

LOS ANGELES COUNTY
HOSPITALS AND HEALTH CARE DELIVERY COMMISSION
BYLAWS

ARTICLE I – NAME

The Commission shall be known as the Los Angeles County Hospitals and Health Care Delivery Commission. As used in these Bylaws, the word “Commission” means and refers to the Los Angeles County Hospitals and Health Care Delivery Commission. “Members” shall mean Commissioners of the Los Angeles County Hospitals and Health Care Delivery Commission.

ARTICLE II – LEGAL AUTHORITY

The Commission was created by and functions pursuant to the Los Angeles County Code, Chapter 3.32 (Section 3.32.010 et seq.) (“Ordinance”).

In accordance with the duties set forth in Section 3.32.040, and in addition to them, the Commission shall:

- (a) Consult with and advise the director of hospitals and the Board on all matters pertaining to patient care policies and programs of the County hospital system, including but not restricted to:
 - (1) The need for additional hospital and/or other patient care facilities,
 - (2) The relationships of County hospitals and other health care facilities, public or private,
 - (3) Health manpower problems, and
 - (4) The utilization of County hospital facilities;
- (b) Conduct studies and make recommendations concerning patient-care policies and programs of the County hospital system as requested by the Board, the director of hospitals and/or other officers of the County;

- (c) Act as liaison between the director of hospitals, the Board and the public in matters relating to the County hospital system;
- (d) Perform such other services, as from time to time may be requested by the Board.

ARTICLE III – DUTIES OF MEMBERS

The duties of each Member are set forth in Section II of the Los Angeles County Commission Manual (July 2017). In accordance with those duties, and in addition to them, the Members shall:

- (a) Be encouraged to take an active role in helping the Commission fulfill its goals and objectives;
- (b) Are responsible for attending meetings regularly to ensure a quorum, and to facilitate the business and meet the goals of the Commission;
- (c) Provide advance notice to the Chairperson or Commission Staff if they cannot attend a meeting;
- (d) Review meeting materials in advance of a meeting, and comply with the Ralph M. Brown Act (Brown Act) as set forth in state and local laws regarding public meetings; and
- (e) Have knowledge of the County's strategic goals and the vision and priorities of the Board.

The Chairperson shall notify the appointing Supervisor if a Member has three (3) consecutive unexcused absences from scheduled meetings and site visits. Members should contact Commission Staff no later than noon on the day prior to the scheduled meeting or site visit in order to receive an excused absence.

ARTICLE IV – OFFICERS

The officers of the Commission shall consist of a Chairperson, Vice-Chairperson, and Secretary, to be elected by the Commission at its last general meeting of each year. The term of office shall be two (2) calendar years, commencing January 1st. No member of the Commission shall serve more than two (2) consecutive terms in the same Commission officer position.

ARTICLE V – ELECTION OF OFFICERS

The following procedures for election of the Commission's officers shall apply:

- (a) The Chairperson shall appoint a Nominating Committee of three (3) in October of each alternating year.
- (b) The Nominating Committee shall present its nominations to the Commission at the November meeting followed by an opportunity for additional nomination on the floor.
- (c) Voting shall be by roll call vote.
- (d) Election shall be by majority of all votes cast.
- (e) No proxy voting will be accepted.
- (f) In the event there is a vacancy of a Commission officer position caused by death, resignation, removals, disqualifications, or otherwise, the Commission at the next regular meeting shall elect a successor for the unexpired term.

ARTICLE VI – DUTIES OF OFFICERS

The duties of the Chairperson are set forth in Section III of the Los Angeles County Commission Manual (July 2017). In accordance with those duties, and in addition to them, the Chairperson shall:

- (a) Work with Commission Staff to prepare the meeting agenda in compliance with Brown Act standards and timeframes.
- (b) Preside over all meetings by:
 - (1) Calling the meeting to order at the scheduled time.
 - (2) Verifying the presence of a quorum.
 - (3) "Processing" all motions (e.g., stating the motion prior to discussion, restating the motion just prior to the vote, announcing the result of the vote, and specifying who voted in favor, voted against, abstained, or recused).
 - (4) Facilitating all meetings by staying on track and adhering to time constraints.
 - (5) Conducting the meeting in a fair and equitable manner.
 - (6) Restraining Members when engaged in debate, within the rules of

order to enforce the observance of order and decorum among Members.

- (7) Maintaining neutrality to facilitate debate.
- (8) Ensuring the work of the Commission is consistent with its intended purpose and mission.
- (c) Be familiar with and conduct the meetings in according to Robert's Rules of Order, these Bylaws, and its Ordinance.
- (d) For issues related to business processes, contact Commission Staff.
- (e) Decide all points of order.
- (f) Appoint the chairperson and membership of all standing and ad hoc committees.
- (g) Be an ex-officio member of all committees.
- (h) Represent the Commission at public functions or appoint a Member to do so in her stead.
- (i) Prepare, or designate a committee or Member to prepare, an Annual Report summarizing the major achievements of the Commission and policy recommendations for action. If possible, the Annual Report will be presented at a Board Meeting and a copy shall be provided to the Director of the Department of Health Services.

The duties of the Vice-Chairperson are set forth in Section III of the Los Angeles County Commission Manual (July 2017). In accordance with those duties, and in addition to them, the Vice-Chairperson shall:

- (a) Assume the role of the Chairperson in the absence of the Chairperson.
- (b) Work in collaboration with the Chairperson.
- (c) Perform any duties that may be assigned by the Chairperson or the Commission.

The Secretary shall:

- (a) Assume the role of the Chairperson and Vice-Chairperson in their absence.
- (b) After approval by the Commission, ensure that records of meetings, reports, and recommendations are transmitted to the Board and the Department of Health Services.

ARTICLE VII – COMMUNICATING WITH THE BOARD OF SUPERVISORS

Members are encouraged to communicate with their appointing Supervisors as appropriate.

As set forth in Section V of the Los Angeles County Commission Manual (July 2017), and additionally:

(a) Recommendations to the Board of Supervisors

Recommendations approved by the Commission can be submitted to the Board via memos or other written correspondence for consideration. The Commission will consult with Commission Staff regarding correspondence guidelines and protocols for submitting memos or other written correspondence on behalf of the Commission.

(b) Consulting and Engaging with Board Offices

Members may communicate with their District's assigned Board offices. However, protocol suggests that Members work within the framework of the Commission and the Chairperson when information needs to be conveyed to or obtained from the Board as a whole or to an individual Supervisor.

(c) Commission Annual Reports

The Commission should provide an update to the Board about its activities through an Annual Report. The Annual Report is to be completed by the Commission and approved at a regular Commission meeting. Commission Staff will transmit the Annual Reports to the Board. The Annual Report will be prepared in accordance with the Annual Report Template and Instructions set forth in the Los Angeles County Commission Manual (July 2017).

It is the Commission's responsibility to write its Annual Report. Once the Commission approves the Annual Report, Commission Staff can prepare the final documents and forward them to the Board.

(d) Sunset Review Evaluation

Every four years, the Board conducts a Sunset Review on the Commission. The Sunset Review provides an opportunity for the Commission and its stakeholders to evaluate its work and accomplishments, as well as allows the Commission to periodically review its Ordinance and scope of work. The Sunset Review analysis is forwarded to the Audit Committee for assessment and recommendations to the Board for extension to the sunset review date and changes to the Ordinance. The Sunset Review Evaluation Questionnaire and Instructions are set forth in the Los Angeles County Commission Manual (July 2017).

ARTICLE VIII – MEETINGS

As set forth in Section VII and IX of the Los Angeles County Commission Manual (July 2017), and additionally:

(a) Regular Meetings

- (1) The Commission holds regular meetings to conduct business, such as receiving and filing reports, discussing and taking action on recommendations, and voting to forward recommendations to the Board or other entities as deemed appropriate.
- (2) The agenda for regular meetings must be posted 72 hours in advance of the meeting in accordance with the Brown Act.
- (3) Regular meetings are scheduled on the first Thursday of the month starting at 10:30 a.m., or at such other date and time as the Commission may determine. The Commission is on recess for the month of August each year unless otherwise designated.
- (4) Regular meetings shall be held at the Department of Health Services Administration Building, located at 313 North Figueroa Street, Room 706, Los Angeles, California 90012, or at such other place as may be determined.
- (5) Regular meetings may be held with a teleconference option in accordance with the provisions of Government Code section 54953 and the Brown Act, including:
 - (i) A quorum shall be defined as one person more than one-half of the appointed members. Appointed members does not include unfilled positions, including those that are vacant due to resignation or removal. A quorum shall be required for any Commission action.
 - (ii) The agenda must be posted in the teleconferencing Members' location at least 72 hours before each meeting.

- (iii) The teleconference location must be fully accessible to the public.
- (iv) The teleconference location must be ADA-compliant.
- (v) The public's right to testify at the teleconference location must be ensured.
- (vi) All votes must be by rollcall.

(b) Special Meetings

- (1) The Chairperson or a majority of appointed Members may call a special meeting if necessary.
- (2) The agenda of the special meeting must be posted 24 hours in advance of the meeting in accordance with the Brown Act and distributed to interested parties that have requested notification.
- (3) The date, time, location, and method of the special meeting shall be determined by the Chairperson.

(c) Planning Meetings

- (1) The Commission may hold a planning meeting to develop annual goals, review the Bylaws, and focus on Commission issues.
- (2) These meetings are subject to the Brown Act and will be properly noticed, agendaized, open to the public, and require a quorum of Members in attendance to conduct business.

(d) Standing Committee Meetings

- (1) Standing committees have a continuing subject matter and have a meeting schedule fixed by formal action.
- (2) Standing committees may not include a quorum of the entire Commission membership. All standing committees are subject to the Brown Act and must be properly noticed, agendaized, and open to the public, and require a quorum of Standing Committee members in attendance to meet.

(e) Ad-Hoc Committee Meetings

- (1) Ad-hoc committees are established by the Commission for a limited purpose and time.
 - (2) An ad-hoc committee may not include a quorum of the entire Commission membership.
- (f) In compliance with the Brown Act and the Ordinance, A quorum is a majority of the positions on the Commission, whether Members have been appointed to the positions or not.
- (g) Unless otherwise prescribed by these Bylaws, all Commission meetings shall be governed by Robert's Rules of Order, Revised.

ARTICLE IX – SITE INSPECTIONS

In accordance with Section 3.32.040(d), and in addition to it, the Commission shall:

- (a) Health and safety conditions permitting, at minimum, conduct site inspections on a quarterly basis each calendar year of County hospitals, comprehensive health centers, and/or other facilities at such date and times that may be determined.
- (b) Prepare the site inspection schedule and appoint the site Inspection Chairperson and committee members, who should constitute less than a quorum of the Commission.
- (c) Require the site inspection committee Chairperson or designee and Commission Staff to prepare the site inspection report.
- (d) Approve site inspection reports prior to distribution to the Board, Chief Administration Officer, Executive Officer of the Board, Director of Health Services, or any other department as the Commission deems necessary.

ARTICLE X – AMENDMENTS

These Bylaws may be amended by a two-thirds (2/3) vote of the Members present at any regular meeting of the Commission if notice of intention to amend the Bylaws, setting forth amendments, has been sent to each member of the Commission not less than ten (10) days in advance of the date set for consideration of each amendment.

Los Angeles County Hospitals and Health Care Delivery Commission Bylaws adopted December 14, 1979.

Bylaws amended July 10, 1981; December 11, 1981; December 1, 1983; December 6, 1984; May 5, 1994; February 23, 2010; February 1, 2018; June 2, 2022, and October 2, 2025.