

**BYLAWS OF
THE COUNTY OF LOS ANGELES
PREVENTION AND PROMOTION
SYSTEMS GOVERNING COMMITTEE
(As Amended 5/21/25)**

CHAPTER 1. GENERAL PROVISIONS

SECTION 1. Introduction and Applicability. On July 25, 2023, the County of Los Angeles ("County") Board of Supervisors ("Board") adopted a motion, Building Los Angeles County's Prevention Infrastructure ("Motion"), to establish the County's Prevention and Promotion Systems Governing Committee ("Committee"). The Committee will serve as the successor to the Board-created Prevention Services Task Force ("Task Force"). The Committee's specific and immediate focus is to oversee the coordination and collaboration of prevention and promotion services Countywide. These bylaws shall apply to the Committee and are adopted pursuant to the authority vested in the Committee by Board through the Motion.

SECTION 2. Committee Goals. The Committee's goals, as determined by the Task Force and adopted by the Board, include the following:

- 1) Vision: To deliver an equitable, community-driven, and holistic prevention and promotion model to enable a safer, stronger, thriving, and more connected community.
- 2) Model: To include the following four concepts: Social Conditions, Equitable Decision-Making & Community Agency, Prevention, and Promotion
- 3) Guiding Principles:
 - a. Reduce racial disparities and increase equitable life outcomes for all races/ethnicities, as well as close disparities in public investments to shape those outcomes.
 - b. Authentically engage residents, organizations, and other community stakeholders early to inform and determine interventions (e.g., policy and program) and investments that emphasize long-term prevention and promotion.
 - c. Develop and implement strategies that identify, prioritize, and effectively support the most disadvantaged geographies and populations.
 - d. Collaborate to align funding investments and promote systems change to reduce barriers to achieve effective family-centered services.
 - e. Use data and community-defined evidence to effectively assess and communicate equity needs and support timely assessment of progress.
 - f. Work collaboratively and intentionally across departments as well as across leadership levels and decision-makers.
 - g. Seek to provide early and tailored support to improve long-term outcomes, both intergenerationally (i.e., parent to child) and multi-generationally (i.e., grandparent to grandchildren).
 - h. Act urgently, boldly, and innovatively to achieve tangible results.
 - i. Disaggregate and streamline data collection as well as conduct analysis for different racial/ethnic and other demographic subgroup categories.
 - j. Be transparent about our goals and our impact.

SECTION 3. Committee Responsibilities. As outlined in the Motion, the Committee's responsibilities shall include:

- 1) Make recommendations to the Board for adoption of prevention and promotion programs and services plans related to spending, contracting and procurement coordination, human resources allocations and staffing, and data sharing, performance tracking, monitoring, and evaluation.
- 2) Establish the following three initial key focus areas to anchor foundational prevention and promotion services infrastructure: child welfare and family wellbeing; homelessness and housing; and behavioral health.
 - a. Within each of these three initial key focus areas, the Committee will identify and address at least one population level outcome across the life course through multi-departmental collaboration and coordination. When selecting and working on these outcomes, the Committee should focus on closing racial disproportionalities and disparities including consideration of overlapping identities within racial/ethnic groups including, but not limited to, women and LGBTQ+ communities.
 - b. Make recommendations to the Board for future key focus areas in prevention and promotion services.
- 3) Select and recommend Countywide prevention and promotion outcomes and metrics to guide prevention and promotion programming, address racial disproportionality and disparities and guide Countywide funding investments in accordance with the Life Course Theory across major age groups, to include populations such as infants and toddlers, children, youth, young adults, middle-aged adults, and older adults.
- 4) Develop a Countywide prevention and promotion programs and services plan that identifies operational inputs and outputs to achieve the specified outcomes and identify how each County department will contribute to and be responsible for meeting the outcomes.
- 5) In collaboration with the Chief Executive Office ("CEO"), develop a comprehensive prevention and promotion programs and services annual spending plan. The spending plan should include the following:
 - a. Recommendations for coordinating local, State, and federal funding sources as permitted by and in compliance with all laws, in order to maximize the application of funding sources for use in the delivery of prevention and promotion services;
 - b. Identify sources of new funding to expand the efforts documented as the most critical to effective prevention and promotion services;
 - c. Recommendations and an actionable plan for leveraging and braiding Countywide funding streams, while ensuring immigrant communities remain eligible for prevention and promotion services;
 - d. Identify and develop a comprehensive cross-departmental prevention and promotion programs and services gap analysis for consideration in the spending plan; and
 - e. Yearly spending comparisons of Countywide prevention programming investments.

- 6) In partnership with the Anti-Racism, Diversity, and Inclusion ("ARDI") Initiative and CEO – Legislative Affairs and Intergovernmental Relations, coordinate and consolidate a Countywide prevention and promotion annual policy agenda at federal, State, and local levels to advance prevention and promotion outcomes.
- 7) In partnership with the ARDI Initiative, develop a robust community engagement and outreach plan that involves a diverse geographic representation of people with lived experience, service providers, clients, and other stakeholders to advance prevention and promotion outcomes.
- 8) Develop the operational management plans and agreements by identifying departmental roles, commitments, timelines, metrics, and milestones needed to achieve selected prevention and promotion outcomes; and report semi-annually to the Board with an update on Countywide performance based on the established prevention and promotion outcomes and metrics as well as departmental performance.

SECTION 4. Amending the Bylaws. Any bylaw may be amended, repealed, or adopted by majority vote. An amendment, repeal, or adoption of any bylaw cannot conflict with the standards governing the conduct of the Committee as prescribed in the Motion, or otherwise prescribed by law.

SECTION 5. Suspending the Bylaws. Except as provided otherwise herein, any bylaw may be temporarily suspended by a two-thirds vote. A "two-thirds vote" is defined as two thirds of the votes cast by Committee members entitled to vote, excluding absences or abstentions, at a regular or properly called meeting. A temporary suspension of any bylaw cannot conflict with the standards governing the conduct of the Committee as prescribed in the Motion, or otherwise prescribed by law.

SECTION 6. Robert's Rules. The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the Committee in all cases to which they are applicable and in which they are not inconsistent with these bylaws, the Motion, or any federal, State, or 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 Committee.

CHAPTER 2. MEETINGS

SECTION 1. Regular Meeting Time and Location. The regular meetings of the Committee shall be held as adopted annually by the Committee no later than December 31st of the calendar year unless (a) rescheduled, relocated, or cancelled by the Chairperson or Vice Chairperson, or (b) the Committee adopts an alternate schedule, which shall be posted on the Committee's website and electronically distributed to the public via the Committee's mailing list.

SECTION 2. Special Meetings. A special meeting may be called at any time by the Chairperson of the Committee, or by a majority of the Committee members, and in accordance with State law. Notice shall be received and posted at least 24 hours prior to the special meeting in a location that is freely accessible to members of the public.

SECTION 3. Annual Meeting. The Committee shall hold an annual organizational

meeting at its regular meeting by June 30th of each year to elect the new officers for the following fiscal year.

SECTION 4. Quorum. A majority of the Committee, or more than half of the Committee, regardless of a vacancy being filled or not, constitutes a quorum for the transaction of business. The quorum refers to the number of members present, not to the number of members actually voting on a particular question. The abstention 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 5. Absence of Quorum. In the absence of a quorum, the Committee members present may discuss agenda items, take public comment, and adjourn any regular, adjourned regular, special, or adjourned special meeting to a time and place specified in the order of adjournment, as authorized by law. However, in the absence of a quorum, the Committee may not vote or take formal action on any matters, consistent with State law. If all Committee members are absent, Committee staff may adjourn the meeting to a stated time and place in accordance with section 54955 of the Government Code.

SECTION 6. Agenda Items. The Chairperson shall have discretion to authorize staff to place on the agenda, items and motions recommended by Committee members or the Executive Director, upon Chair approval. The Chairperson shall consult with the recommending Committee member prior to rejecting any recommended item or motion. At any regular meeting, Committee members may move to place an item or motion on a future agenda.

CHAPTER 3. DEBATE AND VOTING

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

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 Chairperson, 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 Chairperson may adopt a motion without the steps of stating the question and putting the motion to a formal vote.

SECTION 3. Voting. Unless otherwise stated herein, acts of the Committee shall be valid and binding with a majority vote or otherwise required by other applicable federal, State, and local laws. A "majority vote" is defined as more than half of the votes cast by Committee members entitled to vote, excluding absences or abstentions, at a regular or properly called meeting.

CHAPTER 4. MEMBERSHIP AND OFFICERS

SECTION 1. Membership. The Committee shall be comprised of nine members, one County partnering organization or regional entity and eight which shall be any of the following:

- County department directors; and/or
- Initiative Executive Directors representing County departments or Board priority initiatives.

If a member cannot attend a meeting, it shall count as an absence. No alternates or delegates are permitted.

SECTION 2. Inaugural Members. The initial Committee members ("Inaugural Members") shall be represented by the following: CEO, Department of Public Social Services ("DPSS"), Department of Public Health ("DPH"), Department of Children and Family Services ("DCFS"), ARDI, CEO Homeless-Initiative, Chief Information Officer ("CIO"), Department of Mental Health ("DMH"), and First 5 Los Angeles. Inaugural members' term shall be at least through June 30, 2025, and in accordance with Section 4 herein.

SECTION 3. Inaugural Officers. The Committee shall be presided over by a Chairperson and Vice Chairperson. The Chairperson for the Inaugural Members ("Inaugural Chairperson") shall be the Director of DPSS, who will serve as Chairperson for a term ending on June 30, 2025. The Inaugural Vice Chairperson shall be elected by a majority vote of the Inaugural Members, no later than the third Committee meeting, and shall serve for a term ending on June 30, 2025. The selection, term, and rotation of the Chairperson and Vice Chairperson, thereafter, shall be followed in accordance with Section 5 herein.

SECTION 4. Rotation of Members. By June 30th of each year, beginning in 2025, the Committee shall decide by majority vote on the next nine-member roster for the upcoming term to begin July 1. The membership shall be comprised of the departments/initiatives most appropriate to the key focus areas for the upcoming term. The membership roster for the upcoming term shall include at least 5 returning members to ensure continuity.

SECTION 5. Election of Officers. Committee members shall elect a Chairperson and Vice Chairperson, by a majority vote, no later than June 30th every year, to serve a one-year term for the following fiscal year, commencing July 1st through June 30th each year, with the exception of the Inaugural Chairperson and Inaugural Vice Chairperson, who will serve until June 30, 2025. Nominations for Chairperson and Vice Chairperson shall be made at a Committee meeting prior to the Committee's annual organizational meeting, whereby a vote for Chairperson and Vice Chairperson will be held. Committee members may nominate themselves or others. A member nominated as Chairperson must have been a member of the Committee for at least one year. Members nominated for an officer position may or may not accept the nomination at the meeting in which they are nominated or may follow-up with the Executive Director to indicate if the nomination is accepted or not, prior to the annual organizational meeting. The agenda for the annual organizational meeting shall list those Committee members who have previously accepted nominations for the position(s) of Chairperson and Vice Chairperson. A member elected as Chairperson and Vice Chairperson serves until June

30th, and at the conclusion of the term, may be re-elected by a majority vote. Except for the inaugural Chairperson, who may serve an additional one-year term following the inaugural term, the Chairperson may only serve for two consecutive one-year terms.

SECTION 6. Officer Vacancies. In the event of a vacancy in the office of the Chairperson, the Vice Chairperson shall serve as Chairperson for the remainder of the term. If the Vice Chairperson is unable to serve, the members of the Committee shall elect, by majority vote, another member of the Committee to serve as Vice Chairperson until the end of the term.

SECTION 7. Member Vacancies. In the event of a change in a member department director or initiative director, the acting, interim, or permanent replacement for such director shall replace the prior director. In the event of resignation from the Committee, the members of the Committee shall elect, by majority vote, another department director or initiative director to serve until the end of the term.

SECTION 8. Duties of the Chairperson. The Chairperson shall preside at all meetings of the Committee and shall conduct the business of the Committee in accordance with these bylaws. The Chairperson shall preserve order and decorum. The Chairperson shall appoint members to the subcommittees.

SECTION 9. Duties of Vice Chairperson. In the absence of the Chairperson, at a Committee meeting, the Vice Chairperson shall preside at the meeting and conduct the business of the Committee in accordance with the same rules and regulations prescribed to the Chairperson.

SECTION 10. Succession of Duties. If the Chairperson is absent, then the Vice Chairperson shall assume the duties of the Chairperson. If the Chairperson and Vice Chairperson are absent, then the members of the Committee present may select a Chair Pro Tem by majority vote.

CHAPTER 5. DUTIES OF MEMBERS

SECTION 1. Attendance. Members shall attend all Committee meetings and meetings of any subcommittees of which they are members. Members are expected to arrive on time and prepared for the meetings and must notify Committee staff if they are unable to attend a meeting or are unable to arrive on time. Attendance records shall be reported in the semi-annual reports of the Committee to the Board of Supervisors pursuant to Section 3, subparagraph 8.

SECTION 2. Participation and Public Input. Committee members are expected to participate in Committee discussions and provide their input and expertise.

CHAPTER 6. SUBCOMMITTEES

SECTION 1. Subcommittees. The Committee may establish subcommittees, either standing or ad-hoc, as necessary to carry out its work in accordance with the Motion, and in furtherance of its overarching aims of promoting the health and well-being of

residents, 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 Committee and interested members shall be appointed by the Chairperson, at their discretion, barring a quorum being reached.

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

CHAPTER 7. PUBLIC PARTICIPATION

SECTION 1. Public Comment. Members of the public may address the Committee on a particular agenda item and during the general public comment section of the agenda by submitting a written request to Committee staff. A person requesting to address the Committee will be allowed up to two 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. The Chairperson may, at their discretion, or subject to action by a majority, choose to limit or expand public testimony as necessary to ensure the Committee's ability to conduct its business in a reasonably efficient manner.

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

- a. Speakers must cease speaking immediately when their time has ended;
- 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 Committee;
- d. Public comment does not include the right to engage in a dialogue with Committee members or staff; please remain respectful of the forum, and refrain from uttering, writing, or displaying profane, personal, threatening, derogatory, demeaning, or other abusive statements toward the Committee, any member thereof, staff, or other person;
- e. Members of the audience should be respectful of the views expressed by speakers, staff, and Committee members 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 Committee 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 Committee meetings, please notify staff.

SECTION 3. Signs. Any member of the public who brings signs, posters, or other large objects to Committee 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 Chairperson or upon majority vote, the Chairperson 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 Chairperson must warn the individual that their behavior is disrupting the meeting and that their failure to cease their behavior may result in their removal. The Chairperson may then remove the individual if they do not promptly cease their 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 Committee 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 Committee or any member thereof, actually disrupting the due and orderly course of a meeting;
- 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 course of a meeting;
- c. Disobedience of any lawful order of the Chairperson, which shall include an order to be seated or to refrain from addressing the Committee 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.