

**[DRAFT] BYLAWS OF
THE LOS ANGELES COUNTY
SEXUAL ASSAULT COUNCIL**

CHAPTER 1. GENERAL PROVISIONS

SECTION 1. Applicability. These bylaws shall apply to the Los Angeles County Sexual Assault Council ("Council") and are adopted pursuant to the authority vested to the Council by motion of the Los Angeles County Board of Supervisors (the "Board") adopted on June 27th, 2023, and as outlined in Chapter 3.55 of the Los Angeles County Code.

SECTION 2. Amending the Bylaws. Any bylaw may be amended, repealed, or adopted by a **two-thirds vote** of the Councilmembers present, provided, however, such action shall not affect any matter pending before the Council. A matter pending is defined as any matter on the Council'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 Council 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 Council 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 Council.

CHAPTER 2. MEETINGS

SECTION 1. Conduct of Meetings. All meetings of the Council 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 Council 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 Council's mailing list.

To increase public participation, and for the benefit of the public, the Council may, but is not required to, provide additional locations for members of the public at which they can
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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 Council may be called in the manner provided by State law.

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

SECTION 5. Quorum. A majority of the Council 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 Council 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 Council members are absent, the Executive Director or Council 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 Council

agenda by Councilmembers or by the Executive Director.

CHAPTER 3. DEBATE AND VOTING

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

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 Council 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 Council shall be in alphabetical order, except that the Chair shall be called last.

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CHAPTER 4. OFFICERS

SECTION 1. Officers. The Council 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 new two-year term, for the following

two years (June 1 through June 30). Nominations for Chair, Vice Chair, and

Second Vice Chair should be made at the Council meeting prior to the meeting

whereby a vote for officers will be held. Councilmembers may nominate themselves or

others. The agenda for the meeting shall list those Councilmembers 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 two-year term (June 30), 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 term. If the Second Vice Chair is unable to serve as Chair, the members of the Council shall elect, by majority vote, another member of the Council 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 Council shall elect, by majority vote, another member of the Council 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 Council shall elect, by majority vote, another member of the Council 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 Council and shall conduct the business of the Council 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.

SECTION 5. Duties of Vice Chair. In the absence, or inability to act, of the Chair at a Council meeting, the Vice Chair shall preside at the meeting and conduct the business of the Council 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 Council meeting, the Second Vice Chair shall preside at the meeting and conduct the business of the Council 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 Council 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.

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CHAPTER 5. DUTIES OF MEMBERS

SECTION 1. Number of Councilmembers. Voting councilmembers will be limited to 16 and selected through an application, and review process administered by the Council's Executive Director. Member recommendations will be presented to the council for final vote. No alternate voting members will be selected. Alternates will only apply to designated Officer positions and will only be filled by current Council voting members.

SECTION 2. Attendance. Members shall attend all Council meetings and meetings of any subcommittees of which they are members. Members are expected to arrive on time and be prepared for the meetings, and must notify the Executive Director if they are unable to attend a meeting or unable to arrive on time.

SECTION 3. Terms and Term Limits. Members will be appointed for two-year terms with a maximum of three total terms, or 6 years as voting members of the Council.

SECTION 4. Participation and Public Input. Councilmembers are expected to actively participate in Council discussions and provide their input and expertise. Councilmembers should also strive to seek input from the communities they represent and share those viewpoints with the Council as appropriate.

CHAPTER 6. SUBCOMMITTEES

Section 1. Authority to Establish. The Council 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. The membership of a subcommittee will not constitute a quorum of the full Council 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 Councilmember 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 committees, either standing or ad hoc, be allowed to convene and proceed as a subcommittee when less than a majority of Councilmembers, appointed to the committee, are present.

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

CHAPTER 7. PUBLIC PARTICIPATION

SECTION 1. Public Comment. Members of the public may address the Council 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 Council staff. A person requesting to address the Council 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 testimony as necessary to ensure the Council's ability to conduct its business in a reasonably efficient manner.

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

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

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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 Council members, the Executive Director nor Council 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 Council, 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, Council staff, and Councilmembers 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 Council 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 Council meetings, please notify staff.

SECTION 3. Signs. Any member of the public who brings signs, posters, or other large objects to Council 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 Council 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 Council or any member thereof, actually disrupting the due and orderly course of a meeting;
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- 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 Council 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