

CITY OF HAYWARD

KEEP HAYWARD CLEAN AND GREEN TASKFORCE

BYLAWS

ARTICLE I PURPOSE

SECTION 100. The purpose of the Keep Hayward Clean and Green Task Force is to assist City Staff in their efforts to address issues that impact community appearance by:

- A. Provide input to the Hayward City Council that support a clean and green environment;
- B. Support community improvement goals, and to help improve community appearance;
- C. Utilize education and outreach to ensure individuals, volunteer groups, businesses, and municipal resources are involved and participate in keeping the City clean and green;
- D. Create and sustain programs which will preserve the environment and enhance the visual appearance of the City of Hayward through the joint efforts of individuals, volunteer groups, businesses, and municipal resources;
- E. Improve the quality of life in the many diverse neighborhoods in the City through various clean-up activities and efforts.

ARTICLE II DUTIES, ROLES, AND RESPONSIBILITIES OF THE TASK FORCE

SECTION 200. The duty of the Task Force is to implement throughout the City of Hayward the public policy stated herein. To this end the Task Force shall, among other things:

1. Review and study problems and applicable needs of the community.
2. Conduct 10 community resource and clean-up events a year in order to educate residents on how to keep clean and green by:
 - a. Accessing City ran programs for rebates, assistance, and incentives.
 - b. Neighborhood Partnership collaboration.
 - c. Utilization of Access Hayward and other blight and graffiti reporting techniques.
3. Collect data from Monthly Clean-Ups using a measurement (i.e. cubic yards) which is consistent with City standards and turn data into City Staff for processing no later than the Friday following the Monthly Clean-Up.

ARTICLE III
MEMBERSHIP

SECTION 300. The membership of the Task Force shall consist of twenty (20) members as appointed by the City Council.

SECTION 301. As in accordance with City Charter Section 900, in order to be eligible for appointment to the Task Force a person shall be a qualified elector of the incorporated area of the City of Hayward.

SECTION 302. Task Force members shall serve in accordance with Article III, but not in the event of any vacancy by reason of resignation, the Chairperson shall immediately notify the appointing authority to make a reappointment in accordance with the aforementioned policy to fill vacancy.

SECTION 303. As in accordance with City Charter Section 905, members shall serve without compensation, but may receive reimbursement for necessary traveling and other expenses incurred on official duty when such expenditures have received authorization by the Task Force and the overarching budget for such.

SECTION 304. Before members can participate as voting members of their respective bodies, they must take the Oath of Office as required by law. The City Clerk or designee, administers the Oath of Office to appointed members.

ARTICLE IV
TERM

SECTION 400. The Charter of the City of Hayward does not apply to the term of office for members of the Keep Hayward Clean and Green Task Force because the Task Force is not a board, commission, or committee as contemplated by the Charter.

SECTION 401. Members shall be required to attend no less than seventy-five percent of all regular activities, including but may not be limited to; meetings, special events and clean-ups, held by the Task Force.

SECTION 402. The mention of “regular activities” in City Resolution 87-323 C. S. shall include “Monthly Clean-Up Events, special events and regular meetings” for KHCG Task Force members.

1. Members of boards or commissions shall be required to attend not less than 75% of all regular meetings held;
2. Attendance records will be reviewed by the City Council in June of each year based on the previous 12-month period (June 1 through May 31), except for appointments effective July 1st or thereafter;
3. The City Council will remove or not reappoint any Task Force member who has failed to attend at least 75% of all regular meetings held during the 12-month period noted in paragraph (4) above, unless, upon the appeal of a Task Force member that is filed within seven (7) days of notification that such attendance requirement has not been met, the City Council determines that a lesser attendance record is the result of unusual and excusable circumstances.
4. Examples of unusual and excusable circumstances that may, but need not, result in retention of a board or commission member include a comparatively infrequent meeting schedule of the board or commission upon which the member serves over the 12-month period; absences that result from the member’s attendance at other City-sponsored or City-endorsed functions that conflict

with a board or commission meeting time; and the illness or injury of a family member that required the absence of the board or commission member from the City. In all cases in which the City Council considers the appeal of a board or commission member under this paragraph, the Council shall take into account the attendance of the board and commission member for the entire period that the member has served on City boards and commissions and the likelihood that the member's current year attendance will meet the 75% attendance standard in the future.

ARTICLE V ATTENDANCE

SECTION 500. KHCG Attendance Policy Process:

1. Attendance records will be maintained by KHCG Task Force City Staff.
2. Members requesting to be excused from Task Force Meetings or Monthly Clean-Up Events must notify the Task Force Chair and Task Force City Staff prior to the meeting or event.
3. Attendance standards imply members will be on time for all activities including but not limited to: meetings (currently 7PM) and clean-up events (currently 8AM).
4. The Task Force Staff will excuse members based on the "unusual and excusable circumstances" noted in City Resolution 87-323 C. S.
5. Task Force attendance will be reviewed every four months of the fiscal year; October 30th, February 29th (28th), June 30th. (See example, Attachment 1)
6. Members below 75% attendance (regular meetings and Monthly Clean-Up Events combined) or members that have missed three consecutive meetings will be sent a letter from the City Clerk's Office reaffirming the attendance policy.
7. Failure to maintain attendance standards by the next review will result the member's position being declared vacant by the City Council.

ARTICLE VI OFFICERS – ELECTIONS & TERMS

SECTION 600. The officers of the Keep Hayward Clean and Green Task Force shall be a Chairperson and Two (2) Vice-Chairpersons.

SECTION 601. All elected officers shall serve a term of two (2) years beginning January 1 and continuing until their successors have been elected. Officers are eligible to succeed themselves only for one additional term of office, totaling four years.

SECTION 602. Officers shall be nominated by a majority vote of the Task Force members.

ARTICLE VII
DUTIES OF OFFICERS

SECTION 700. The Chairperson shall preside at all meetings of the Task Force and is eligible to vote on all matters coming before the Task Force. The Chairperson shall appoint all ad-hoc committees and clean-up staff. The Chairperson shall have the responsibility of conducting all meetings in an orderly manner. It is also the responsibility of the Chairperson to turn all clean-up data into City Staff no later than the Friday following the clean-up.

SECTION 701. The first Vice-Chairperson shall preside over the Adopt-a-Block program and, with approval from the Chair, appoint all Adopt-a-Block coordinators. The first Vice-Chairperson shall work with City staff to maintain the program and gather data to provide quarterly program updates to the Task Force. The first Vice-Chairperson also shall perform all the duties and assume all the responsibilities of the Chairperson if absent. Additional duties, activities, and events may be assigned by the Chair.

SECTION 702. The second Vice-Chairperson shall preside over the ad-hoc committees and handle all correspondence between the ad-hoc committees and City staff. The second Vice-Chairperson will provide additional clerical support to the Chairperson including helping to process clean-up data and turning it into City staff. In the case that both the Chairperson and first Vice-Chairperson are absent; the second Vice Chairperson shall perform all the duties and assume all the responsibilities of the Chairperson. Additional duties, activities, and events (i.e. Annual Garage Sale, Make A Difference Day and/or Beautification Project(s)) may be assigned by the Chair.

ARTICLE VIII
STAFF LIAISON AND STAFF SUPPORT

SECTION 800. The Director of Maintenance Services shall serve as a staff liaison to the Task Force or their respective designees.

SECTION 801. Staff support is available to and assigned as liaisons to the Task Force. The staff liaison is responsible for:

1. Creating meeting schedules
2. Preparing meeting agendas and reports
3. Notifying the City Clerk of attendance problems, resignations, and member's change of contact information.
4. Updating bylaws by working with members and City Attorney and sending the original to the City Clerk after formal adoption by board or commission.
5. Other duties as assigned by the Director of Maintenance Services Department or designee.

SECTION 802. Staff will advise the Task Force of all matters and provide administrative support and other functions as required.

SECTION 803. All documents will be distributed through City staff to ensure that all members have the same information. In the event that a Task Force member wants to share information with other Task Force members, the information shall be given to the staff liaison for timely distribution to the entire Task Force.