remove the Appointee from the appointment.
 - 2. The notice shall be provided in writing to Appointee through WRCOG's Executive Director and shall include a brief statement of why removal is sought, which reason may include, without limitation, 3 or more consecutive absences of committee meetings. The notice shall be delivered to the email address, if any, provided by Appointee as well as by first class mail to the Clerk of the City/County appointing Appointee to the WRCOG Executive Committee and Appointee's mailing address.
 - 3. The removal shall be effective on the 15th day after WRCOG's Executive Director sends notice to Appointee unless Appointee provides notice to the WRCOG Executive Director, prior to the expiration of such 15 day period, of his or her desire to contest the removal.
 - 4. In the event that the removal is contested, the removal shall be stayed and the Executive Director shall schedule an Administration & Finance Committee meeting at which both the Chair and Appointee may present their arguments for and against removal. Based thereon, the Administrative & Finance Committee shall either uphold or reject the removal. The decision of the Administration & Finance Committee shall be final.

5. If the removal is not contested or is approved by the Administration & Finance Committee, the Chair may appoint another WRCOG Executive Committee member to fill the remainder of the Appointee's term. The appointment of the new member shall comply with the membership requirements set forth in Section C, above. The term of the newly appointed member shall expire on June 30 of the fiscal year in which the appointment is made.

This section 2E shall only apply to appointments made by the Chair to the seven open seats on the Administration & Finance Committee and not to the four ex-officio members of the committee.

Section 10: Article V, Section 1, Subsection A.5 of the By-laws is hereby amended to read as follows:

5. To be responsible for the purchase of all supplies and equipment of WRCOG.

Section 11: Article VII of the By-laws is hereby amended to read as follows:

These By-Laws and any amendments thereto may be amended by the General Assembly, by majority vote. Proposed amendments shall be submitted, in writing, to members of the General Assembly along with the agenda for such meeting.

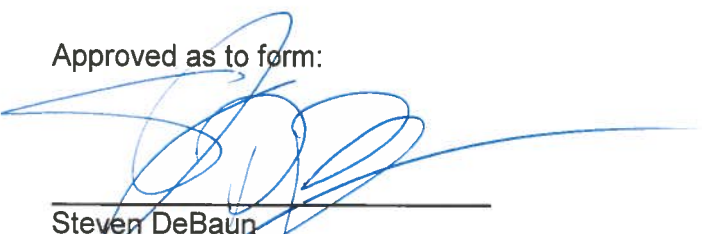
Section 12: This Resolution shall become effective upon adoption by the WRCOG Executive Committee.

PASSED AND ADOPTED at a Meeting of the Executive Committee of the Western Riverside Council of Governments held this 3rd day of October, 2016.


Ben Benoit, Chair
WRCOG Executive Committee


Rick Bishop, Secretary
WRCOG Executive Committee

Approved as to form:


Steven DeBaun
WRCOG Legal Counsel

AYES: 20 NOES: 0 ABSENT: 4 ABSTAIN: 0



Western Riverside Council of Governments

County of Riverside • City of Banning • City of Calimesa • City of Canyon Lake • City of Corona • City of Eastvale • City of Hemet • City of Jurupa Valley
City of Lake Elsinore • City of Menifee • City of Moreno Valley • City of Murrieta • City of Norco • City of Perris • City of Riverside • City of San Jacinto
City of Temecula • City of Wildomar • Eastern Municipal Water District • Western Municipal Water District • Morongo Band of Mission Indians
Riverside County Superintendent of Schools

RESOLUTION NUMBER 19-15

A RESOLUTION OF THE EXECUTIVE COMMITTEE OF THE WESTERN RIVERSIDE COUNCIL OF GOVERNMENTS AMENDING ITS BY-LAWS TO RECOGNIZE THE MORONGO BAND OF MISSION INDIANS AS A VOTING MEMBER

WHEREAS, the Western Riverside Council of Governments ("WRCOG") is a joint powers authority consisting of the County of Riverside and seventeen cities situated in Western Riverside County; and

WHEREAS, pursuant to Section 2.4.2 of the Joint Powers Agreement of WRCOG ("Agreement"), the WRCOG Executive Committee ("Committee") is authorized to exercise the powers of the Agreement between sessions of the General Assembly; and

WHEREAS, Section 2.4.1 of the Agreement includes the power to amend WRCOG's By-laws ("By-laws"); and

WHEREAS, the Committee desires to amend the By-laws to recognize the Morongo Band of Mission Indians as a voting member; and

NOW, THEREFORE, BE IT RESOLVED the Executive Committee of the Western Riverside Council of Governments does hereby amend its By-laws as follows:

Section 1: Article III, Section 1 of the By-laws is hereby amended to read as follows:

The Executive Committee will be composed of the Mayor from each of the member cities, four members of the Riverside County Board of Supervisors, the President of each water district, and the Tribal Chairman of the Morongo Band of Mission Indians; the remaining member of the Board of Supervisors shall serve as an alternate, except any City Council, at its discretion, can appoint a Mayor Pro Tem or other City Council member in place of the Mayor, and each water district board, at its discretion, can appoint another Board member in place of the President, and the Tribal Council of the Morongo Band of Mission Indians, at its discretion, can appoint another Tribal Council member in place of the Tribal Chairman.

Section 2: Article III, Section 5 of the By-laws is hereby amended to read as follows:

Each member city present shall have one vote in the Executive Committee, each County Supervisor present shall have one vote, each member water district present shall have one vote, and the representative of the Morongo Band of Mission Indians present shall have one vote. Only authorized members present or designated alternates acting when the regular member is absent may vote.

Section 3: Article IV, Section 1, Subsection C of the By-laws is hereby amended to read as follows:

C. Membership. The TAC is comprised of an Executive from the County of Riverside, the City Manager from each of WRCOG's member cities, the General Manager from each of WRCOG's member water districts, and the Chief Administrative Officer from the Morongo Band of Mission Indians. A City Manager, Water District General Manager, and Chief Administrative Officer of the Morongo Band of Mission Indians may appoint an alternate who is a department head of the agency.

Section 4: This Resolution shall become effective upon the effective dates of the "Amendment to the Joint Powers Agreement of the Western Riverside Council of Governments to Add the Morongo Band of Mission Indians to the WRCOG Governing Board" and the "Memorandum of Understanding Between the Morongo Band of Mission Indians and the Western Riverside Council of Governments Regarding Membership to the Governing Board of WRCOG."

PASSED AND ADOPTED at a Meeting of the Executive Committee of the Western Riverside Council of Governments held this 6th day of July, 2015.

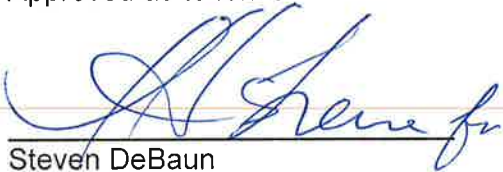


Brian Tisdale, Chair
WRCOG Executive Committee



Rick Bishop, Secretary
WRCOG Executive Committee

Approved as to form:



Steven DeBaun
WRCOG Legal Counsel

AYES: 18

NOES: 1

ABSENT: 4

ABSTAIN: 0



Western Riverside Council of Governments

County of Riverside • City of Banning • City of Calimesa • City of Canyon Lake • City of Corona • City of Eastvale • City of Hemet • City of Jurupa Valley
City of Lake Elsinore • City of Menifee • City of Moreno Valley • City of Murrieta • City of Norco • City of Perris • City of Riverside • City of San Jacinto
City of Temecula • City of Wildomar • Eastern Municipal Water District • Western Municipal Water District

RESOLUTION NUMBER 17-12

A RESOLUTION OF THE EXECUTIVE COMMITTEE OF THE WESTERN RIVERSIDE COUNCIL OF GOVERNMENTS AMENDING ITS BYLAWS TO PROVIDE A PROCEDURE TO REMOVE MEMBERS FROM THE ADMINISTRATION & FINANCE COMMITTEE

WHEREAS, the Western Riverside Council of Governments ("WRCOG") is a joint powers authority consisting of the County of Riverside and seventeen (17) cities situated in Western Riverside County; and

WHEREAS, pursuant to Article IV, Section 2 of the WRCOG Bylaws, the WRCOG Chair is authorized to appoint members to seven (7) open seats on the Administration & Finance Committee; and

WHEREAS, pursuant to Section 2.4.2 of the Joint Powers Agreement of WRCOG ("Agreement") and Article III.6.C of WRCOG's Bylaws ("Bylaws"), the WRCOG Executive Committee ("Committee") is authorized to exercise the powers of the Agreement between sessions of the General Assembly; and

WHEREAS, Section 2.4.1 of the Agreement includes the power to amend the Bylaws; and

WHEREAS, this Resolution shall amend the WRCOG Bylaws to provide a process for the Chair to remove a committee member from one of the seven (7) open seats on the committee during the committee member's one-year term on the Administration & Finance Committee;

NOW, THEREFORE, BE IT RESOLVED that the Executive Committee of the Western Riverside Council of Governments does hereby amend its Bylaws as follows:

Section 1: Article IV, Section 2, of the WRCOG Bylaws is hereby amended to read as follows:

SECTION 2. ADMINISTRATION & FINANCE COMMITTEE

A. Duties. The Administration & Finance Committee shall provide budget and finance overview for WRCOG in the conduct of its business and personnel issues and forward its recommendations to the Executive Committee for consideration. The Administration & Finance Committee shall have the authority: (i) to increase the WRCOG budget in any category up to fifteen percent (15%); and (ii) to authorize contracts up to \$100,000 when the contract requires execution prior to the next regularly scheduled Executive Committee meeting.

B. Meetings. The Administration & Finance Committee may meet once a month or as it is deemed necessary.

C. Membership. The Administration & Finance Committee shall be composed of the Executive Committee Chairperson; the Executive Committee Vice-Chairperson, the Executive Committee 2nd Vice-Chairperson, the Past Executive Committee Chairperson; and seven (7)

other members of the Executive Committee selected by the Executive Committee Chairperson. When selecting members of the Administration & Finance Committee, the Executive Committee Chairperson is encouraged to consider geographic balance. At least two members of the Board of Supervisors shall be members of the Committee. At least one member shall be a water district representative.

D. Quorum. The Administration & Finance Committee shall act only upon a majority of a quorum. A quorum shall consist of a majority of the members of the committee.

E. Term and Removal. Appointments to the Administration & Finance Committee shall be for a one year term ending on June 30 of the fiscal year (July to June) in which the appointments are made. The process set forth below applies should the Chair wish to remove a Board member ("Appointee") appointed during the one-year term of the appointment. The process does not apply to the Chair's decision not to reappoint an Appointee at the end of the Appointee's one year term.

1. The Chair shall provide Appointee with written notice of the Chair's decision to remove the Appointee from the appointment.
2. The notice shall be provided in writing to Appointee through WRCOG's Clerk of the Board and shall include a brief statement of why removal is sought, which reason may include, without limitation, 3 or more consecutive absences of committee meetings. The notice shall be delivered to the email address, if any, provided by Appointee as well as by first class mail to the Clerk of the City/County appointing Appointee to the WRCOG Executive Committee and Appointee's mailing address.
3. The removal shall be effective on the 15th day after WRCOG's Clerk sends notice to Appointee unless Appointee provides notice to the WRCOG Clerk of the Board, prior to the expiration of such 15 day period, of his or her desire to contest the removal.
4. In the event that the removal is contested, the removal shall be stayed and the Executive Director shall schedule an Administration & Finance Committee meeting at which both the Chair and Appointee may present their arguments for and against removal. Based thereon, the Administration & Finance Committee shall either uphold or reject the removal. The decision of the Administration & Finance Committee shall be final.
5. If the removal is not contested or is approved by the Administration & Finance Committee, the Chair may appoint an WRCOG Executive Committee member to fill the remainder of the Appointee's term. The appointment of the new member shall comply with the membership

requirements set forth in Section C, above. The term of the newly appointed member shall expire on June 30 of the fiscal year in which the appointment is made.

This section 2E shall only apply to appointments made by the Chair to the to the seven open seats on the Administration & Finance Committee and not to the four ex-officio members of the committee.

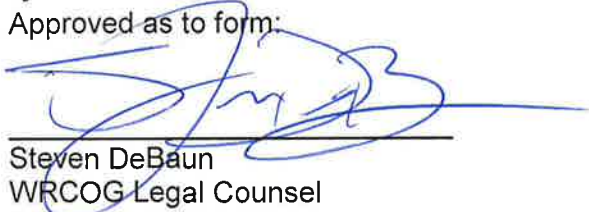
Section 2: This Resolution shall be effective immediately after its adoption by the Executive Committee.

PASSED AND ADOPTED at a Meeting of the Executive Committee of the Western Riverside Council of Governments held this 3rd day of December 2012.


Jim Hyatt, Chair
WRCOG Executive Committee


Rick Bishop, Secretary
WRCOG Executive Committee

Approved as to form:


Steven DeBaun
WRCOG Legal Counsel

AYES: 19 NOES: 0 ABSTAIN: 0 ABSENT: 4



Western Riverside Council of Governments

County of Riverside • City of Banning • City of Calimesa • City of Canyon Lake • City of Corona • City of Eastvale • City of Hemet • City of Jurupa Valley
City of Lake Elsinore • City of Menifee • City of Moreno Valley • City of Murrieta • City of Norco • City of Perris • City of Riverside • City of San Jacinto
City of Temecula • City of Wildomar • Eastern Municipal Water District • Western Municipal Water District

RESOLUTION NUMBER 12-12

A RESOLUTION OF THE EXECUTIVE COMMITTEE OF THE WESTERN RIVERSIDE COUNCIL OF GOVERNMENTS AMENDING ITS BYLAWS TO IMPLEMENT SECTION 54956.96 OF THE GOVERNMENT CODE REGARDING DISCLOSURE OF CONFIDENTIAL INFORMATION

WHEREAS, the Western Riverside Council of Governments ("WRCOG") has been created pursuant to a certain Joint Exercise of Powers Agreement, as amended, ("JPA") in accordance with California Government Code section 6500, *et seq.*; and

WHEREAS, WRCOG is comprised of the County of Riverside and seventeen cities situated in Western Riverside County (the "Member Entities"); and

WHEREAS, from time to time, pursuant to the Ralph M. Brown Act (currently codified at Government Code section 54950 *et seq.*), WRCOG's Executive Committee (the "Executive Committee") conducts closed sessions; and

WHEREAS, under the JPA, the Member Entities may designate alternates to attend Executive Committee meetings, including closed sessions; and

WHEREAS, Government Code Section 54956.96 allows WRCOG to adopt a policy authorizing the disclosure of closed session information that has direct financial or liability implications for the member local agency at a local member closed session; and

WHEREAS, pursuant to Section 2.4.2 of the JPA, the Executive Committee is authorized to exercise the powers of the JPA between sessions of the General Assembly; and

WHEREAS, Section 2.4.1 of the Agreement includes the power to amend WRCOG's Bylaws ("Bylaws"); and

WHEREAS, the Executive Committee desires to amend the Bylaws to implement Section 54956.96 of the Government Code.

NOW, THEREFORE, BE IT RESOLVED the Executive Committee of the Western Riverside Council of Governments does hereby amend its Bylaws as follows:

Section 1: Article III, Section 7 shall be added to the Bylaws and shall read as follows:

SECTION 7. POLICY REGARDING CONFIDENTIAL INFORMATION DISCLOSED DURING CLOSED SESSIONS

The Executive Committee recognizes that, from time to time, it is vital that members of the Executive Committee divulge certain privileged information obtained in closed sessions at WRCOG to their own governing bodies meeting in closed sessions. Thus, WRCOG adopts the policy set forth in Government Code section 54956.96 which authorizes the disclosure of closed session information that has direct financial or liability

1. All information received by the legislative body of the member agency in a closed session related to the information presented to WRCOG in closed session shall be confidential. However, a member of the legislative body of a member agency, or his/her duly appointed alternate under the JPA, may disclose information obtained in a closed session that has direct financial or liability implications for that member agency to the following individuals:

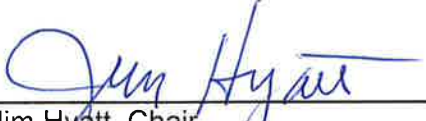
(A) Legal counsel of that member agency for purposes of obtaining advice on whether the matter has direct financial or liability implications for that member agency.

(B) Other members of the legislative body of the member agency present in a closed session of that member agency, as well as other persons that may be invited to attend the closed session by the member agency's legislative body.

2. The legislative body of the local agency member, upon the advice of its legal counsel, may conduct a closed session in order to receive, discuss, and take action concerning information obtained in a closed session of WRCOG pursuant to this Policy.

Section 2: This Resolution shall be effective immediately after its adoption by the Executive Committee.

PASSED AND ADOPTED at a Meeting of the Executive Committee of the Western Riverside Council of Governments held this 3rd day of December 2012.

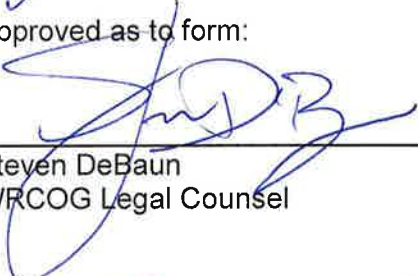


Jim Hyatt, Chair
WRCOG Executive Committee



Rick Bishop, Secretary
WRCOG Executive Committee

Approved as to form:



Steven DeBaun
WRCOG Legal Counsel

AYES: 19 NOES: 0 ABSTAIN: 0 ABSENT: 4



Western Riverside Council of Governments

County of Riverside • City of Banning • City of Beaumont • City of Calimesa • City of Canyon Lake • City of Corona • City of Hemet • City of Lake Elsinore
City of Menifee • City of Moreno Valley • City of Murrieta • City of Norco • City of Perris • City of Riverside • City of San Jacinto • City of Temecula
City of Wildomar • Eastern Municipal Water District • Western Municipal Water District

RESOLUTION NUMBER 01-10

A RESOLUTION OF THE WESTERN RIVERSIDE COUNCIL OF GOVERNMENTS AMENDING ITS BYLAWS TO RECOGNIZE WATER DISTRICTS AS VOTING MEMBERS

WHEREAS, the Western Riverside Council of Governments ("WRCOG") is a joint powers authority consisting of the County of Riverside and sixteen cities situated in Western Riverside County; and

WHEREAS, pursuant to Section 2.4.2 of the Joint Powers Agreement of WRCOG ("Agreement"), the WRCOG Executive Committee ("Committee") is authorized to exercise the powers of the Agreement between session of the General Assembly; and

WHEREAS, Section 2.4.1 of the Agreement includes the power to amend WRCOG's Bylaws ("Bylaws"); and

WHEREAS, the Committee desires to amend the Bylaws to recognize water districts as voting members; and

NOW, THEREFORE, BE IT RESOLVED the Executive Committee of the Western Riverside Council of Governments does hereby amend its Bylaws as follows:

Section 1: Article III, Section 1 of the Bylaws is hereby amended to read as follows (new language double-underlined):

The Executive Committee will be composed of the Mayor from each of the member cities, four members of the Riverside County Board of Supervisors and the President of each water district, the remaining member of the Board of Supervisors shall serve as an alternate, except any City Council, at its discretion, can appoint a Mayor Pro Tem or other city council member in place of the Mayor and each water district board, at its discretion, can appoint another board member in place of the President.

Section 2: Article III, Section 5 of the By-Laws is hereby amended to read as follows (new language double-underlined):

Each member city present shall have one vote in the Executive Committee, each County Supervisor present shall have one vote, and each member water district present shall have one vote. Only authorized members present or designated alternates acting when the regular member is absent may vote.

Section 3: Article IV, Section 1, Subsection C of the By-Laws is hereby amended to read as follows (new language double-underlined):

C. Membership. The TAC is comprised of an executive from the County of Riverside, the City manager from each of WRCOG's member cities, and the General Manager from each of WRCOG's

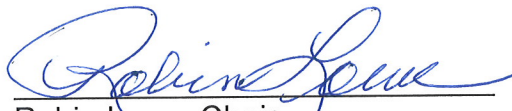
member water districts. A City Manager may appoint an alternate who is a department head of the City.

Section 4: Article IV, Section 2, Subsection C of the By-Laws is hereby amended to read as follows (new language double-underlined):

C. Membership. The Administration & Finance Committee shall be composed of the Executive Committee Chairperson; the Executive Committee Vice-Chairperson, the Executive Committee Second Vice-Chairperson, the Past Executive Committee Chairperson; and six other members of the Executive Committee selected by the Executive Committee Chairperson. When selecting members of the Administration & Finance Committee, the Executive Committee Chairperson is encouraged to consider geographic balance. At least two members of the Board of Supervisors shall be members of the Committee. At least one member shall be a water district representative.

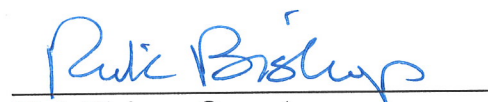
Section 5: This Amendment shall become effective upon the effective date of the JPA Amendment dated May 11, 2009.

PASSED AND ADOPTED at a Meeting of the Executive Committee of the Western Riverside Council of Governments held this 3rd day of August, 2009.


Robin Lowe, Chair
WRCOG Executive Committee

AYES: 13

NOES: 0


Rick Bishop, Secretary
WRCOG Executive Committee

ABSENT: 6

ABSTAIN: 1



RESOLUTION NUMBER 07-08

A RESOLUTION OF THE WESTERN RIVERSIDE COUNCIL OF GOVERNMENTS AMENDING ITS BYLAWS TO CREATE THE POSITION OF SECOND VICE- CHAIRPERSON

WHEREAS, the Western Riverside Council of Governments (“WRCOG”) is a joint powers authority consisting of the County of Riverside and fourteen cities situated in Western Riverside County; and

WHEREAS, pursuant to Section 2.4.2 of the Joint Powers Agreement of WRCOG (“Agreement”), the WRCOG Executive Committee (“Committee”) is authorized to exercise the powers of the Agreement between session of the General Assembly; and

WHEREAS, Section 2.4.1 of the Agreement includes the power to amend WRCOG’s Bylaws (“Bylaws”); and

WHEREAS, the Committee desires to amend the Bylaws to include a Second Vice-Chairperson; and

NOW, THEREFORE, BE IT RESOLVED the Executive Committee of the Western Riverside Council of Governments does hereby amend its Bylaws as follows:

Section 1: Article II, Section 1, Subsection B of the Bylaws is hereby amended to read as follows:

Special meetings of the General Assembly may be called by the Chairperson, or in his or her absence by the Vice Chairperson or in the absence of the Chairperson and the Vice Chairperson by the Second Vice Chairperson, or a majority of the member agencies.

Section 2: Article II, Section 2 of the By-Laws is hereby amended to read as follows:

A. Nomination and Election. The General Assembly shall elect, by a majority vote, the Chairperson, Vice-Chairperson and Second Vice-Chairperson from members of the Executive Committee, provided he or she is first nominated by either the General Assembly or Executive Committee. The election of the Chairperson, Vice-Chairperson and Second Vice-Chairperson shall be conducted once each year and no later than July.

B. Prohibition. The General Assembly shall not elect the Chairperson, Vice-Chairperson and Second Vice-Chairperson from representatives of the same member agency.

C. Term. The elected Chairperson, Vice-Chairperson and Second Vice-Chairperson shall assume office at the close of the meeting of their election and each officer shall hold office for one year, or until his or her successor shall be elected.

D. Vacancy. Notwithstanding Article II, Section 2.C., if the office of the Chairperson, Vice-Chairperson or Second Vice-Chairperson becomes vacant, the Executive Committee shall appoint, by a majority vote, one of its members to fill the unexpired term of the vacated office.

E. Removal. Notwithstanding Article II, Section 2.D., the Executive Committee may remove the Chairperson, Vice-Chairperson or Second Vice-Chairperson by majority vote. The removal of either the Chairperson, Vice-Chairperson or Second Vice-Chairperson creates a vacancy which shall be filled in accordance with Article II, Section 2.D.

F. Duties of the Chairperson, Vice-Chairperson and Second Vice-Chairperson. The Chairperson shall, if present, preside at all meetings of the General Assembly and Executive Committee and exercise such other powers and duties as may from time to time be assigned to the Chairperson. In the absence of the Chairperson, the Vice-Chairperson shall perform all the duties of the Chairperson. When so acting, Vice-Chairperson shall have all the powers of, and be subject to all the restrictions upon, the Chairperson. In the absence of both the Chairperson and Vice-Chairperson, the Second Vice-Chairperson shall perform all the duties of the Chairperson. In the absence of the Chairperson, Vice-Chairperson, and Second Vice-Chairperson, the General Assembly Chairperson of the Previous Year (the "Past Chairperson") shall perform the duties of the Chairperson for that meeting only. When so acting, Past Chairperson shall have all the powers of, and be subject to all the restrictions upon, Chairperson. In the absence of the Chairperson, Vice-Chairperson, Second Vice-Chairperson and the Past Chairperson, the General Assembly or Executive Committee shall choose one of its voting members to chair the meeting for that day only.

Section 3: Article II, Section 3, Subsection B of the By-Laws is hereby amended to read as follows:

The Chairperson, Vice-Chairperson and Second Vice-Chairperson are eligible to vote.

Section 4: Article III, Section 2, Subsection A of the By-Laws is hereby amended to read as follows:

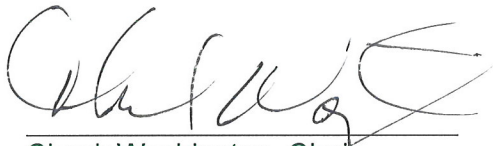
The officers of the Executive Committee shall be the Chairperson, and Vice-Chairperson and Second Vice-Chairperson of the General Assembly. The Chairperson, Vice-Chairperson and Second Vice-Chairperson shall perform the same duties set forth in Article II.

Section 5: Article IV, Section 2, Subsection C of the By-Laws is hereby amended to read as follows:

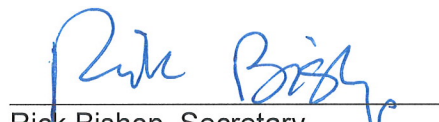
The Administration & Finance Committee shall be composed of the Executive Committee Chairperson; the Executive Committee Vice-Chairperson, the Executive Committee Second Vice-Chairperson, the Past Executive Committee Chairperson; and five other members of the Executive Committee selected by the Executive Committee Chairperson. When selecting members of the Administration & Finance Committee, the Executive Committee Chairperson is encouraged to consider geographic balance. At least two members of the Board of Supervisors shall be members of the Committee.

Section 6: This Resolution shall be effective immediately after its adoption by the Executive Committee.

PASSED, APPROVED, AND ADOPTED by the Executive Committee of the Western Riverside Council of Governments this 9th day of June, 2008.



Chuck Washington, Chair
WRCOG Executive Committee



Rick Bishop, Secretary
WRCOG Executive Committee

AYES: 13

NOES: 0

ABSENT: 5

ABSTAIN: 0



RESOLUTION NO.: 22-07

A RESOLUTION OF THE EXECUTIVE COMMITTEE OF THE WESTERN RIVERSIDE COUNCIL OF GOVERNMENTS AMENDING SUBSECTION C OF SECTION 2 OF ARTICLE IV OF THE BY-LAWS FOR THE PURPOSE OF INCREASING THE SIZE OF THE ADMINISTRATION AND FINANCE COMMITTEE

WHEREAS, the Western Riverside Council of Governments ("WRCOG") is a joint powers authority consisting of the County of Riverside and fourteen other cities situated in Western Riverside County; and

WHEREAS, pursuant to Section 2.4.2 of the Joint Powers Agreement of WRCOG ("Agreement"), the WRCOG Executive Committee ("Committee") is authorized to exercise the powers of the Agreement between session of the General Assembly; and

WHEREAS, Section 2.4.1 of the Agreement includes the power to amend WRCOG's By-Laws ("By-Laws"); and

WHEREAS, the Committee desires to amend the By-Laws so as to expand the number of board members serving the Administration & Finance Committee; and

WHEREAS, the General Assembly will ratify the amendments adopted by this Resolution at its next session.

NOW, THEREFORE, the Executive Committee of the Western Riverside Council of Governments does hereby **RESOLVE** as follows:

Section 1: Subsection C of Section 2 of Article IV is hereby amended to read as follows:

C. Membership. The Administration & Finance Committee shall be composed of the Executive Committee Chairperson, the Executive Committee Vice-Chairperson, the Past Executive Committee Chairperson, and six other members of the Executive Committee selected by the Executive Committee Chairperson. When selecting members of the Administration & Finance Committee, the Executive Committee Chairperson is encouraged to consider geographic balance. At least two members of the Board of Supervisors shall be members of the Committee.

Section 2: As amended, the By-Laws shall read as set forth in Attachment "A."

Section 3: This Resolution shall be effective immediately after its adoption by the Committee.

PASSED AND ADOPTED at a Meeting of the Executive Committee of the Western Riverside Council of Governments held this 6th day of August, 2007.

AYES: 14

NOES: 0

ABSTAIN: 0

ABSENT: 4



Chuck Washington, Chair
WRCOG Executive Committee

ATTEST:



Rick Bishop
Secretary to the WRCOG Executive Committee

RESOLUTION NO.05-06

A RESOLUTION OF THE EXECUTIVE COMMITTEE OF THE WESTERN RIVERSIDE COUNCIL OF GOVERNMENTS AMENDING THE BY-LAWS OF THE WESTERN RIVERSIDE COUNCIL OF GOVERNMENT

WHEREAS, the Western Riverside Council of Governments ("WRCOG") is a joint powers authority consisting of the County of Riverside and fourteen cities situated in Western Riverside County; and

WHEREAS, pursuant to Section 2.4.2 of the Joint Powers Agreement of WRCOG ("Agreement"), the WRCOG Executive Committee ("Committee") is authorized to exercise the powers of the Agreement between session of the General Assembly; and

WHEREAS, Section 2.4.1 of the Agreement includes the power to amend WRCOG's By-Laws ("By-Laws"); and

WHEREAS, the Committee desires to amend the By-Laws regarding the membership of the Administration and Finance Committee; and

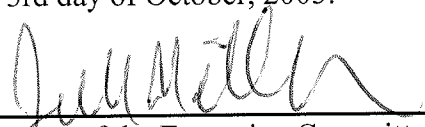
WHEREAS, the General Assembly will ratify the amendments adopted by this Resolution at its next session.

NOW, THEREFORE, the Executive Committee of the Western Riverside Council of Governments does hereby **RESOLVE** as follows:

Section 1: The By-Laws attached hereto are adopted in their entirety. All prior by-laws, amendments, and resolutions inconsistent with the By-Laws approved in this Resolution are hereby rescinded.

Section 2: This Resolution shall be effective immediately after its adoption by the Committee.

PASSED AND ADOPTED at a Meeting of the Executive Committee of the Western Riverside Council of Governments held this 3rd day of October, 2005.



Chairperson of the Executive Committee of WRCOG

ATTEST:



Secretary

**BY-LAWS
FOR
THE WESTERN RIVERSIDE COUNCIL OF GOVERNMENTS**

ARTICLE I

SECTION 1.

These By-Laws are provided for the organization and administration of the Western Riverside Council of Governments which has been established under a Joint Powers Agreement. These By-Laws supplement the Agreement.

**ARTICLE II
GENERAL ASSEMBLY**

SECTION 1. MEETINGS

- A. Annual Meeting. The annual General Assembly shall meet in June. In addition, an annual local Government Conference may be held sometime during each fiscal year and a General Assembly social event may be held anytime as provided for in Article II, Section I.B. The locations and times of these meetings shall be determined by the Executive Committee.
- B. Special Meetings. Special meetings of the General Assembly may be called by the Chairperson or a majority of the member agencies.

SECTION 2. OFFICERS

- A. Nomination and Election. The General Assembly shall elect, by a majority vote, the Chairperson and Vice-Chairperson from members of the Executive Committee, provided he or she is first nominated by either the General Assembly or Executive Committee. The election of the Chairperson and Vice-Chairperson shall be conducted once each year and no later than July.
- B. Prohibition. The General Assembly shall not elect the Chairperson and Vice-Chairperson from representatives of the same member agency.
- C. Term. The elected Chairperson and Vice-Chairperson shall assume office at the close of the meeting of their election and each officer shall hold office for one year, or until his or her successor shall be elected.
- D. Vacancy. Notwithstanding Article II, Section 2.C., if the office of the Chairperson or Vice-Chairperson becomes vacant, the Executive Committee shall appoint, by a majority vote, one of its members to fill the unexpired term of the vacated office.

- E. Removal. Notwithstanding Article II, Section 2.D., the Executive Committee may remove the Chairperson or Vice-Chairperson by majority vote. The removal of either the Chairperson or Vice-Chairperson creates a vacancy which shall be filled in accordance with Article II, Section 2.D.
- F. Duties of the Chairperson and Vice-Chairperson. The Chairperson shall, if present, preside at all meetings of the General Assembly and Executive Committee and exercise such other powers and duties as may from time to time be assigned to the Chairperson. In the absence of the Chairperson, the Vice-Chairperson shall perform all the duties of the Chairperson. In the absence of both the Chairperson and Vice-Chairperson, the General Assembly Chairperson of the Previous Year (the "Past Chairperson") shall perform the duties of the Chairperson for that only. In the absence of the Chairperson, Vice-Chairperson, and the Past Chairperson, the General Assembly or Executive Committee shall choose one of its voting members to chair the meeting for that day only.

SECTION 3. VOTING

- A. In General. Each member of the General Assembly shall have one vote.
- B. Eligibility. The Chairperson and Vice-Chairperson are eligible to vote.
- C. Quorum. The General Assembly shall act only upon a majority of a quorum. A quorum shall be the majority of the total authorized representatives of each member agency, provided that the members representing a majority of the member agencies are present.

ARTICLE III **EXECUTIVE COMMITTEE**

SECTION 1. MEMBERSHIP

The Executive Committee will be composed of the Mayor from each of the member cities and four members of the Riverside County Board of Supervisors, the remaining member of the Board of Supervisors shall serve as an alternate, except any City Council, at its discretion, can appoint a Mayor Pro Tem or other city council member in place of the Mayor.

SECTION 2. OFFICERS

- A. Officers and Duties. The officers of the Executive Committee shall be the Chairperson and Vice-Chairperson of the General Assembly. The Chairperson and Vice-Chairperson shall perform the same duties set forth in Article II.
- B. Absence. If a jurisdiction misses three consecutive meetings, said jurisdiction shall be notified of these occurrences.

SECTION 3. MEETINGS

The Executive Committee shall meet in accordance with the meeting schedule adopted by the Executive Committee, as may be revised from time to time.

SECTION 4. QUORUM

The Executive Committee shall act only upon a majority of a quorum. A quorum shall consist of a majority of the voting members of the Executive Committee.

SECTION 5. VOTING

Each member city present shall have one vote in the Executive Committee, and each County Supervisor present shall have one vote. Only authorized members present or designated alternates acting when the regular member is absent may vote.

SECTION 6. POWERS AND FUNCTIONS

- A. To prepare and recommend to the General Assembly a yearly budget for funds and distribution and to determined the estimated share of contributions from each member agency.
- B. To administer, manage, contract for, and handle the financing of the studies, projects and programs.
- C. To exercise the powers of the Joint Powers Agreement between sessions of the General Assembly.
- D. To select and employ an Executive Director who shall be the Chief Administrative Officer of WRCOG and who shall have administrative supervision over all WRCOG employees. The Executive Committee shall establish personnel rules and regulations.
- E. To appoint regular and special committees within the Executive Committee.
- F. To establish and operate a permanent office for WRCOG.
- G. To appoint advisory committees on such projects as it determines advisable.
- H. To provide for additional ex-officio, non-voting members, as deemed appropriate for the effective conduct of the business of the organization.

ARTICLE IV
OTHER COMMITTEES

SECTION 1. TECHNICAL AND ADVISORY COMMITTEE

- A. Duties. The Technical Advisory Committee (the "TAC") shall interface with WRCOG staff, review staff reports, consider staff recommendations, provide recommendations to the Executive Committee and perform such other duties as may be delegated to it.
- B. Meetings. The TAC may meet once a month or as it is deemed necessary.
- C. Membership. The TAC is comprised of an executive from the County of Riverside and the City manager from each of WRCOG's member agencies. A City Manager may appoint an alternate who is a department head of the City.
- D. Quorum. The TAC shall act only upon a majority of a quorum. A quorum shall consist of a majority of the members of the TAC.

SECTION 2. ADMINISTRATION AND FINANCE COMMITTEE

- A. Duties. The Administration and Finance Committee shall provide budget and finance overview for WRCOG in the conduct of its business and personnel issues and forward its recommendations to the Executive Committee for consideration. The Administration and Finance Committee shall have the authority: (i) to increase the WRCOG budget in any category up to fifteen percent (15%); and (ii) to authorize contracts up to \$100,000 when the contract requires execution prior to the next regularly scheduled Executive Committee meeting
- B. Meetings. The Administration and Finance Committee shall may meet once a month or as it is deemed necessary.
- C. Membership. The Administration and Finance Committee shall composed of the Executive Committee Chairperson; the Executive Committee Vice-Chairperson, the Past Executive Committee Chairperson; and four other members of the Executive Committee selected by the Executive Committee Chairperson. When selecting members of the Administration and Finance Committee, the Executive Committee Chairperson is encouraged to consider geographic balance. At least two members of the Board of Supervisors shall be members of the Committee.
- D. Quorum. The Administration and Finance Committee shall act only upon a majority of a quorum. A quorum shall consist of a majority of the members of the committee.

ARTICLE V
EXECUTIVE DIRECTOR

SECTION 1.

- A. Duties. In addition to those duties enumerated in the Joint Powers Agreement, the duties of the Executive Director are:
1. To administer all contracts.
 2. To have full charge of the administration of the business affairs of WRCOG.
 3. To exercise general supervision over all property belonging to WRCOG.
 4. To accept, on behalf of WRCOG, easements and other property rights and interests.
 5. To be responsible for the purchase of all supplies and equipment of the WRCOG.
- B. Contract. The Executive Director is authorized to contract and execute on behalf of WRCOG, contracts for supplies, equipment and materials, and consultants not to exceed \$50,000.00, provided the contract relates to purposes previously approved and budgeted by the General Assembly or Executive Committee. The Executive Director may execute contracts up to \$100,000, if approved by the Administration and Finance Committee.

ARTICLE VI
DEFINITION OF WESTERN RIVERSIDE AREA

The boundaries of WRCOG shall be defined according to the legal description attached hereto as Exhibit "A".

ARTICLE VII
AMENDMENTS

These By-Laws and any amendments thereto may be amended by the General Assembly, by majority vote. Proposed amendments shall be submitted, in writing, to members of the General Assembly not less than thirty days prior to the General Assembly meeting.

WESTERN RIVERSIDE COUNCIL OF GOVERNMENTS

LEGAL DESCRIPTION

1. **BEGINNING** at the Northeast corner of Section 1, Township 2 South, Range 2 East, San Bernardino Meridian;
2. Thence South along Range line to the Northeast corner of Section 36, T2S, R2E;
3. Thence West along the North line of said Section 36 to the North one-quarter corner thereof;
4. Thence South along the North-south center section line of said Section 36 to the Center section thereof;
5. Thence East along the East-West center section line of said Section 36 to the East one-quarter corner thereof;
6. Thence South along the East line of said Section 36 to the Northeast corner of Section 1, T3S, R2E;
7. Thence West along the North line of said Section 1 to the Northwest corner thereof;
8. Thence South along the West line of said Section 1 to the Northwest corner of Section 12, T3S, R2E;
9. Thence East along the North line of said Section 12 to the Northeast corner thereof;
10. Thence South along the East line of said Section 12 to the Southeast corner thereof;
11. Thence west along the South line of said Section 12 to the Northwest corner of Section 13, T3S, R2E;
12. Thence South along the West line of said Section 13 to the Southwest corner thereof;
13. Thence East along the South line of said Section 13 to the Southeast corner thereof;
14. Thence South along Range line to the Southwest corner of Section 18, T4S, R3E;
15. Thence East along Section lines to the Northeast corner of Section 20, T4S, R3E;
16. Thence South along the East line of said Section 20 to the Southeast corner thereof;
17. Thence West along the south line of said Section 20 to the Northwest corner of Section 29, T4S, R3E;
18. Thence South along the West line of said Section 29 to the Southwest corner thereof;
19. Thence East along the South line of said Section 29 to the Northeast corner of Section 32, T4S, R3E;
20. Thence South along the East line of said Section 32 to the Southeast corner thereof;
21. Thence West along the South line of Said Section 32 to the Northeast corner of Section 5, T5S, R3E;
22. Thence South along Section lines to the Northwest corner of Section 16, T5S, R3E;
23. Thence East along the North line of said Section 16 to the Northeast corner thereof;
24. Thence South along the East line of said Section 16 to the Northwest corner of Section 22, T5S, R3E;
25. Thence East along the North line of said Section 22 to the Northeast corner thereof;
26. Thence South along the East line of said Section 22 to the Northwest corner of Section 26, T5S, R3E;
27. Thence East along the North line of said Section 26 to the Northeast corner thereof;
28. Thence South along Section lines to the Northwest corner of Section 1, T6S, R3E;
29. Thence East along the North line of said Section 1 to Northeast corner thereof;
30. Thence South along the East line of said Section 1 to the Northwest corner of Section 6, T6S, R4E;
31. Thence East along the North line of said Section 6 to the Northeast corner thereof;
32. Thence south along the East line of Said Section 6 to the Northwest corner of Section 8, T6S, R4E;
33. Thence South along Section lines to the Southeast corner of Section 17, T6S, R4E;
34. Thence West along Section lines to the Northwest corner of Section 19, T6S, R4E;
35. Thence South along the West line of said Section 19 to the Southeast corner of Section 24, T6S, R3E;
36. Thence west along the South lines of said Sections 24 and Section 23, T6S, R3E to a point of intersection with the centerline of State Highway 74;
37. Thence Southeasterly along said centerline of State Highway 74, through its various courses, to the intersection with State Highway 371;
38. Thence Southeasterly, Westerly, and Southerly along the centerline of said State Highway 371, through its various courses, to a point of intersection West line of Section 18, T7S, R4E;
39. Thence South along Section lines to the East one-quarter corner of Section 19, T7S, R4E;
40. Thence West along the East-West Center section line of said Section 19 t the West line thereof;

WESTERN RIVERSIDE COUNCIL OF GOVERNMENTS

LEGAL DESCRIPTION

(Continued)

41. Thence South along the West line of said Section 19 to the North line of Section 30, T7S, R4E;
42. Thence East along the North line of said Section 30 to the Northwest corner of Section 29, T7S, R4E;
43. Thence South along the West line of said Section 29 to the West one-quarter corner thereof;
44. Thence East along the East-West center section line of said Section 29 to the Northeast corner of the West one-half of the East one-half of the West one-half of the South one-half of said Section 29;
45. Thence South along the East line of said West one-half of the East one-half of the West one-half of the South one-half to a point of intersection with the South line of the North 400 acres of said Section 29;
46. Thence East along said South line of the North 400 acres of Section 29 to a point of intersection with the East line of said Section 29;
47. Thence South along the East line of said Section 29 and Section 32, T7S, R4E to the North line of Section 4, T8S, R4E;
48. Thence East along said North line of Section 4 to the Northeast corner thereof;
49. Thence South along the East line of said Section 4 to the Southeast corner thereof;
50. Thence West along the South line of said Section 4 to the Northeast corner of Section 8, T8S, R4E;
51. Thence South along the West line of said Section 8 to a point of intersection with the centerline of Coyote Canyon Road, as it currently exists;
52. Thence southeasterly and southerly along the centerline of said Coyote Canyon Road, through its various courses, to a point of intersection with the East line of Section 36, T8S, R4E;
53. Thence South along said East line of Section 36 to the Southeast corner thereof, said corner being on the South boundary of the County of Riverside;
54. Thence Westerly, Northerly and Easterly along the boundary of the County of Riverside to the **Point of Beginning**.

By: _____

Date: _____



BY-LAWS
FOR
THE WESTERN RIVERSIDE COUNCIL OF GOVERNMENTS

ARTICLE I

SECTION 1.

These By-Laws are provided for the organization and administration of the Western Riverside Council of Governments which has been established under a Joint Powers Agreement. These By-Laws supplement the Agreement.

ARTICLE II

GENERAL ASSEMBLY

SECTION 1. MEETINGS

- A. The annual General Assembly shall meet in June. In addition, an annual local Government Conference may be held sometime during each fiscal year and a General Assembly social event may be held anytime as provided for in Article II, Section I. B. The locations and times of these meetings shall be determined by the Executive Committee.
- B. Special meetings of the General Assembly may be called by the Chairman or a majority of the member agencies.

SECTION 2. OFFICERS

- A. The officers of the General Assembly, elected by a majority vote thereof, shall be a Chairman and Vice-Chairman, who shall be elected annually before July of each year. To be eligible for nomination and election, said officer shall be

a member of the Executive Committee, having been so designated in accordance with Article III, Section 1.A. of these By-Laws.

- B. The Executive Committee, as defined in Article III, shall recommend nominees for Chairman and Vice-Chairman. Additional nominations may be made in the General Assembly.
- C. The Chairman and Vice-Chairman shall not be representatives of the same member governments.
- D. The Chairman of the General Assembly shall preside at all meetings of the General Assembly and Executive Committee. In the absence of the Chairman, the Vice-Chairman shall perform all the duties of the Chairman. In the absence of both the Chairman and Vice-Chairman, the General Assembly or Executive Committee shall choose one of its voting members to chair the meeting for that day only.

SECTION 3. VOTING

- A. Each member of the General Assembly shall have one vote for each Councilmember, Mayor or Supervisor present; however, the votes of each member government shall be no more than the number of voting members present.
- B. The Chairman and Vice-Chairman are eligible to vote.
- C. Except as provided in the Joint Powers Agreement or in these By-Laws, voting in the General Assembly shall be by a majority vote of those member government representatives present and voting.

SECTION 4. QUORUM

- A. A majority of the voting General Assembly membership shall constitute a quorum for the transaction of all business unless otherwise provided by the Joint Powers Agreement or these By-Laws.

ARTICLE III

EXECUTIVE COMMITTEE

SECTION 1. MEMBERSHIP

- A. There is hereby established as the administrative and management arm of the General Assembly an Executive Committee.
- B. The Executive Committee will be composed of the Mayor from each of the member cities and four members of the Riverside County Board of Supervisors, the remaining member of the Board of Supervisors shall serve as an alternate, except any City Council, at its discretion, can appoint a Mayor Pro Tem or other city council member in place of the Mayor. The Immediate Past Chairman of WR-COG shall be entitled to serve on the Executive Committee without vote for a one-year term provided he/she remains an elected official of one of WR-COG's member governments.

SECTION 2. OFFICERS

- A. The officers of the Executive Committee shall be the Chairman and Vice-Chairman of the General Assembly.
- B. The duties of the Chairman and Vice-Chairman shall be the same as prescribed by the General Assembly.

- C. If an officer misses three consecutive meetings, the office shall automatically be deemed vacant; and the Executive Committee shall appoint a replacement.

SECTION 3. MEETINGS

- A. The Executive Committee shall meet the first Monday of each month beginning at 4:00 p.m. at the Moreno Valley City Council Chamber, 23119 Cottonwood Avenue, Building B, or monthly at times and places designated by the Executive Committee at the regular meeting preceding the next scheduled meeting.

1. Notice, including an agenda and any information packet, shall be given to all member governments of the time and place of all regular meetings of the Executive Committee by mailing a written notice of the same at least ten (10) days prior to the meeting; provided, however, that failure to receive such notice shall not invalidate any proceeding of such meeting.
2. When changes are made to a General Assembly or Executive Committee agenda that has already been posted, the changes shall be noted on the official agenda displayed at WR-COG's offices for public notice. In addition, all members of the General Assembly or Executive Committee shall be notified of the changes made by telephone or written notice no less than 24 hours in advance of the meeting.

SECTION 4. QUORUM

- A. A quorum shall consist of a majority of the total authorized representatives, provided that members representing a majority of the member agencies are present.

SECTION 5. VOTING

- A. Each member city present shall have one vote in the Executive Committee, and each County Supervisor present shall have one vote (up to a maximum of four).
- B. The City Manager and/or City Administrator of each member city and the County Administrative Officer are non-voting members of the Executive Committee.
- C. Only members present or designated alternates may vote.

SECTION 6. POWERS AND FUNCTIONS

- A. To prepare and recommend to the General Assembly a yearly budget for funds and distribution and to determine the estimated share of contributions from each member government.
- B. To administer, manage, contract for, and handle the financing of the studies, projects and programs approved and adopted by the General Assembly.
- C. To review proposed Federally-funded projects within the Council area which require clearing-house review in accordance with Circular A-95.
- D. To report the findings and recommendations of all projects to the General Assembly for action.
- E. To exercise the powers of the Joint Powers Agreement between sessions of the General Assembly.
- F. To select and employ an Executive Director who shall be the Chief Administrative Officer of the Council and who shall have administrative supervision over all other employees of the Council. The Executive Committee shall establish personnel rules and regulations and shall provide for compensation of Council staff.

- G. To appoint regular and special committees within the Executive Committee.
- H. To establish and operate a permanent office for the Council of Governments upon approval of the General Assembly.
- I. The Executive Committee may also appoint advisory committees on such projects as it determines advisable.
- J. Members of advisory committees may be named from any government agency, from non-public groups, or organizations, or from the general public. Advisory committees shall meet and report as directed by the Executive Committee.

ARTICLE IV

RULES OR PROCEDURES

SECTION 1. PARLIAMENTARY AUTHORITY

- A. A policy and procedures manual for the governance of all General Assembly and Committee meetings will be adopted by WR-COG's Executive Committee and confirmed by the first General Assembly meeting following its adoption for the governance of all General Assembly and Committee meetings. Except as otherwise provided herein, or by vote of the majority of those present at General Assembly or Executive Committee meetings, that policy and procedures manual shall constitute the parliamentary authority for the Western Riverside Council of Governments.

SECTION 2. NOTICE OF GENERAL ASSEMBLY RESOLUTIONS

- A. Except resolutions of courtesy, commendations, appreciation or condolence, no General Assembly resolution expressing the opinion or policy of the Council on

any questions shall be considered by the Council, unless it has been submitted to the General Assembly membership for approval not less than three weeks prior to a general Assembly meeting. If time requirements are critical and providing good and sufficient cause is demonstrated, this notice requirement may be waived at a meeting of the General Assembly by a majority vote of those present and voting.

ARTICLE V

DEFINITION OF WESTERN RIVERSIDE AREA

SECTION 1.

- A. The Western Riverside Area is defined as all the unincorporated and incorporated area westerly of and including the City of Banning bounded by San Diego County to the south, San Bernardino County to the north and Orange County to the west.

ARTICLE VI

AMENDMENTS

SECTION 1.

- A. These By-Laws and any amendments thereto may be amended by the General Assembly, by majority vote. Proposed amendments shall be submitted, in writing, to members of the General Assembly not less than thirty days prior to the General Assembly meeting.