

**BYLAWS**

**CITY OF LOS ANGELES CIVIL AND HUMAN RIGHTS COMMISSION**

**Effective August 2020**

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CITY OF LOS ANGELES CIVIL AND HUMAN RIGHTS COMMISSION  
BYLAWS

**ARTICLE I: FUNCTIONS AND POWERS**

**Section 1: Establishment and Powers**

A Civil and Human Rights Commission (CHRC) was created in Ordinance No.186134, which shall have the powers, duties and responsibilities set forth in Chapter 32, Article 1, and elsewhere in the City Charter, Los Angeles Municipal Code and Los Angeles Administrative Code. The Commission shall have seven members and holds the following powers as detailed in the ordinance:

- (a) The Commission shall advise upon the City's anti-discrimination efforts, and make recommendations to the Mayor and City Council for the adoption of City laws pertaining to discrimination in the City.
- (b) The Commission shall implement anti-discrimination laws adopted by the City Council, consistent with the powers and duties set forth herein and in Chapter IV, Article 16 of the Los Angeles Municipal Code.
- (c) The Commission shall have the power to adopt administrative rules and procedures, subject to the approval of the City Attorney as to form and legality, to implement the provisions of this Chapter and of Chapter IV, Article 16 of the Los Angeles Municipal Code.
- (d) The Commission shall have the power to promulgate regulations, subject to City Council approval by ordinance, to implement and carry out the purposes and provisions of this Chapter and of Chapter IV, Article 16 of the Los Angeles Municipal Code. Within 60 days after a regulation is adopted by the Commission, the Council shall hold a public hearing concerning the regulation and act to approve the regulation as presented, approve an amended regulation, or disapprove the regulation by ordinance. If the Council fails to act within the 60 day period, the regulation shall be presented to the Mayor for approval or veto, and to the Council for override of the Mayor's veto. If approved by the Mayor, or the Mayor fails to act, or approved by the Council on override of the Mayor's veto, the regulation shall have the force of law.
- (e) The Commission shall have the power to request subpoenas, on behalf of the Executive Director, for the attendance and testimony of witnesses or the production of any books, papers, records or other items relevant to inquiries, investigations and enforcement actions by the Executive Director. Subpoenas requested by the Commission shall be issued and served in accordance with Charter Section 217.

**ARTICLE II: MEMBERS**

**Section 1: Appointments**

The Commission shall have seven members. Members shall be appointed by the Mayor and may be removed in accordance with Charter Section 502.

## **Section 2: Terms of Service**

A Commissioner's term shall begin on July 1, and be five years, except that the original seven members shall have their respective terms commence on the member's respective date of approval by Council. Notwithstanding the foregoing, incumbent Commissioners may continue to hold office beyond the expiration of their term until their successors' appointments have been approved. The term of two of the original seven members shall expire on the date of June 30 in the Commission's third year, with the terms of two additional original members expiring on the date of June 30 in the Commission's fourth year, and the terms of the remaining three original members expiring on the date of June 30 in the Commission's fifth year. The Mayor shall designate, in the appointment, which of the foregoing terms each of the original seven Commissioners shall serve. An appointment to fill an unexpired term shall be for the period of the unexpired term.

## **Section 3: Qualifications**

The Council shall strive to approve Commissioners with experience in any of the following areas: law, education, civil rights, discrimination issues, equity, employment, housing, and Lesbian, Gay, Bisexual, Transgender, and Queer rights, and the rights of any other minority or marginalized community. No person who is required by ordinance to be registered as a lobbyist shall be appointed to the Commission.

## **Section 4: Attendance Requirement**

The commissioners are expected to regularly attend all meetings of the Commission. Absences will be recorded in the minutes of each meeting. More than two consecutive unexcused absences per year may result in a notification by the Executive Director to the Mayor of such Commissioner's attendance record for consideration of removal by the Mayor.

## **Section 5: Vacancy**

A vacancy shall occur on the death, resignation, or removal of a Commissioner.

## **Section 6: Officers**

- A. In accordance with these Bylaws, the CHRC shall elect on biennial basis (once every two years) from its membership a Chair and a Vice-Chair to serve a two-year term. Nominations and elections shall be held at a regularly scheduled meeting. Officers are eligible to serve subsequent terms.
- B. The Chair shall oversee the agenda and order of meetings and shall preside at all meetings of the CHRC.
- C. The Vice-Chair, in absence of the Chair, shall exercise the power and perform the duties that are designated to the Chair of the CHRC. In the event of the absence of both the Chair and Vice-Chair from any meeting, the next senior in point of service shall preside at that meeting.
- D. If vacancies in the office of Chair or Vice-Chair shall occur by resignation, or when the incumbent ceases to be a member of the Commission, the Commission shall elect one of its members to complete the position's term.

## **ARTICLE III: PROCEDURES & OPERATIONS**

### **Section 1: Meetings**

- A. Ralph M. Brown Act: Meetings of the CHRC shall be governed by the provisions of Chapter 9 of the California Government Code, also known as the Ralph M. Brown Act, commencing at Sec. 54950 of Part I, Division 2, Title 5. All meetings of the CHRC shall be open and public, and all persons shall be permitted to attend any meeting and receive notice of such meetings as provided in the Act.
- B. Regular meetings of the CHRC shall be held on the second Thursday of the month on a monthly basis or as soon thereafter as a quorum is present, for the purpose of receiving information from the Executive Director and to conduct such other business as may properly come before the Commission. If a regular meeting of the Commission falls on a holiday designated as such by or in accordance with the provisions of the Government Code of the State of California, such meeting shall be cancelled.
- C. The CHRC Chair may, upon their own authority or at the request of the Executive Director, call a special meeting when necessary. The call and notice shall specify the time and place of the special meeting and the business to be transacted. No other business shall be considered at such meeting by the Commission.
- D. The Commission may hold Closed Session during a regular or special meeting in accordance with provisions of applicable laws and regulations.
- E. Commission staff assigned to serve as secretary shall prepare an Agenda for all meetings of the Commission, setting forth the items of business to be considered at such meetings, and appending to such Agenda, as part thereof, a cumulative list of all items of unfinished business of the Commission and of all matters that the Chair shall direct included therein for the Commission's consideration.

### **Section 4: Rules of Decorum**

During a meeting of the Commission, there is the need for civility and expedition in the carrying out of business in order to ensure that the public has a full opportunity to be heard and that the Commission has an opportunity for its deliberative process. The CHRC may establish and enforce rules of decorum to ensure both civility and expedition in its work.

### **Section 5: Minutes**

- A. Written minutes shall be prepared and maintained for each meeting of the CHRC, in accordance with the Los Angeles Administrative Code. The minutes shall be available for inspection upon request by the public. Translations shall be made available upon request, as resources are available.
- B. Minutes of CHRC meetings shall be forwarded to the Commission when practicable, at least three days prior to the next regular meeting.

### **Section 6: Quorum**

Four Commissioners shall constitute a quorum for the transaction of any Commission business. An official CHRC meeting may not take place unless a quorum is established. Action by the Commission shall be taken by motion, order or resolution adopted by at least four of its members

and recorded in the minutes with the ayes and noes, and abstentions of each Commissioner. Such action shall be attested by the signature of the Commission Executive Director and/or staff.

### **Section 7: Other Committees**

The CHRC may establish standing and/or ad hoc committees as necessary for carrying out its business. The CHRC shall establish the purpose and, if applicable, a committee's length of service. The Chair may appoint Committee Chairs as necessary to carry out the work of these committees. The composition of any committee shall fairly represent the composition of the full CHRC, but, in no circumstance, shall the membership of a committee exceed three members.

## **ARTICLE IV: PROCEDURE, AMENDMENTS, AND SUSPENSION OF RULES**

- A. Except as otherwise provided by the Charter of the City of Los Angeles, the laws of California, or by these rules, proceedings of the Commission shall conform to and be governed by Robert's Rules of Order, Revised, and it shall be the duty of the Chair, or the member of the Commission at the time presiding at any meeting thereof, to adhere to and enforce such rules or orders and the rules herein set forth.
- B. These rules, or any one or more thereof, may, by vote of four members of the Commission, be suspended either for the period of the meeting at which such suspension is affected, or in respect of any specific matter or matters to be considered at such meeting.
- C. Review of these Bylaws shall take place at least every three years from the date the Bylaws are adopted, and as the Commissioners may determine necessary through a vote at a meeting.