

# BYLAWS OF THE LOS ANGELES COUNTY YOUTH CLIMATE COMMISSION

## **CHAPTER 1. GENERAL PROVISIONS**

**SECTION 1. Applicability.** These rules shall apply to the Los Angeles County Youth Climate Commission (Commission) and are adopted pursuant to Title 3 – Advisory Commissions and Committees of the Los Angeles County Code, Chapter 3.65, Youth Climate Commission.

**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 Amending the Bylaws.** Any rule contained herein may be amended, repealed, or adopted at any time by a two-thirds vote of the Commission, provided, however, such action shall comply with law and shall not affect any pending matter.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 Commission shall be held quarterly, at a time and location to be posted on the Los Angeles County Chief Sustainability Office website in advance of each meeting in accordance with applicable State law. The Chair or Vice-Chair may cancel and reschedule meetings provided they post changes of meeting times and locations in advance as required by 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 Chair or Vice-Chair 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 Chair, Vice-Chair or their administrative support staff shall provide notice of special meetings to all Commissioners and the public as required by State law.

**SECTION 7. Tele/Video Conferencing.** 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 number of appointed Commissioners constitutes a quorum for the transaction of business. No act of the Commission shall be valid or binding unless a majority of all the Commissioners are present. The abstention or recusal of a Commissioner 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 Commissioners 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 membership of the Commission is required.

**SECTION 10. Absence of Quorum.** In the absence of a quorum, the Commissioners 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 Commissioners are absent, designated personnel who provide administrative support to the Commission may adjourn the meeting to a stated time and place in accordance with Section 54955 of the Government Code.

**SECTION 11. Attendance.** It shall be the duty of all members to attend all meetings of the Commission and meetings of any subcommittees of which they are members. Commissioners must notify the Chair when they are unable to attend a meeting. If a Commissioner fails to attend two or more Regular or Special meetings of the Commission over a 12-month period, their absences will be reported to the Supervisor's Office that appointed that Commissioner and the Commissioner will be informed of such correspondence.

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

**SECTION 12. Motions and Seconds.** Each motion made by any Commissioner shall require a second. Any Commissioner, including the Chair, may make motions and seconds.

**SECTION 13. Commission Debate.** When any Commissioner is about to speak, the Commissioner shall address the Chair, and when two or more Commissioners address the Chair at the same time, the Chair shall name the Commissioner who is to speak first.

**SECTION 14. Roll Call.** The roll need not be called in voting upon a motion except when requested by a Commissioner, or required by law. If roll is not called, in the absence of an objection, the Chair may order the motion unanimously approved. When the roll is called on any motion, any Commissioner present who does not vote in an audible voice shall be recorded as "aye." State law requires a roll call vote

when Commissioners are participating by telephone or videoconference.

**SECTION 15. Order of 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 16. Officers.** The Commission shall be presided over by a Chair, and Vice-Chair, as elected by majority vote of the membership of the Commission.

**SECTION 17. Election of Officers.** Commissioners may nominate themselves or others for officer positions. A Commissioner elected to serve as Chair or Vice-Chair shall serve for one 12-month term, and at the conclusion of their term, may be re-elected by a majority of the Commissioners present. A Chair or Vice-Chair may only serve for two full consecutive terms.

**SECTION 18. 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 Commissioners present shall elect, by majority vote, another Commissioner to serve as Chair until the end of the term.

In the event of a vacancy in the office of Vice-Chair, the Commissioners present shall elect, by majority vote, another Commissioner to serve as Vice-Chair until the end of the term.

**SECTION 19. Duties of Chair.** The Chair shall preside at all meetings of the Commission and shall conduct the business of the Commission in accordance with these bylaws, *Robert's Rules of Order Newly Revised*, and all applicable State and federal law. The Chair shall preserve order and decorum and shall decide all questions of order subject to the action of the majority of the Commission.

**SECTION 20. 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. If both the Chair and the Vice-Chair are absent from a meeting, the Commissioners present may select a Chair Pro Tem by a majority vote to preside at the meeting.

**SECTION 21. Removal.** If the Chair or Vice-Chair does not attend two or more meetings or is unresponsive over the tenure of a month, the Commission may elect to remove the Officer from their position and hold a new election.

Commissioners holding positions as Chair of standing and/or Ad hoc committees may be removed for missing three or more meetings of the standing or Ad hoc committees or being unresponsive over the tenure of a month.

**SECTION 22. Staff.** The Executive Office of the Board shall provide administrative support at each meeting of the Commission and maintain a record

as well as minutes of all proceedings thereof as required by law.

**SECTION 23. Voting.** Commissioners must be present in person or by tele/video conference in accordance with applicable State law in order to cast a vote. Commissioners may not instruct another Commissioner, or any other person, to cast a specific vote on their behalf.

## **CHAPTER 5. SUBCOMMITTEES**

**SECTION 24. Subcommittees.** The Commission may, by majority vote, establish subcommittees, as necessary, to carry out its work. Subcommittee members will be appointed by the Chair and Vice-Chair. Subcommittees may not act on behalf of the full Commission, but rather must submit any findings or recommendations to the Commission in writing. Upon submission, the full Commission may consider the conclusions of the subcommittee for action. Where applicable, all subcommittees must comply with the Brown Act.

## **CHAPTER 6. PUBLIC PARTICIPATION**

**SECTION 25. Public Comment.** Members of the public may address the Commission on a particular agenda item or during public comment periods 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 Chair may, in their 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.