



COMMISSION ON HUMAN RELATIONS LOS ANGELES COUNTY

"Enriching lives through effective and caring service"

BYLAWS/RULES OF PROCEDURE OF THE COUNTY COMMISSION ON HUMAN RELATIONS

(Revised June 20, 2005; June 4, 2012)

ARTICLE I - NAME

The Commission shall be known as THE COMMISSION ON HUMAN RELATIONS OF THE COUNTY OF LOS ANGELES. As used in these Rules of Procedure the word "Commission" refers to the Commission on Human Relations of the County of Los Angeles.

ARTICLE II - LEGAL AUTHORITY

The Commission on Human Relations was authorized by Article XXIX added to the Ordinance No. 4099, the Administrative Code, by Ordinance No. 7425 (December 13, 1958), as amended by Ordinance No. 8118 (December 22, 1961), No. 10, 532 (July 21, 1972) and No. 10, 921 (July 6, 1974).

ARTICLE III - PURPOSE

The Board of Supervisors has found that the injustices and inequities resulting from prejudice, intolerance, and discrimination against any individual or group because of race, religion, sex, sexual orientation, national origin, age or because of any arbitrary factor, such as socioeconomic status, marital status, or personal handicaps, promote tension and conflict and constitute an unconscionable menace to the public welfare; that to eliminate such prejudice and inequity and thereby promote public health, welfare and security, a Commission on Human Relations should be established through which practices to achieve better human relations can be provided, and private persons and groups may be officially assisted in promoting goodwill and better relations among all people. The purpose of the Commission on Human Relations is, therefore, that of seeking out the causes of tension and conflict, discrimination, and intolerance, and attempting to eliminate those causes.

ARTICLE IV - DUTIES AND FUNCTIONS

It is the duty and function of the Commission to:

- (a) Engage in research and education for the purpose of lessening prejudice based on sex, age, race, religion, national origin, or personal handicap and of fostering attitudes among the various groups within its jurisdiction which lead to civil peace and intergroup understanding.
- (b) Develop and administer programs and plans designed to promote the full acceptance of all citizens in the community in all aspects of community life, without regard to sex, age, race, religion, national origin, or personal handicap.
- (c) Cooperate with and assist in coordinating on a County-wide basis the work of those community agencies engaged in fostering mutual understanding and respect among all racial, religious, cultural and nationality groups in the County of Los Angeles, or in attempting to discourage discriminatory practices against any such group or any of its members.
- (d) Cooperate with any County department in identifying and ameliorating human relations problems with which they may be concerned.
- (e) From time to time recommend measures, including legislation, to the Board of Supervisors which will serve to improve human relations within the County.

(See Section 423 of Ordinance No. 8118, titled "Duties and Functions.")

ARTICLE V - MEMBERSHIP

Under Ordinance No. 4099, Sec. 422 (72182) the membership of the Commission shall consist of fifteen (15) persons appointed by the Board of Supervisors. Non-voting honorary members may be appointed by the Board of Supervisors, upon recommendation of the Commission. The terms of members shall be for three years beginning on March first of the year of appointment and expiring on February twenty-eighth, unless said appointment is to fill the unexpired term of a previous member, in which case, the term of the successor shall be the unexpired term of his predecessor. All terms of office are "at the pleasure of the Board."

ARTICLE VI - OFFICERS

The officers of the Commission shall consist of a President, and four Vice Presidents one of which shall be designated as Vice-President/Secretary. No President shall be eligible for recommendation for appointment to more than two consecutive terms. The Vice Presidents and the Vice President/Secretary shall be elected by the Commission.

At or before the April meeting of each year a Nominating Committee composed of one Commissioner from each of the five Districts shall be elected by the Commission. The Nominating Committee shall select a slate of officers on the basis of the past performance of Commissioners (including their record of attendance), one from each of the five districts and shall report their nominations to the Commission at or before the May meeting. The Chair of the Nominating Committee shall then open the Nominations portion of the May meeting for nominations from the floor.

After all said nomination actions have been accomplished, the full Ballot, in alphabetical order, shall be sent to each member by first class and/or electronic mail, postage prepaid, not less than five days prior to the next regular meeting, which shall be at or before the regular meeting in June, at which time the annual election shall take place as conducted by the Chair of the nominations committee.

ARTICLE VII - DUTIES OF OFFICERS

- A. President
1. The President shall preside at all meetings of the Commission.
 2. The President shall decide all points of order and, unless two-thirds of the votes shall dissent therefrom, his decision shall stand.
 3. The President shall appoint all committees and chairpersons of each unless otherwise provided for in these Rules of Procedure. Such appointment shall be made annually, based upon the preference indicated by each Commissioner for membership of such committees.

Appointments to every committee shall be ratified by the Commission. The President shall be an ex-officio member of all committees, except the Nominating Committee.

4. The President, or designated appointee, shall represent the Commission at public functions.
 5. The President shall be required to approve all Commission matters, other than matters decided by the Commission itself, before being submitted to the Board of Supervisors.
 6. As a member of the Commission, the President may cast a vote:
a) on any matter where his/her vote affects the outcome (such as by breaking or creating a tie where a majority vote is required); and
b) on any matter where the specific vote of individual Commissioners are to be recorded in the notes or minutes of the Commission meeting.
- B. Vice Pres. 1. The Vice Presidents shall perform all duties which may be assigned to them. The President shall designate one of the Vice Presidents to perform his/her duties in his/her absence.
- C. Secretary 1. The Secretary shall be responsible for the keeping of a faithful record of all proceedings of the Commission.
2. The Secretary shall report all correspondence to the Commission.
 3. The Secretary shall report to the appointing Supervisor any Commission member having three (3) consecutive unexcused absences (Ordinance 4099, Sec. 395, 3/22/63) or unexcused absences from fifty percent of the regular Commission meetings in any half of a calendar year.
 4. The Secretary shall advise the appointing Supervisor one month prior to expirations of appointments.
 5. The Secretary shall advise appointing Supervisors when vacancies in Commission membership occur.

ARTICLE VIII - COMMISSION MEMBERS

- A. The Commission shall have a general supervision of all matters pertaining to the Commission, and through the Executive Director to its staff.

- B. It shall be the duty of all Commission members to attend all meetings of the Commission except in case of illness or other emergencies. If a member of the Commission shall fail to attend three (3) consecutive regular meetings (Ordinance 4099, Sec. 395, 3/22/63) or fifty percent of regular meetings in any half of a calendar year without being excused by said Commission, such absences shall be reported to the appointing supervisor by the Secretary.
- C. The Secretary shall advise the appointing Supervisor when vacancies in Commission membership occur.

ARTICLE IX - COMMITTEES

The Commission may establish standing or ad hoc committees at its discretion, and define their area of operation and concern. As provided by ordinance, such committees may be composed of persons not holding membership on the Commission except that the chairman of each such committee shall be a Commission member. Committee members shall be appointed annually and ratified by the Commission.

Absence, except for illness, from more than twenty-five percent of committee meetings during any twelve-month period shall constitute automatic resignation from the Committee, subject to Commission action.

ARTICLE X - EXECUTIVE DIRECTOR

The Executive Director of the Commission shall serve as head of the Commission staff. Subject to the supervision of the Commission and the Board of Supervisors, the Executive Director of the Commission is responsible for implementing and executing the policy and program of the Commission.

No later than September of each year, the President of the Commission, in consultation with the Executive Director, will set annual performance goals for the Executive Director, based on the program plan approved by the Commission. To coordinate with the annual department head evaluation process of the Board of Supervisors, the Executive Director's annual performance goals shall be submitted to the Chief Administrative Officer on the first day of October of each year.

To provide input into the Executive Director's year-end review which is due to the Department Director at the appropriate time of each year, and time will be allocated during the Commission meetings in July and/or August to allow Commissioners to go into Executive Session to discuss and prepare for the evaluation of the Executive Director.

Time will be allocated during the Commission meeting in July or August for an Executive Session with the Commissioners and Executive Director, at which time the Executive Director will be given written and verbal feedback on performance. This will be an opportunity for everyone to discuss accomplishments, concerns, and future goals.

ARTICLE XI - MEETINGS

- A. Regular monthly meetings shall be held on the first Monday of each month, at such place and time as determined by the Commission; except that the Commission may change the date of the meeting at its discretion, so long as at least one regular meeting is held each month (Ordinance 4099, Section 426, 3/22/63). Consideration shall be given to holding two meetings a year in different geographic areas, in conjunction with Commission projects in those areas.
- B. A quorum shall consist of a majority number of duly appointed Commissioners.
- C. Special meetings of the Commission may be held on call of the President or any four (4) members of the Commission. The call shall be written notice mailed to Commission members by first class United States mail, postage prepaid, at least five (5) days prior to the date set for such special meeting.

In lieu of the above, a fax three (3) days prior shall be deemed sufficient notice.

ARTICLE XII - AMENDMENTS

These rules may be amended by a two-thirds (2/3) vote of the members present at any regular Commission meeting. Notice of intention to amend the rules must be sent to members of the Commission ten (10) days in advance of the date set for consideration of such amendment.

ARTICLE XIII - PARLIAMENTARY AUTHORITY

Unless otherwise prescribed in these Rules of Procedure, all Commission meetings shall be governed by Robert's Rules of Order, Revised.