STATEMENT OF PROCEDURES OF THE LOS ANGELES COUNTY COMMISSION FOR WOMEN

ARTICLE I - NAME

The Commission shall be known as Los Angeles County Commission for Women (LACCW). As used in these Rules of Procedures the word "***Commission"*** refers to the Los Angeles County Commission for Women.

ARTICLE II - LEGAL AUTHORITY

The Commission for Women was authorized by Ordinance No. 11, 181 which added Article CVIII to Ordinance No. 4099, the Administrative Code August 29,1975.

ARTICLE III - PURPOSE

The Commission in performing its duties will represent the special interests and concerns of women of all races, ethnic and cultural backgrounds, religious convictions, social circumstances, and sexual orientation. The Commission has structured itself to encourage the active participation of all women in Los Angeles County.

ARTICLE IV - DUTIES

The Commission shall have the following duties:

(1) To study and/or investigate by means of meetings, conferences, public hearings, or forums, conditions which allegedly demonstrate discrimination or prejudice because of sex, marital status, and sexual orientation.

(2) To provide a coordinating function with respect to the activities of the many community groups and organizations working for the equal rights and special concerns of women.

(3) To research, prepare and disseminate information in the field of sex discrimination and prejudice and to advise the residents of the County, Board of Supervisors and the Departments and agencies of the County, or other organizations and institutions on matters involving the needs of women or relating to discrimination and prejudice on account of sex, marital status, or sexual orientation.

(4) To investigate complaints or to initiate its own investigations of practices of discrimination and instances of prejudice against any person because of sex, marital status, or sexual orientation.

(5) To recommend necessary procedures, programs, or legislation to promote and insure equal rights and opportunities for all women.
(6) To render to the Board of Supervisors at least once each calendar year a report of its activities.
(7) To develop and maintain a talent bank of women which can be used in a variety of ways, including but not limited, to assisting the Civil Service Commission in recruiting qualified women to serve as members of qualification appraisal boards and the Commission for Women nominating qualified women for appointment by the Board of Supervisors to vacancies on boards and commissions of the County. To provide resumes for any governmental agency.
(8) To provide a coordinating function with respect to the activities of County departments and commissions involved in women's problems and to the many community groups and organizations working for the equal rights and special concerns of women.
(9) To request of any County departments information, services, facilities, and any other assistance for the purpose of furthering the objectives of this Commission.

ARTICLE V - MEMBERSHIP

Under Chapter 3.64 of the Los Angeles County Code, the membership of the Commission shall consist of fifteen (15) persons who are appointed by, and serve at the pleasure of the Board of Supervisors. The terms of the members shall be for two years. No members shall serve more than two consecutive terms unless waived by the Board. All members shall serve until a successor is duly appointed and qualified.

ARTICLE VI - OFFICERS

The officers of the commission shall consist of a President, Vice-President and Treasurer. No President shall be eligible for recommendation for election to more than one consecutive two-year term. As provided by ordinance, the officers shall be elected by the Commission.

The President of the commission is required to serve on the commission at least two years and to chair at least one standing committee.

At the regular meeting of March of every two years, a Nomination Committee shall be formed. The President will select its members from among those Commissioners who volunteer. The President shall ensure that the five supervisorial districts are represented on the Nominating Committee. Only Nominating Committee members and staff may attend Nominating Committee meeting(s). The Committee shall oversee the entire election process and shall serve until being dismissed following the election of officers at the June meeting. Members of the Nominating Committee are not eligible to be nominated for election.

Commissioners desiring to run for office shall complete the “Declaration of Candidacy” form and submit the Declaration to the Office of the Commission no later than the regular meeting in May.

The Nominating Committee shall select a slate of officers on the basis of the past performances of Commissioners (including their record of attendance) and shall report their nominations to the Commission at the first regular meeting in June. The “Declaration of Candidacy” form shall be included in the nominating process. The full slate, in alphabetical order, shall be sent to each member electronically and by first class mail, postage prepaid, to be received not less than ten days prior to the regular meeting in June, at which time the annual election shall take place. Elections shall be decided by a plurality vote of those in attendance.

ARTICLE VII - DUTIES OF OFFICERS

A. President

1. The President shall preside at meetings of Commission.
2. The President shall appoint all members of Committees, and Chairpersons of each unless otherwise provided for in these Rules of Procedures. Such appointments 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. All Commissioners shall serve on at least one standing committee.
3. The President, or designated appointee, shall represent the Commission at public functions.
4. 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.
5. The President shall report to the appointing Supervisor any Commission members having three (3) consecutive unexcused absences or unexcused absences from fifty percent of the regular commission meetings in any half of the calendar year.
6. The President shall be required to write annual report at the end of each fiscal year and to submit it to the Board of Supervisors.

B. Vice-President

The Vice-President shall perform all duties which may be assigned by the President or majority of the Commission and will perform the duties of the President in the absence of the President.

C. Treasurer

The primary role of Treasurer is to monitor, oversee and report on the fiscal activities of the commission and to make recommendations to the commission to ensure that they successfully achieve their mission. The duties of the Treasurer include the following:

1. The Treasurer will assist in the preparation of the Commission's annual budget.

2. Treasurer will assist in the preparation of the Commission's Annual Fiscal Activity Report.

3. The Treasurer will research revenue sources in support of commission activities such as donations and sponsorships.

4. The Treasurer will make recommendations to ensure that fiscal activities are executed ethically without the appearance of impropriety.

5. Through Commission Staff, the Treasurer will ensure that all fiscal activities conform to Executive Office policy and procedure and Los Angles County Fiscal Guidelines.

6. The Treasurer is responsible for reporting the status of the Commission's Trust Fund each month.

7. With the assistance of staff; the Treasurer may disperse Trust Fund monies with a majority vote of a quorum of the full Commission.

8. In the absence of the President and Vice President, the Treasurer may authorize staff to make incidental expenditures on behalf of the commission to promote commission functions and/or activities.

ARTICLE VIII - COMMISSION MEMBERS

A. The Commission shall have a general supervision of all matters pertaining to the Commission, and through the Executive Assistant 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 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.

C. The Executive Assistant shall advise the appointing Supervisor when vacancies in Commission membership occur.

D. It shall be the policy of this Commission that no Commissioner will engage in a personal attack in public on any other member of this Commission. There are, and will continue to be, differences of opinion on the myriad of issues the Commission considers, and that is as it should be and reflects differences among the millions of women this Commission represents. However, no personal attacks in public will be countenanced and such behavior will be subject to censure by the Commission.

ARTICLE IX - COMMITTEES

The Commission may establish standing or ad hoc committees at its discretion, define their area of operation and concern, and establish rules of operation. Such committees may be composed of persons not holding membership on the Commission except for the Executive Committee, Nominating Committee, and ad hoc Awards Luncheon Committee, whose members consist of Commissioners only. Commissioners shall be except that the chairperson of each such committee shall be a Commission member. Commissioners shall be appointed annually and ratified by the Commission. Unexcused absences by Commissioners from more than twenty-five percent of the committee meetings during any twelve-month period shall constitute automatic resignation from the committee. Staff will apprise Commissioners before the absences reach the twenty-five percent level. Except for the Nominating Committee and ad hoc committees, committees shall meet at least four times a year. A written annual report will be submitted to the Commission.

ARTICLE X - EXECUTIVE ASSISTANT

The Executive Assistant of the Commission shall serve as head of the Commission staff. Subject to the supervision of the Commission and pursuant to appropriate Civil Service provisions of the Los Angeles County Charter, the Executive Assistant of the Commission is responsible, as the administrative head of the Commission staff, for implementing and executing the policy and programs of the Commission. The Executive Assistant is also responsible for acting as Secretary to the Commission with the following duties:

1. The keeping of a faithful record of all proceedings of the Commission;
2. Report regularly on all activities of the staff;
3. Report all correspondence to the Commission;
4. Advise the appointing Supervisor one month prior to expirations of appointments;
5. Advise appointing Supervisors when vacancies in Commission membership occur.

ARTICLE XI - MEETINGS

A. One regular monthly meeting shall be held on the second Monday of each month, in the Hall of Administration or a suitable alternate location promptly at 10:00 a.m. 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. One additional meeting may be held on any designated month at a time and place determined by the Commission. Consideration shall be given to holding meetings in different geographic areas at times convenient for public attendance.

B. One (1) more than half of the current membership of the Commission shall constitute a quorum.

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, an electronic mail or an overnight mail (3) days prior shall be deemed sufficient notice.

ARTICLE XII - AMENDMENTS

These rules may be amended by a majority 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 amendments.

ARTICLE XIII - PARLIAMENTARY AUTHORITY

Unless otherwise prescribed in these Rules of Procedure, all Commission meetings shall be governed by The Procedural Rules adopted at the organizational meeting of the Commission.

Adopted October 23, 2000
Revised Article XI on August 27, 2007
Revised Article VI on March 27, 2008
Revised Article VII, XI on May 22, 2008
Revised Article I, VI, VII, IX on November 10, 2008
Revised Article VII on April 13, 2009
Revised Article VI on May 14, 2012
Revised Article XII on September 14, 2015