



LOS ANGELES COUNTY CIVILIAN OVERSIGHT COMMISSION (COC)

BYLAWS

Revised in September 2026

**On September 17, 2026, Sheriff Civilian Oversight Commission approved these Bylaws.*

PREAMBLE

In 2016, the Board of Supervisors fully established the Los Angeles County Sheriff Civilian Oversight Commission to improve transparency and accountability with respect to the Los Angeles County Sheriff's Department (LASD or Department), by providing robust opportunities for community engagement, ongoing analysis and oversight of the Department's policies, practices, procedures, and advice to the Board of Supervisors, the Sheriff's Department, and the public. (Relevant COC establishment dates: January 12, 2016; September 27, 2016; and November 9, 2016.)

CHAPTER 1. GENERAL PROVISIONS

SECTION 1. Applicability. These rules shall apply to the Sheriff Civilian Oversight Commission (Commission) and are adopted pursuant to the authority vested in the Commission by Los Angeles County Code, Section 3.79.090, and the Commission's Handbook.

SECTION 2. Amending the Bylaws. Any rule contained herein may be amended, repealed, or adopted at any time by a two-thirds vote of the Commission, provided, however, such action shall not affect any pending matter.

SECTION 3. Suspending the Bylaws. Except as provided otherwise herein, any rule contained herein may be temporarily suspended by unanimous consent of the Commission.

SECTION 4. Conflicts. An amendment, repeal, adoption, or temporary suspension of any rule contained herein cannot result in a violation of the standards governing the conduct of the Commission as prescribed in the Commission Handbook and Los Angeles County Code, Chapter 3.79.

SECTION 5. Robert's Rules. The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Commission in all cases to which they are applicable and in which they are not inconsistent with these bylaws and the Commission Handbook. 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 Commission. In keeping with Robert's Rules, removal of the Chair requires a two-thirds vote of Commissioners.

CHAPTER 2. MEETINGS

SECTION 1. Regular Meeting Time and Location. The Commission shall meet at least once a month. The regular meetings of the Commission shall be held according to the agreed upon schedule (dates, time and location) presented and approved by the Commission each year, unless (a) rescheduled, relocated, or cancelled by the Chairperson. In the absence or unavailability of the Chairperson, the First Vice Chairperson may conduct the meeting as scheduled or authorize the rescheduling, relocation, or cancellation of a meeting. If the First Vice Chairperson is also unavailable, the Second Vice Chairperson may authorize such action. If such action is proposed by a Vice Chairperson, while the Chairperson is available to act, the concurrence of the Chairperson shall be required. The Commission may adopt an alternate schedule, which shall be posted on the Commission's website.

SECTION 2. Special Meetings. Special meetings of the Commission may be called by the Chairperson. In the absence or unavailability of the Chairperson, the First Vice Chairperson or Second Vice Chairperson may call a special meeting in the manner provided by State law. If a special meeting is proposed by a Vice Chairperson while the Chairperson is available to act, the concurrence of the Chairperson shall be required. The agenda for the special meeting shall specify the time and place of the meeting and the business to be transacted at such meeting, and no other business shall be considered at that meeting. The Executive Director shall provide notice of special meetings to all members of the Commission and the public as required by State law.

SECTION 3. Annual Meeting. The Commission shall hold an annual organizational meeting at its regular meeting in July of each year, or at a special meeting during the month of July, as required by Los Angeles County Code, Section 3.79.100.

SECTION 4. Quorum. A majority of the membership of the Commission constitutes a quorum for the transaction of business. The abstention or recusal of a member who is nonetheless present for discussion and voting on an item shall not affect the presence of a quorum.

SECTION 5. Absence of Quorum. In the absence of a quorum, the members present shall adjourn the meeting until the same hour on the next succeeding day, to the next regularly scheduled Commission meeting date, or to a time and place specified in the order of adjournment. If all members are absent, Commission staff may adjourn the meeting to a stated time and place in accordance with Section 54955 of the Government Code.

CHAPTER 3. DEBATE AND VOTING

SECTION 1. Motions and Seconds. Each motion made by any member of the Commission shall require a second. Motions and seconds may be made by any member of the Commission, including the Chairperson.

SECTION 2. Friendly Amendments. Friendly amendments intended to improve a motion do not require a separate vote by the Commission provided the amendment is accepted by the maker of said motion.

SECTION 3. Majority Vote. No act of the Commission shall be valid or binding unless a majority of all the members present and voting concurs therein.

SECTION 4. Roll Call. The roll need not be called in voting upon a motion except when requested by a member or required by law. If roll is not called, in the absence of an objection, the Chairperson may order the motion unanimously approved. When the roll is called on any motion, any member present who does not vote in an audible voice shall be recorded as "aye."

SECTION 5. Order of Roll Call. Each roll call of the Commission shall be in alphabetical order, except that the Chairperson shall be called last.

CHAPTER 4. OFFICERS

SECTION 1. Officers. The Commission shall be presided over by a Chairperson. The First Vice Chairperson shall preside over the Commission in the absence of the Chairperson and the Second Vice Chairperson in the absence of the Chairperson and First Vice Chairperson. All Commission officers shall be elected from amongst the members of the Commission, pursuant to Los Angeles County Code, Section 3.79.110.

SECTION 2. Election of Officers. The members of the Commission shall elect the Chairperson, the First Vice Chairperson, and the Second Vice Chairperson, by a majority vote, at each annual meeting, pursuant to Los Angeles County Code, Section 3.79.110. Nominations for Chairperson, First Vice Chairperson, and Second Vice Chairperson should be made at the Commission meeting prior to the annual meeting. Commissioners may nominate themselves or others. All eligible candidates for officers should be in good standing, including attendance at meetings, fulfilling committee responsibilities, community engagement, participation, availability, and ability to fulfil the duties and time commitments of the office. The agenda for the annual meeting shall list those Commissioners who have accepted nominations for the positions of Chairperson, First Vice Chairperson, and Second Vice Chairperson. A Commission member elected to Chairperson, First Vice Chairperson, or Second Vice Chairperson serves until the next Annual Meeting and, at the conclusion of the term, may be re-elected by a majority of the Commission members. A Chairperson may only serve for two full consecutive one-year terms. A minimum of one year must elapse before a Chair who has served two consecutive one-year terms can be eligible for election for the role of Chair again.

SECTION 3. Vacancies. In the event of a vacancy in the office of the Chairperson, the First Vice Chairperson shall serve as Chairperson for the remainder of the term. If the First Vice Chairperson is unable or unwilling to serve, the Second Vice Chairperson shall serve as Chairperson for the remainder of the term. If neither Vice Chairperson is able to serve, the members of the Commission shall elect, by majority vote, another member of the Commission to serve as Chairperson until the end of the term. If the first Vice Chairperson succeeds to the role of Chair, the Second Vice Chairperson shall assume the role of First Vice Chairperson. In the event of a vacancy in the office of First Vice Chairperson or Second Vice Chairperson, the members of the Commission may elect, by majority vote, another member of the Commission to fill the vacant position for the remainder of the term.

In the event of multiple officer vacancies, the Commission may charge the Nomination committee with recommending interim officers, subject to Commission approval, until the next

annual meeting.

SECTION 4. Duties of Chairperson. The Chairperson shall preside at all meetings of the Commission and shall conduct the business of the Commission in accordance with these rules, the Commission Handbook, and Los Angeles County Code, Chapter 3.79. The Chairperson shall preserve order and decorum and shall decide all questions of order subject to the action of the majority of the Commission.

The duties of the Chairperson shall include but not be limited to:

- a. Attend Commission leadership monthly meetings with the Sheriff and Sheriff's Department executive staff;
- b. Act as spokesperson for the Commission, to make official statements for the Commission, or delegate this responsibility to another Commissioner when needed;
- c. Serve as an ex officio member of the Commission's ad hoc committees and ensure effective functioning of all committees of the Commission;
- d. Work with the Executive Director and/or Commission Staff to prepare the meeting agenda to comply with Brown Act standards and timeframes. Responsibility for setting the meeting agenda rests with the Chairperson and includes consultation with commissioners and Commission staff;
- e. Preside over all Commission meetings by:
 - Calling the meeting to order at the scheduled time
 - Working with the Executive Director and/or Commission staff to verify the presence of a quorum
 - Facilitating meetings in a fair, equitable manner while conscious of time constraints and properly handling, communicating, and voting on motions
 - Managing debate, maintaining decorum and the Commission's code of conduct, and ensuring Commission work is consistent with its mission and purpose;
- f. Be familiar with and conduct the meetings according to the Robert's Rules of Order, and/or bylaws and ordinance. (See Appendix Section XII E. County of Los Angeles Procedural Rules for County Commissions and Committees based on Robert's Rules of Order (Abridged) and in Compliance with the Brown Act); and
- g. For issues related to business processes, contact the Executive Director and/or Commission Staff.
- h. Serve as an ex officio member of the Sybil Brand Commission and other ex officio designations, pursuant to [Los Angeles County Code Section 2.82.040](#), and consultative meetings where participation of the COC is requested or necessary for Commission business or designate a representative to serve on their behalf.

SECTION 5. Duties of First Vice Chairperson. The First Vice Chairperson shall have the following power and duties:

- a. Assume the office of Chairperson pursuant to Section 3 of this Chapter in the event of a vacancy in that office;
- b. Perform other duties as assigned by the Chairperson.

SECTION 6. Duties of Second Vice Chairperson. The Second Vice Chairperson shall have the following power and duties:

- a. Assume the office of First Vice Chairperson in the event of the vacancy in that office and in accordance with the order of succession established by these bylaws;
- b. Perform other duties as assigned by the Chairperson.

SECTION 7. Chair Pro Tem. If the Chairperson, the First Vice Chairperson, and the Second Vice Chairperson are absent from a meeting, the members of the Commission present may select a Chair Pro Tem by a majority vote to preside over that meeting.

CHAPTER 5. DUTIES OF COMMISSIONERS

SECTION 1. Attendance. It shall be the duty of all members to attend all meetings of the Commission and meetings of any subcommittees of which they are members. All members of the Commission are expected to arrive on time and prepared for the meetings. Commissioners should notify the Chair and Executive Director when they are unable to attend a meeting, are unable to arrive on time, or have to leave a meeting prior to the adjournment of the meeting.

SECTION 2. Time Commitment. Service on the Commission requires a significant commitment of time beyond attendance at regular Commission meetings. Commissioners are expected to devote sufficient time to reviewing materials, participating in ad hoc committee meetings, attending events and community engagement activities, and carrying out assignments necessary to fulfil the Commission's oversight responsibilities.

Commissioners serving as officers may be required to undertake additional responsibilities, such as jail visitations, attendance at meetings involving County or community stakeholders, and other functions representing the Commission.

SECTION 3. Training of Commission Members Within six months of their appointment, all Commission members must attend and satisfactorily complete a comprehensive training and orientation program to be developed by the Commission staff, in consultation with the Sheriff's Department and the Commission and in conjunction with applicable County departments.

The training and orientation program shall include issues such as Constitutional policing, use of force, firearms, custody, mental health, juvenile justice, patrol, and any other topics, including County-mandated trainings on the L.A. County Policy of Equity, sexual harassment, discrimination, and applicable laws that can guide Commission members in the performance of their duties. Commission members shall also participate in an orientation (including training in the Brown Act) offered by the Commission Services Division of the Board.

All Commission members shall also actively participate in ongoing training programs to be developed by the Commission in consultation with the above entities. Failure to complete satisfactorily the required training may result in disqualification and removal from the Commission; provided, however, that the Commissioner shall first be notified in writing of the deficiency and afforded a reasonable opportunity to complete the required training.

SECTION 4. Participation and Public Input. Commissioners are expected to participate in Commission discussions and provide their input and expertise. Commissioners should also strive to seek input from the communities they represent and share those viewpoints with the Commission as appropriate.

CHAPTER 6. COMMISSION DUTIES (see L.A. County [Code of Ordinances: Chapter 3.79](#))

SECTION 1. Duties. The Commission shall perform the duties enumerated in state law, outlined in its ordinance, found in Chapter 3.79 in the L.A. County Code, or applied to the Commission by reference in other County policies and municipal codes.

CHAPTER 7. SUBCOMMITTEES

SECTION 1. Subcommittees. The Commission may, by majority vote, establish subcommittees, either standing or ad-hoc, as necessary to carry out its work. The membership of a subcommittee shall not constitute a quorum of the full Commission, and members will be appointed by the Chairperson unless this rule is suspended by a two-thirds vote prior to appointment and the Commission as a whole votes to enact a different appointment process.

SECTION 2. Subcommittee Actions. No action may be taken by a subcommittee including, but not limited to, making recommendations to the full Commission, except by a majority vote of the members of the subcommittee present and voting.

CHAPTER 8. PUBLIC PARTICIPATION

SECTION 1. Public Comment. Members of the public may address the Commission on a particular agenda item or during public comment by submitting a written request to Commission staff. A person requesting to address the Commission will be allowed a total of two (2) minutes per item for a total of six (6) minutes per meeting. Time cannot be transferred from one speaker to another. The Chairperson may, in their sole discretion, subject to action by a majority of the Commission, choose to limit or expand public testimony as necessary to ensure the Commission's ability to conduct its business in a reasonably efficient manner.

SECTION 2. Code of Conduct. Members of the public in attendance at Commission meetings must govern themselves in accordance with the Commission's Code of Conduct, which reads as follows:

- a. Speakers must cease speaking immediately when their time has ended;
- b. Public comment on agenda items must relate to the subject matter of that item;

- c. General public comment is limited to subjects within the jurisdiction of the Commission;
- d. Public comment does not include the right to engage in dialogue with the Commission members or staff;
- e. Remain respectful of the forum and refrain from uttering, writing, or displaying profane, personal, threatening, derogatory, demeaning or other abusive statements toward the Commission, any member thereof, staff or other persons;
- f. Members of the audience should be respectful of the views expressed by the speakers, staff and Commission members, and may not clap, cheer, whistle or otherwise disrupt the orderly conduct of the meeting. Audience members may express silent approval through non-disruptive visual gestures, such as raising both hands above the shoulders with palms facing outward (“raise the roof”), provided such gestures do not interfere with the orderly conduct of the meeting;
- g. A person engaging in conduct that disrupts the meeting is subject to being removed from the Commission meeting.

SECTION 3. Signs. Any members of the public who bring signs, posters, or other large objects to the meeting must not block the view of other members of the audience and may therefore be asked to relocate as necessary.

SECTION 4. Disruptive Conduct; Removal from Meeting Room. In accordance with Government Code section 54957.95, at the discretion of the Chairperson or upon majority vote of the Commission, the Chairperson may order the removal of any individual who is willfully disrupting the meeting so as to prevent the Commission from accomplishing its business in a reasonably efficient manner.

Prior to removing an individual, the presiding officer or their designee shall warn the individual that their behavior is disrupting the meeting and that their failure to cease their behavior may result in their removal. The presiding member or their designee may then remove the individual if they do not promptly cease their disruptive behavior.

As used in this section: “Disrupting” means engaging in behavior during a meeting of a legislative body that actually disrupts, disturbs, impedes, or renders infeasible the orderly conduct of the meeting and includes, but is not limited to, one of the following:

- a. Failure to comply with reasonable and lawful regulations adopted by a legislative body pursuant to Section 54954.3 or any other law.
- b. Engaging in behavior that constitutes use of force or a true threat of force. “True threat of force” means a threat that has sufficient indicia of intent and seriousness, that a reasonable observer would perceive it to be an actual threat to use force by the person making the threat.
- c. Any other unlawful interference with the due and orderly course of a meeting.

If order cannot be restored by the removal of said individual(s), the Commission may order the meeting room cleared and continue in session.

All of these provisions are intended to effectuate the mission and purpose of the Civilian Oversight Commission and fulfill its role in public safety for all people of Los Angeles County.