

**BYLAWS OF
COUNTY OF LOS ANGELES · Measure B Advisory Board**

ARTICLE I – NAME OF ORGANIZATION

The name of this organization shall be the *Los Angeles (LA) County Measure B Advisory Board (MBAB)*.

ARTICLE II – PURPOSE AND FUNCTION

Section 1: As directed by the July 11, 2017 Board of Supervisor's (Board) Motion, the MBAB will provide advice to the Board on options and/or recommendation for spending future unallocated funds generated from the special tax on the structural improvements located within the County, known as Measure B, passed by the voters in November 2002.

Section 2: The MBAB will annually draft a report to the Board with a list of optional projects that are prioritized to be shared publicly at least two weeks prior to a final document being sent to the Board. The actual allocation of unallocated Measure B funding will be at the sole discretion of the Board and contingent upon Board approval.

ARTICLE III - REPRESENTATION AND MEMBERSHIP

Section 1: As defined in the July 3, 2017 report back to the Board from the Chief Executive Office and approved by the Board on July 11, 2017.

- Co-chair: LA County Chief Executive Office, Health and Mental Health Services (non-voting member)
- Co-chair: LA County Emergency Medical Services Agency (voting member)
- Member: LA County Auditor-Controller (voting member)
- Member: LA County Department of Health Services (voting member)
- Member: LA County Department of Public Health (voting member)
- Member: LA County Fire Department (voting member)
- Member: Representative of the non-county designated trauma hospitals, as appointed by the Hospital Association of

Southern California (voting member)

- Member: Chair (or designee) of the LA County Emergency Medical Services Commission (voting member)
- Member: Surgeon practicing at a designated trauma hospital in the County as appointed by the Southern California Chapter of the American College of Surgeons (voting member)
- Member: Registered Nurse practicing in an emergency department of a designated trauma hospital in the County appointed by the California Nurses Association (voting member)

The co-chairs and each member may assign an alternate to attend a scheduled meeting as their representative in their absence to ensure a quorum is achieved. The alternate representative must represent the entity as described above.

Section 3: Staffing - The Co-chairs shall appoint staff to serve as the administrative assistant to the committee.

Section 4: Member Attendance and Termination - Committee members with two (2) unexcused absences, in any fiscal year, shall be sent a letter of inquiry of their interest in continued committee participation, with a copy sent to their designating entity.

- Any member who does not reply to the letter of inquiry, within 30 days, will be considered no longer interested in participating on the MBAB and will be removed from the committee.
- If the member replies to the letter of inquiry that they are no longer interested in committee participation or if they reply that they are interested in committee participation but continue to be absent from scheduled meetings, a written request for member replacement will be sent to the designating entity

Section 5: Member Resignation - Resignations must be submitted in writing to the committee chair and copied to the designating entity at least 30 days prior to the resignation effective date.

Section 6: Member Vacancies - Vacancies shall be filled, as soon as possible, by the co-chairs submitting a written request for designation of a representative to the appropriate entity.

ARTICLE IV - MEETINGS OF MEMBERS

Section 1: Regular meetings: Regular meetings of the members shall be scheduled as follows: one meeting during the first quarter of the calendar year, and two or more meetings in September and October of each year to review all funding proposals, or more frequently, as the need arises, at a time and place designated by the co-chairs. MBAB meetings are conducted in compliance with the Brown Act and according to Robert's Rules of Order.

Section 2: Notice of Meetings: Meeting Agenda's must be posted 72 hours in advance of the meeting in compliance with the Brown Act.

Section 3: Quorum: A quorum of the committee is met when a majority of the voting members are present. For the MBAB a quorum is met when five (5) or more voting members are present.

ARTICLE V - TENURE

Section 1: Members shall serve at the will of the designating entity.

ARTICLE VI – DUTIES

Section 1: The MBAB shall be staffed by two (2) co-chairs and one (1) administrative assistant. Only one (1) of the co-chairs needs to be present to hold a meeting.

Chairperson's Duties:

- Preside over all meetings by:
 - Calling the meeting to order at the scheduled time.
 - Verifying the presence of a quorum.
 - "Processing" all motions including (stating the motion prior to discussion, restating the motion just prior to the vote, and announcing the result of the vote, specifying who voted in favor, who voted against, and any abstentions and recusals).

- Facilitating meetings by staying on track and adhering to time constraints.
 - Conducting the meeting in a fair and equitable manner.
 - Restraining the members when engaged in debate, within the rules of order to enforce the observance of order and decorum among the members.
 - Maintaining neutrality to facilitate debate.
 - Ensuring the work of the MBAB is consistent with its intended purpose and mission.
- Be familiar with and conduct the meetings according to Robert's Rules of Order and in Compliance with the Brown Act.
 - Provide information on the amount of unallocated Measure B funds available to be considered by the MBAB.
 - Provide information on the state of emergency medical services, trauma services, and bioterrorism preparedness in the County.
 - Draft the Board memo, which contains the MBAB recommendations and final options for use of the unallocated Measure B funds, for submission to the Board

Administrative Assistant Duties:

- Prepare and post meeting agenda.
- Document meeting attendance of the Committee.
- Document meeting activities, decisions, coordinate public comment and presentations.
- Record minutes of the meetings.
- Draft other correspondence as delegated by the chairpersons.

Section 2: The duties of the MBAB members are to act in an advisory capacity to the Board regarding the use of unallocated Measure B funds.

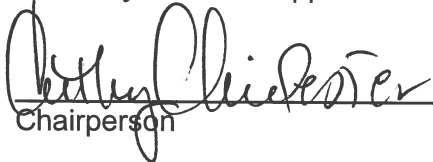
Members Duties:

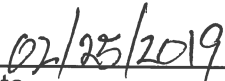
- Review documents and data and receive presentations related to the use of Measure B funds and the state of emergency medical services, trauma services, and bioterrorism preparedness in the County.
- Address issues and evaluate trends and data on important indicators of the health of the system, determine unmet needs within the County's system of care.

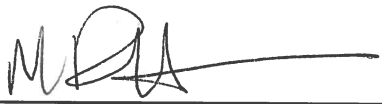
- Utilize information from the meetings to participate in the preparation a report for the Board which provides recommendations and options for the use of the unallocated Measure B funds.

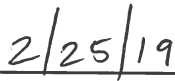
CERTIFICATION

These bylaws were approved on February 25, 2019:


Chairperson


Date


Chairperson


Date