

COUNTY OF LOS ANGELES

BYLAWS OF THE LOS ANGELES COUNTY INTERDEPARTMENTAL COUNCIL ON HOMELESSNESS

ARTICLE I. Introduction

The name of this organization shall be the Los Angeles County Interdepartmental Council on Homelessness (LACICH or Council).

LACICH was established by the Los Angeles County (County) Board of Supervisors (Board) on January 31, 2012, in order to bring together the County's stakeholder departments and agencies to coordinate the County's efforts to end homelessness in the County.

The goal of the LACICH shall be, using existing resources, to develop and sustain an interdepartmental Los Angeles County plan or "Roadmap" that will seek to prevent and end homelessness by bringing the resources of the entire County family to bear upon this problem in a dynamic, coordinated and collaborative fashion, including the use of national and local best practices, and by ensuring accountability and results. The LACICH shall ensure its efforts are congruent with and complement existing County initiatives.

ARTICLE II. Membership and Workgroups

Pursuant to the Board motion creating it, the Council shall have sixteen (16) members. The Council's membership shall consist of the following:

- ◆ The Chair of the Board, who will serve as the Council's Chair;
- ◆ The County's Chief Executive Officer, who will serve as the Council's Vice Chair;
- ◆ The directors of the following twelve (12) County departments and agencies: Health Services, Mental Health, Public Health, Children and Family Services, Public Social Services, Community and Senior Services, Public Defender, Probation, Human Resources, Sheriff, Military and Veterans Affairs, and the Community Development Commission/Housing Authority; and,
- ◆ The following individuals from non-County departments and agencies:
 - Presiding Judge from the Los Angeles County Superior Court; and,
 - The Executive Director of the Los Angeles Homeless Services Authority.

Pursuant to Article VI, below, committees may be created, as needed, to develop recommendations for the membership at-large.

**ARTICLE III.
Officers**

Section 1. Chair and Vice Chair

Pursuant to the Board's creation of the Council, the officers of the Council shall be a Chair (the Chair of the Board) and a Vice Chair (the County's Chief Executive Officer).

Section 2. Duties of the Chair

The duties of the Chair shall include, but are not necessarily limited to, the following:

1. To preside over the meetings of the Council and to determine the agenda of all meetings (regular or special) subject to the provisions of Section 1 of Article IV.
2. To determine whether a quorum, as defined in Section 5 of Article IV, exists.
3. To call special meetings when necessary, (e.g., when a report needs to be released before the next regular meeting), subject to the requirements of the Ralph M. Brown Act.
4. To confer with the staff on all matters relating to the activities of the Council and to provide direction to the staff in relationship to these matters.
5. To confer with the Board when appropriate and discuss with them, in particular, the contents of Council reports prior to their release, within the parameters of the Ralph M. Brown Act.
6. To coordinate all presentations, Council reports or other matters before the Council.
7. To represent, or request other members of the Council or staff to represent the Council in communications with the news media.
8. To monitor Board meetings and be prepared to respond to the inquiries of the Board members on an ad hoc basis.
9. To create committees and appoint members and heads to said committees, as needed.

Section 3. Duties of the Vice Chair

The duties of the Vice Chair include, but are not necessarily limited to, the following:

1. To preside over meetings of the full Council in the absence of the Chair.
2. To conduct the business and duties of the Council in the absence of the Chair.
3. To perform any other responsibilities at the direction of the Chair.

ARTICLE IV. Meetings

All meetings of the Council and its standing committees are subject to the requirements of the Ralph M. Brown Act.

Section 1. Regular Meetings

Regular meetings of the Council shall be quarterly on the 3rd Thursday of the following months: March, June, September, and December at 10:00 a.m. in Room 739 of the Hall of Administration, 500 W. Temple St., Los Angeles, CA 90012. Agendas shall be posted in accordance with the Ralph M. Brown Act and provided, along with supporting documents, via electronic mail to the Council's members at least seventy-two (72) hours in advance.

If the Council's staff determines that there will be no quorum present for a particular meeting, they shall notify the Chair. The Chair, in his or her discretion, may cancel that meeting. In the case of a cancellation, staff will follow the cancellation procedures used by the Board as governed by the Ralph M. Brown Act.

Section 2. Special Meetings

A special meeting may be called at any time by the Chair or by a majority of the members, by delivering written notice to the Chair. Agendas shall be posted in accordance with the Ralph M. Brown Act and provided, along with supporting documents, via electronic mail to the Council's members at least twenty-four (24) hours in advance.

Section 3. Ralph M. Brown Act and Rules of Order

The Council shall conduct itself in accordance with the Ralph M. Brown Act.

The rules contained in the current edition of "Robert's Rules of Order Newly Revised" except as otherwise provided herein, shall govern the Council in its proceedings.

The Council may adopt additional rules to govern conduct at its meetings and all proceedings. Such rules may be changed by a majority vote of the Council.

Section 4. Attendance

It is the duty of each Council member to inform the Council's staff as early as possible when he or she is unable to attend a meeting, but preferably no later than the close of business two-days prior to any meeting of the Council or committee.

Section 5. Quorum, Voting and Action

- A) A majority (half of the members, plus one) of all members of the Council shall constitute a quorum for meetings of the Council. A majority (half of the members, plus one) of all committee members shall constitute a quorum for a meeting of a committee. Ex-officio and advisory members shall not be considered for purposes of determining whether a quorum exists.
- B) Each member of the Council is entitled to one vote on each matter submitted to the Council or committee for a vote. Ex-officio and advisory members shall not be permitted to cast a vote.
- C) Action by the Council or one of its committees requires a vote of approval by a majority of the Council or committee members present, provided there is a quorum, unless otherwise specified herein or in the Council's policies.

Section 6. Agenda Items

Members of the Council requesting to place items on the agenda of the Council must do so by contacting the Council staff no later than the seventh working day prior to any regularly scheduled meeting of the Council specifying the nature of the item to be placed on the agenda, and submit supporting documents. For special meetings, members shall contact Council staff at the earliest possible time. Members may also request at regular meetings that items be placed on the agenda for a future meeting. Notwithstanding the foregoing, the Council staff may, with the Chair's approval, accept items for the agenda if it can be done in accordance with the Ralph M. Brown Act.

ARTICLE V. Adoption and Amendments of Bylaws

Section 1. Adoption

These bylaws may be adopted by a majority vote of the Council members present at a regular meeting of the Council, provided that written notice is given at least seventy-two (72) hours in advance to each Council member along with a copy of the proposed bylaws.

Section 2. Amendments

These bylaws may be amended by a 2/3 vote of the members present at a duly convened regular meeting, provided there is a quorum and that written notice of the proposed amendment(s) is given at least seventy-two (72) hours in advance to each Council member.

ARTICLE VI. Committees

Section 1. Standing and Special Committees and Workgroups

Committees, standing or ad hoc, may be created by the Chair as he or she deems necessary to carry out the Council's work or by action of the Council. The Chair shall be an ex-officio member of all committees. All committees shall consist of less than a quorum of the Council and shall consist of at least three (3) Council members. No person, other than a Council member, may be a voting member of a committee.

Section 2. Advisory Agencies

The LACICH Advisory Agencies shall include the U.S. Interagency Council on Homelessness, U.S. Department of Housing and Urban Development, U.S. Social Security Administration, U.S. Department of Veterans Affairs, and the U.S. Department of Labor. The Advisory Group will convene as an ad hoc committee from time to time at the request of the Chair.