LA COUNTY LGBTQ+ COMMISSION

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BYLAWS OF THE LOS ANGELES COUNTY LGBTQ+ COMMISSION

Amended and Approved 11/13/2026

CHAPTER 1. GENERAL PROVISIONS

SECTION 1. Applicability. These bylaws shall apply to the Los Angeles County LGBTQ+ Commission ("Commission") and are adopted pursuant to the authority vested to the Commission by motion of the Los Angeles County Board of Supervisors (the "Board") adopted on June 6, 2023, and as outlined in Chapter 3.55 of the Los Angeles County Code (the "Ordinance").

SECTION 2. Amending the Bylaws. Any bylaw may be amended, repealed, or adopted by a two-thirds vote of the Commissioner members present, provided, however, such action shall not affect any matter pending before the Commission. A matter pending is defined as any matter on the Commission's agenda at the time action to amend the bylaws is taken. An amendment, repeal, or adoption of any bylaw cannot conflict with the standards governing the conduct of the Commission as prescribed in Chapter 3.55 of the Los Angeles County Code or otherwise prescribed by law.

SECTION 3. Suspending the Bylaws. Except as provided otherwise herein, any bylaw may be temporarily suspended by a two-thirds vote. A temporary suspension of any bylaw cannot conflict with the standards governing the conduct of the Commission as prescribed in Chapter 3.55 of the Los Angeles County Code or otherwise prescribed by law.

SECTION 4. Robert's Rules. The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Commission in all cases to which they are applicable and in which they are not inconsistent with these bylaws or any federal, State, and local laws. Failure to follow the parliamentary rules of procedures as prescribed in Robert's Rules of Order Newly Revised shall not invalidate any action taken by the Commission.

CHAPTER 2. MEETINGS

SECTION 1. Conduct of Meetings. All meetings of the Commission shall be called and conducted, and an agenda posted, in accordance with the Ralph M. Brown Act, as applicable, Government Code section 54950 et seq., as it now exists or may hereafter be amended.

SECTION 2. Regular Meeting Time and Location. At its first meeting, the Commission shall adopt a regular meeting schedule no later than December 31, of each year, in the manner provided by State law. Meetings may be rescheduled, relocated, or cancelled by the Chair, and the Commission may adopt an

alternate schedule, in accordance with State law, which schedule shall be posted on the Commission's website and electronically distributed to the public via the Commission's mailing list.

To increase public participation, and for the benefit of the public, the Commission may, but is not required to, provide additional locations for members of the public at which they can observe or address the body by electronic means under section 54953(b)(1) of the Government Code.

SECTION 3. Special Meetings. Special meetings of the Commission may be called in the manner provided by State law.

SECTION 4. Annual Meeting. The Commission shall hold an annual organizational meeting at a regular meeting no later than December of each year to elect the new officers for the following calendar year.

SECTION 5. Quorum. A majority of the Commission constitutes a quorum for the transaction of business. Non-voting members shall not be considered for purposes of determining a quorum. The abstention or recusal of a member who is nonetheless present for discussion and voting on an item shall not affect the presence of a quorum, unless otherwise provided by law.

SECTION 6. Absence of Quorum. In the absence of a quorum, the Commission members present may adjourn any regular, adjourned regular, special, or adjourned special meeting to a time and place specified in the order of adjournment. If all Commission members are absent, the Executive Director or Commission staff may adjourn the meeting to a stated time and place in accordance with section 54955 of the Government Code.

SECTION 7. Agenda Items. Items and motions may be placed on the Commission agenda by Commission members or by the Executive Director.

CHAPTER 3. DEBATE AND VOTING

SECTION 1. Motions and Seconds. Each motion made by any Commission member shall require a second. Motions and seconds may be made by any Commission member.

SECTION 2. Friendly Amendments and Unanimous Consent. A "friendly amendment" is intended to improve a motion, which amendment must be open to debate and formally voted on, such that before the motion is stated by the Chair, the motion belongs to its author and the author can withdraw or modify the motion without asking the consent of anyone. However, in cases where an amendment is made and there is no opposition, formality may be saved by unanimous consent, such that the Chair may adopt a motion without the steps of stating the question and putting the motion to a formal vote.

SECTION 3. Majority Vote. Acts of the Commission shall be valid and binding with a majority vote, or as otherwise required by other applicable federal, State, and local laws.

SECTION 4. Roll Call and Order of Roll Call. Except when required by law, a majority vote is required for the taking of a vote by roll call. Each roll call of the Commission shall be in alphabetical order, except that the Chair shall be called last.

CHAPTER 4. OFFICERS

SECTION 1. Officers. The Commission shall be presided over by a Chair, a Vice Chair, and a Second Vice Chair, to be elected by the Commission members. Should the Chair, Vice Chair, or Second Vice Chair have an appointed alternate, the alternate may not preside over the Commission meetings, in the absence of the Chair, Vice Chair, or Second Vice Chair.

SECTION 2. Election of Officers. The members shall elect the Chair, Vice Chair, and Second Vice Chair, by a majority vote, by December 31st of each year, for the following calendar year (January 1 through December 31). Nominations for Chair, Vice Chair, and Second Vice Chair should be made at the Commission meeting prior to the meeting whereby a vote for officers will be held. Commission members may nominate themselves or others. The agenda for the meeting shall list those Commission members who have accepted nominations for the position(s) of Chair, Vice Chair, and Second Vice Chair. A member elected as Chair, Vice Chair, or Second Vice Chair serves until the end of the next calendar year (December 31), and at the conclusion of the term, may be re-elected by a majority. The Chair may only serve for two (2) full consecutive terms.

SECTION 3. Officer Vacancies. In the event of a vacancy in the office of the Chair, the Vice Chair shall serve as Chair for the remainder of the term. If the Vice Chair is unable to serve, the Second Vice Chair shall serve as Chair for the remainder of the year. If the Second Vice Chair is unable to serve as Chair, the members of the Commission shall elect, by majority vote, another member of the Commission to serve as Chair until the end of the term. In the event of a vacancy in the office of Vice Chair, the members of the Commission shall elect, by majority vote, another member of the Commission to serve as Vice Chair until the end of the term. In the event of a vacancy in the office of Second Vice Chair, the members of the Commission shall elect, by majority vote, another member of the Commission to serve as Second Vice Chair until the end of the term.

SECTION 4. Duties of the Chair. The Chair shall preside at all meetings of the Commission and shall conduct the business of the Commission in accordance with these bylaws. The Chair shall preserve order and decorum and shall decide all questions of order subject to the action of the majority. Additionally, the Chair shall:

a) Lead all regular Commission meetings in accordance with these bylaws.

b) Notify the Executive Director, Vice Chair and Second Vice Chair of any excused or unexcused meeting absences.

c) Work with the Executive Director to schedule Commission meetings and adhere to all notification requirements of the Brown Act.

d) Work with the Executive Director to set Commission meeting agendas that are relevant to the Commission's responsibilities as outlined in the Ordinance.

e) Work to create an orderly, respectful and safe place for discussion, learning, and growth.

f) Encourage the active participation of all Commission members.

g) Speak on behalf of the Commission in a way that fairly and accurately represents the Commission's positions; when speaking on behalf of the Commission, refrain from stating personal positions that are different from the positions of the Commission.

h) Represent the Commission, or designate a Commission member or the Executive Director, to represent the Commission in external activities, such as workgroups, conferences, and meetings, in a manner that is consistent with the positions of the Commission, guidelines, and these bylaws.

i) Be familiar with and follow these bylaws, the Ordinance, and Commission procedures.

j) Work to promote collaboration with County Departments, County Commissions, and other committees on issues that are within the scope of the Commission's jurisdiction.

k) In collaboration with the Executive Director, meet with Commission members if problems arise regarding Commission member conduct, attendance, or compliance with these Bylaws.

l) Leadership and collective authority: The Chair and Executive Director shall carry out their respective leadership and administrative functions consistent with the establishing ordinance and applicable County policies. Statements, endorsements, or actions represented as positions of the full Commission shall require a majority vote of the Commission.

SECTION 5. Duties of Vice Chair. In the absence, or inability to act, of the Chair at a Commission meeting, the Vice Chair shall preside at the meeting and conduct the business of the Commission in accordance with the same rules and regulations prescribed to the Chair.

SECTION 6. Duties of Second Vice Chair. In the absence, or inability to act, of the Chair and Vice Chair at a Commission meeting, the Second Vice Chair shall preside at the meeting and conduct the business of the Commission in accordance with the same rules and regulations prescribed to the Chair.

SECTION 7. Succession of Duties. If the Chair is absent, then the Vice Chair shall assume the duties of the Chair and the Second Vice Chair shall assume the duties of the Vice Chair. If the Chair, Vice Chair, and the Second Vice Chair are absent, then the members of the Commission present may select a Chair Pro Tem by majority vote. No alternate member shall serve as the Chair; however, an alternate member may cast a vote for the selection of a Chair, but only if the regular member cannot attend the meeting.

CHAPTER 5. DUTIES OF COMMISSION MEMBERS

SECTION 1. Commission Members. As used in these bylaws, the term "Commission member" shall mean any person who is a current appointee to the Commission pursuant to the Ordinance. Commission members are appointed by the Board of Supervisors as full members and are expected to execute on the duties and responsibilities outlined in the Ordinance and outlined in these Bylaws.

SECTION 2. Attendance. Commission members shall attend all Commission meetings and meetings of any subcommittees on which they serve. Commission members are expected to arrive on time and be prepared for the meetings and must notify the Chair and/or the Executive Director if they are unable to attend a meeting or unable to arrive on time. The Board of Supervisors shall be notified of Commission member attendance on a quarterly basis.

a) **Attendance accountability**: Attendance records shall be maintained and communicated consistently. Before a formal recommendation concerning a members' continued service is submitted in the Commission's name, the affected member should receive notice of the attendance concerns and a reasonable opportunity to respond to the extent permitted by applicable law and County policy. Routine attendance reporting is distinct from a formal recommendation for removal.

Section 3: Commission Member Responsibilities. Commission members shall:

a) Attend, actively, and meaningfully participate in all regular Commission meetings. Meaningful participation: Commission members may contribute through meeting deliberations, subcommittee service, research, policy analysis, review of Commission materials, community engagement, and sharing professional expertise or lived experience. Meaningful participation shall not be measured solely by the number of committee assignments or administrative tasks undertaken. This provision does not alter applicable attendance requirements.

b) Miss no more than 25% of all regular Commission meetings per year. The Commission expects to meet monthly, 12 times a year; 25% of meetings would be three (3) meetings per year.

c) Adhere to Section 2 of this Chapter.

d) Bring matters and/or issues of interest to the Commission with the attention of the Chair, Vice Chair, Second Vice Chair, Executive Director and/or to the Commission.

e) Individual engagement versus official representation: Members may identify their Commission membership, share accurate publicly available information about Commission activities and adopted positions, and participate in community or governmental discussions in an individual capacity, subject to applicable County policies. Members shall distinguish individual opinions from official Commission positions. A majority vote of the Commission remains required to speak formally on behalf of the Commission, issue official endorsements or recommendations in its name, or commit the Commission to action.

f) When authorized to speak on behalf of the Commission, fairly and accurately represent the Commission's positions; refrain from stating personal positions that are different from the positions of the Commission as a whole.

g) Receive explicit approval from the Executive Director prior to using the Commission's letterhead or logo.

h) Follow the Commissioner Code of Conduct set forth in these bylaws.

i) Be willing to learn and be passionate about improving the systems impacting LGBTQ+ people.

j) Recognize there is no place in our deliberations for racist, sexist, homophobic, transphobic, or other discriminatory statements. There is no place for "-ism's," ableism and ageism. Commission members have an obligation to respectfully call out any comments that reflect these types of sentiments or underlying messages.

Section 4: Commissioner Code of Conduct. All Commission members are expected to adhere to the Commission's Code of Conduct at all Commission events and when representing the Commission at any event. These conduct expectations are based on ethical principles of honesty, integrity, respect, and accountability. All Commission members shall:

a) Approach all interactions with compassion, respect, and transparency.

b) Respect each other's time by arriving on time to meetings and remaining present during meetings.

c) Listen with intent, avoid interrupting others, and elevate each other's voices.

d) Encourage everyone to bring forth ideas for discussion, community planning, and consensus.

e) Focus on the issue, not the person raising the issue, during challenging discussions.

f) Be flexible, open-minded, and solutions focused.

g) Give and accept respectful and constructive feedback.

h) Keep all issues on the table (no "hidden agendas"), avoid monopolizing discussions and minimize side conversations.

i) Give ourselves and other Commission members permission to learn from mistakes while committing to preventing the same mistake from happening more than once.

j) Respectful dissent: Good-faith disagreement, constructive criticism, minority viewpoints, and respectful challenges to Commission proposals, procedures, or leadership decisions do not, by themselves, constitute misconduct. Conduct expectations shall be applied consistently and based on identifiable behavior.

SECTION 6. Participation and Public Input. Commission members are expected to actively participate in Commission discussions and provide their input and expertise. Commission members should also strive to seek input from the communities they represent and share those viewpoints with the Commission as appropriate.

CHAPTER 6. SUBCOMMITTEES

Section 1. Authority to Establish. The Commission may establish subcommittees, either standing or ad hoc, as necessary to carry out its work in accordance with Chapter 3.55 of the Los Angeles County Code, and in the manner prescribed under section 54952(b) of the Government Code.

Membership of a subcommittee will not constitute a quorum of the full Commission and interested members shall be appointed by the Chair, barring a quorum being reached. An alternate may participate

in a subcommittee, but only if the Commission member for whom the alternate was appointed cannot attend. Should an alternate participate in a subcommittee meeting, the alternate may not preside.

At no time will subcommittees, either standing or ad hoc, be allowed to convene and proceed as a subcommittee when less than a majority of Commission members, appointed to the subcommittee, are present.

Section 2. Subcommittee Actions. No action may be taken by a subcommittee including, but not limited to, making recommendations to the full Commission, except by a majority vote.

CHAPTER 7. PUBLIC PARTICIPATION

SECTION 1. Public Comment. Members of the public may address the Commission on a particular agenda item and during the general public comment section of the agenda by submitting a written request to the Executive Director or Commission staff. A person requesting to address the Commission will be allowed a total of two (2) minutes per item, including general public comment. A person giving public comment in a language other than English will be allowed double the amount of time to account for translation unless the person receives simultaneous translation services. The Chair may exercise discretion, subject to action by a majority, and choose to limit or expand public comment as necessary to ensure the Commission's ability to conduct its business in a reasonably efficient manner.

SECTION 2. Code of Conduct. Members of the public in attendance at Commission meetings must conduct themselves in accordance with the following Code of Conduct:

a) Speakers must cease speaking immediately when their time has ended;

b) Public comment on the agenda items must relate to the subject matter of that item;

c) General public comment is limited to subjects within the jurisdiction of the Commission;

d) Public comment does not include the right to engage in a dialogue with Commission members, the Executive Director nor Commission staff; members of the public shall remain respectful of the forum, and refrain from uttering, writing, or displaying profane, personal, threatening, derogatory, demeaning, or other abusive statements toward the Commission, any member thereof, staff, or any other person;

e) Members of the audience should be respectful of the views expressed by speakers, the Executive Director, Commission staff, and Commission members and refrain from clapping, cheering, whistling, or otherwise disrupting the orderly conduct of the meeting;

f) Any person engaging in conduct that disrupts the meeting is subject to being removed from the Commission meeting as described in Section 4, below; and

g) If anyone witnesses conduct or behavior by other members of the public that disrupts their ability to remain engaged or participate in the Commission meetings, please notify staff.

SECTION 3. Signs. Any member of the public who brings signs, posters, or other large objects to Commission meetings must not block the view of other public members of the audience and may be asked to relocate as necessary.

SECTION 4. Disruptive Conduct; Removal from Meeting Room; Clearing the Room. In accordance with Government Code section 54957.95, at the discretion of the Chair or upon majority vote, the Chair may order the removal of any individual who is willfully disrupting the meeting so as to render the orderly conduct of such meeting unfeasible. Prior to removing an individual, the Chair must warn the individual that their behavior is disrupting the meeting and that the failure to cease their behavior may result in removal. The Chair may then remove the individual if the individual fails to promptly cease the disruptive behavior. No warning is necessary if the subject behavior constitutes use of force or a true threat of force.

Under Government Code section 54957.9, if any meeting is willfully interrupted by a group or groups of persons rendering the orderly conduct of such meeting unfeasible and order cannot be restored by the removal of individuals who are willfully interrupting the meeting, it may be ordered that the meeting room be cleared and the meeting can continue in session. Representatives of the press or any news media, except those participating in the disturbance, must be allowed to attend any session held pursuant to this section. Nothing shall prohibit the Commission from establishing a procedure for readmitting an individual or individuals not responsible for willfully disturbing the orderly conduct of the meeting.

Disruptive conduct includes, but is not limited to, any of the following acts:

a) Disorderly, contemptuous or insolent behavior toward the Commission or any member thereof, actually disrupting the due and orderly course of a meeting;

b) A breach of the peace, boisterous conduct, including the utterance of loud, threatening or abusive language, whistling, stamping of feet, or violent disturbance, actually disrupting the due and orderly court of a meeting;

c) Disobedience of any lawful order of the Chair, which shall include an order to be seated or to refrain from addressing the Commission actually disrupting the due and orderly course of a meeting; and

d) Any other conduct that actually disrupts the due and orderly course of a meeting.