

**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 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 Any rule contained herein may be amended, repealed, or adopted at any time by a two-thirds vote of the Commission, provided, however, such action shall comply with law and shall not affect any pending matter.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 Youth Climate Commission 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 canceled.

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. Remote teleconferencing will be permitted by the Commission so long as all members comply with all applicable State laws and regulations regarding teleconferencing, including all Brown Act requirements.

SECTION 8. Quorum. A majority of the total number of appointed Commissioners constitutes a quorum for the transaction of business. Quorum is half of the Commission plus one. No act of the Commission shall be valid or binding unless approved by a majority of all the Commissioners 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 approved by 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.

CHAPTER 3. DEBATE AND VOTING

SECTION 11. Motions and Seconds. Each motion made by any Commissioner shall require a second. Any Commissioner, including the Chair, may make motions and seconds.

SECTION 12. 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 13. Roll Call. The roll need not be called in voting upon a motion except when requested by a Commissioner, when 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 14. 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 15. 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 16. 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 calendar year, 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 17. 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 current 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 current 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 18. 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 members present.

SECTION 19. Duties of Co-Chairperson. 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 20. Staff. The Executive Office of the Board shall provide administrative support at each meeting of the Commission and shall maintain a record, as well as minutes, of all proceedings thereof as required by law.

SECTION 21. 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 22. Subcommittees. The Commission may, by majority vote, establish subcommittees, as necessary, to carry out its work. Subcommittees may only be comprised of appointed members of the Commission. Subcommittees may consult with subject-matter experts as authorized by law.

SECTION 23. Ad Hoc Committees. The Commission may establish ad hoc committees, as necessary, to evaluate and/or report on a particular issue or subject relevant to the commission within a defined time frame. Once the committee has completed its work, the ad hoc committee will be disbanded.

Ad Hoc committees are advisory and may not act on behalf of the full Commission, but rather must submit any findings or recommendations to the full Commission. The full Commission may consider the conclusions of the subcommittee for possible action by the Commission.

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 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.