

# BYLAWS OF THE LOS ANGELES COUNTY BLUE RIBBON COMMISSION ON PUBLIC SAFETY

## CHAPTER 1. GENERAL PROVISIONS

**SECTION 1. Applicability.** These rules shall apply to the Blue Ribbon Commission On Public Safety and are adopted pursuant to the authority vested in the Commission by Government Code Section 25207 and the Los Angeles County Commission Manual.

**SECTION 2. Amending the Bylaws.** Any rule contained herein may be amended, repealed, or adopted at any time by a two-thirds vote of the Commission, provided, however, such action shall not affect any pending matter.

**SECTION 3. Suspending the Bylaws.** Any rule contained herein may be temporarily suspended by unanimous consent of the Commission.

**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 and any applicable federal, State and local laws, including but not limited to, the Ralph M. Brown Act. 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 5. Regular Meeting Time and Location.** The regular meetings of the Blue Ribbon Commission On Public Safety shall be held on the fourth Wednesday of each and every month, commencing at the hour of 1:30 P.M., at a location to be announced in advance of each meeting, unless (a) rescheduled by the Chairperson or Co-Chairperson or (b) the Commission adopts an alternate schedule, which schedule shall be posted on the Commission's website and in accordance with applicable State law. If any regular meeting falls upon a holiday, the regular meeting of the Commission shall be cancelled.

**SECTION 6. Special Meetings.** Special meetings of the Commission may be called by the Chairperson or Co-Chairperson in the manner provided by State law. The agenda for the special meeting shall specify the time and place of the meeting and the business to be transacted at such meeting, and no other business shall be considered at that meeting. The Executive Director shall provide notice of special meetings to all members of the Commission and the public as required by State law.

**SECTION 7. Tele/Video Conferencing.** To the extent considered by this Commission, tele/video Conferencing will be permitted by the Commission so long as it complies with State law and regulations.

**SECTION 8. Quorum.** A majority of the total membership of the Commission constitutes a quorum for the transaction of business. No act of the Commission shall be valid or binding unless a majority of all the members are present. 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.

**SECTION 9. Quorum to Vote.** No actions by the Commission shall be valid or binding unless a majority of all the members present and voting concurs therewith. However, in cases where the Commission is making official recommendations or findings within its subject-matter jurisdiction, a majority vote by the total seated membership of the Commission is required to act.

**SECTION 10. Absence of Quorum.** In the absence of a quorum, the members present shall adjourn the meeting until the same hour on the next succeeding day, to the next regularly scheduled Commission meeting date, or to a time and place specified in the order of adjournment. If all members are absent, Commission staff may adjourn the meeting to a stated time and place in accordance with Section 54955 of the Government Code.

### **CHAPTER 3. DEBATE AND VOTING**

**SECTION 11. Motions and Seconds.** Each motion made by any member of the Commission shall require a second. Motions and seconds may be made by any member of the Commission, including the Chair.

**SECTION 12. Commission Debate.** When any member is about to speak, the member shall address the Chairperson, and when two or more members address the Chairperson at the same time, the Chairperson shall name the member who is first to speak; and the speaker shall continue remarks to the topic under debate or discussion and shall avoid personalities.

**SECTION 13. Roll Call.** The roll need not be called in voting upon a motion except when requested by a member, or required by law. If roll is not called, in the absence of an objection, the Chairperson may order the motion unanimously approved. When the roll is called on any motion, any member present who does not vote in an audible voice shall be recorded as "aye." State law requires a roll call vote when members are participating by telephone or videoconference.

**SECTION 14. Order of Roll Call.** Each roll call of the Commission shall be in alphabetical order, except that the Chairperson shall be called last.

## **CHAPTER 4. OFFICERS**

**SECTION 15. Officers.** The Commission shall be presided over by a Chairperson, and Co-Chairperson, as elected by majority vote of the membership of the Commission pursuant to the August 15, 2017 Board of Supervisors' Motion.

**SECTION 16. Election of Officers.** The Chairperson Stephen Larson and Co-Chairperson Troy Vaughn were properly elected on October 30, 2017, and will serve for the duration of the Commission's term.

**SECTION 17. Vacancies.** In the event of a vacancy in the office of the Chairperson, the Co-Chairperson shall serve as Chairperson for the remainder of the term. If the Co-Chairperson is unable to serve, the members of the Commission shall elect, by majority vote, another member of the Commission to serve as Chairperson until the end of the term.

In the event of a vacancy in the office of Co-Chairperson, the members of the Commission shall elect, by majority vote, another member of the Commission to serve as Co-Chairperson until the end of the term.

**SECTION 18. Duties of Chairperson.** The Chairperson shall preside at all meetings of the Commission and shall conduct the business of the Commission in accordance with the these bylaws, *Robert's Rules of Order Newly Revised*, and all applicable State and Federal law. The Chairperson shall preserve order and decorum and shall decide all questions of order subject to the action of the majority of the Commission.

**SECTION 19. Duties of Co-Chairperson.** In the absence, or inability to act, of the Chairperson at a Commission meeting, the Co-Chairperson shall preside at the meeting and conduct the business of the Commission in accordance with the same rules and regulations prescribed to the Chairperson. If both the Chairperson and the Co-Chairperson are absent from a meeting, the members of the Commission present may select a Chair Pro Tem by a majority vote.

**SECTION 20. Staff.** The Countywide Criminal Justice Coordination Committee will staff the Commission and shall attend each meeting of the Commission and maintain a record as well as minutes of all proceedings thereof as required by law.

**SECTION 21. Proxy/Commission Alternates.** Members of the Commission appointed as organizational representatives may submit the name of one (1) additional person to act as an alternate member in situations where the primary organizational representative cannot attend. The name of the alternate must be submitted to the Chairperson and staff prior to the regular member's absence. No person other than the previously named alternate may substitute in and act as a Commission member.

Selected alternates are responsible to follow all local policies, State and federal laws and procedure the same as all other Commission members regardless of the designation as an alternate or proxy.

Commission members specifically named and individually appointed by the Board of Supervisors may not appoint an alternate or proxy based on State law.

Commission members must be present in person, or by tele/video conference in accordance with applicable State law in order to cast a vote. Members may not instruct another member to cast a specific vote on their behalf.

## **CHAPTER 5. SUBCOMMITTEES**

**SECTION 22. Subcommittees.** The Commission may, by majority vote, establish subcommittees, either standing or ad-hoc, as necessary to carry out its work. The membership of a subcommittee shall never exceed a quorum of the full Commission, and members will be appointed by the Chairperson and Co-Chairperson unless this rule is suspended by a two-thirds vote prior to appointment, and the Commission as a whole votes to enact a different appointment process.

Subcommittees may not act on behalf of the full Commission, but rather must submit any findings or recommendations in writing. Upon submission, the conclusions of the subcommittee may be considered for action by the full Commission.

To the extent possible, the Commission shall designate avenues for public participation in subcommittee meetings.

## **CHAPTER 6. PUBLIC PARTICIPATION**

**SECTION 23. Public Comment.** Members of the public may address the Commission on a particular agenda item or during public comment by submitting a written request to Commission staff. A person requesting to address the Commission will be allowed a total of two (2) minutes per item. The Chairperson may, in his or her sole discretion, subject to action by a majority of the Commission, choose to limit or expand public testimony as necessary to ensure the Commission's ability to conduct its business in a reasonably efficient manner.