

[DRAFT prepared by Commissioner David Holtzman, 2021-01-27]  
BYLAWS OF  
THE COUNTY OF LOS ANGELES CITIZENS REDISTRICTING COMMISSION  
[DATE]

## Article I. Authority

The County of Los Angeles Citizens Redistricting Commission (“Commission” or “LAC CRC”) is formed under Chapter 6.3 of Division 21 of the California Elections Code (sections 21530 – 21535).<sup>1</sup>

## Article II. Purpose

The Commission’s purpose is to “adjust the boundary lines of the supervisorial districts” of the Board of Supervisors of the County of Los Angeles (“Board”) “[i]n the year following the year in which the decennial federal census is taken.” (Elections Code section 21531.)

## Article III. Powers and Duties

Section 3.01 The Commission has the powers and duties set forth in the chapter of the Elections Code under which it was formed.

Section 3.02 Commission members are subject to the conflict of interest code the Board enacted for the Commission on January 5, 2021. (See Statement of Proceedings, [http://file.lacounty.gov/SDSInter/bos/sop/1101631\\_010521.pdf](http://file.lacounty.gov/SDSInter/bos/sop/1101631_010521.pdf), page 27 [item 25].) “Each commission member [is] a designated employee” for purposes of that code. (Elections Code section 21533(e).)

Section 3.03 Public Records. Commission members should be aware that “[a]ll records of the commission relating to redistricting, and all data considered by the commission in drawing a draft map or the final map, are public records.” (Elections Code section 21534(c)(9).)

## Article IV. Membership

Section 4.01 Selection. The Commission’s members (Commissioners) have been or shall be selected in the manner provided by Elections Code section 21532 .

Section 4.02 Conflict of Interest. Each Commissioner shall timely file with the appropriate official or office a Statement of Economic Interests (California Fair Political Practices Commission Form 700, or its successor) as required by the conflict of interest code referenced in Section 3.02 of these bylaws.

Section 4.03 Ethics Training. Each Commissioner shall complete the AB 1234 “Local Officials Ethics Training Course” offered by the Fair Political Practices Commission (see <https://www.fppc.ca.gov/learn/public-officials-and-employees-rules-/ethics-training.html>) within 60 days of taking office and shall provide proof of completion to the Commission’s Legal Counsel or appropriate county official. Commissioners who completed AB 1234 training in the eighteen months before taking

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<sup>1</sup> Unless otherwise indicated, all statutory references herein are to the California codes.

office need not repeat such training upon taking office but are required to provide proof of such completion to the Commission's Legal Counsel or appropriate county official and must also comply with the obligation to repeat such training within two years of their last training.

Section 4.04 Vacancy.

- (a) A vacancy on the Commission may arise upon any of the following occurrences:
  - (1) Death or incapacity of a Commissioner
  - (2) Submission of a written notice to the Chairperson stating a Commissioner's intent to resign; or,
  - (3) Removal of a member by a recorded affirmative vote of nine(9) Commissioners, due to:
    - i. Three consecutive unexcused absences or five total unexcused absences in a calendar year. An unexcused absence means an absence which is not approved by the Chairperson or a written statement signed by nine (9) Commissioners;
    - ii. A Commissioner's failure to continue to meet the qualifications in Elections Code section 21532(d); or
    - iii. Conviction of a felony, of a violation of election law, or of any crime involving moral turpitude.
- (b) The Commission may fill a vacancy at a properly-noticed meeting called in whole or part for that purpose.

Section 4.05 Communications.

- (a) County-provided Commission email addresses (@crc.lacounty.gov) will serve as a repository of communications related to Commission business. Each Commissioner shall copy his or her Commission email address on all outgoing email involving Commission business. Each Commissioner shall forward all email involving Commission business sent to a Commissioner's personal email address to his or her Commission email address as soon as practicable.
- (b) The Chairperson is the sole official spokesperson for the Commission unless this responsibility is delegated in writing by the Chairperson or by a vote of nine Commissioners. Except as provided in this subsection, no statements shall be made or action taken by any Commissioner on behalf of or in the name of the Commission unless expressly authorized by the Commission. This does not prevent Commissioners from disseminating information on behalf of or in the name of the Commission regarding the time, place, or agendas of upcoming Commission meetings or hearings.
- (c) Ex Parte Communications.
  - (1) Except during a public meeting or hearing, a Commissioner shall not intentionally communicate with a member of the Board, an agent for a member of the board, or any of a Board member's immediate family members regarding any matter related to redistricting that may come before the Commission, except for administrative matters. A commissioner shall promptly make a report of any such communication that arises unintentionally, and the Clerk of the Commission shall handle such a report, as provided herein.

(2) Except during a public meeting or hearing, Commissioners shall not intentionally communicate with a member of the public, organization, or interest group regarding potential district lines. A commissioner shall promptly make a report of any such communication that arises unintentionally, and the Clerk of the Commission shall handle such a report, as provided herein.

(3) If a Commissioner communicates with anyone regarding any matter related to redistricting that may come before the Commission, the Commissioner shall forward originals or copies of all involved written or electronic communications to the Clerk of the Commission within one full business day of reading, hearing, or viewing each communication. The Clerk shall electronically distribute copies to all Commissioners and post a copy of each communication on a Commission- approved website within one full business day of receipt. For unrecorded verbal or other communication, a Commissioner shall prepare a written summary of the communication and transmit, within the same timeframe, the summary to the Clerk, who will similarly distribute and post the summary.

(4) The Clerk of the Commission will keep and post a log of all substantive communications regarding existing or potential district lines received outside of public meetings or hearings. This log should include at least the following: the name of the person or organization communicated with, date of communication, and a general description of where the communication can be located on a Commission-approved website.

- (d) Commissioners should keep in mind the provisions of this section and are encouraged to use caution when communicating about redistricting on any internet platform or social media website, including the use of any digital icons that express emotion in response to a communication.

## Article V. Officers

Section 5.01 Chairperson and Vice Chairperson. The officers of the Commission shall be a Chairperson and Vice Chairperson. These officers may exercise powers and shall perform the duties prescribed by law, these bylaws, and any parliamentary authority adopted by the Commission.

Section 5.02 Duties of Officers.

- (a) The duties of the Chairperson shall include the following:
- (1) To preside over Commission meetings, including all meetings and public hearings.
  - (2) To set the meeting agendas.
  - (3) To determine whether a quorum is present subject to the requirements of Section 21533 of the Elections Code.
  - (4) To call special meetings when necessary, subject to the Ralph M. Brown Act.
  - (5) To appoint Commissioners to ad hoc subcommittees as the Commission deems necessary to carry out its work.
  - (6) And such other duties applicable to the office as prescribed by the parliamentary authority adopted by the Commission.
- (b) The duties of the Vice Chairperson shall include the following:
- (1) To preside over meetings of the Commission in the absence of the Chairperson.
  - (2) To serve as the Clerk of the Commission until such time as the Commission hires or

designates someone else to fill that role.

(3) To perform other functions at the request of the Chairperson.

Section 5.03 Election of Officers.

- (a) The election of officers shall be administered by Commission Counsel or by the Clerk of the Commission if the Clerk is not a Commission member.
- (b) The term of office shall be nine (9) months from the date of election unless nine (9) Commissioners affirmatively vote otherwise before the election.
- (c) Therefore, the Commission may, by nine (9) affirmative votes, decide to elect as Chairperson and/or Vice Chairperson a calendar of Commissioners to serve on specified dates. In that case, the person administering the election shall entertain and accept nominations of such calendars.
- (d) The person administering the election shall entertain and accept nominations of candidates (or calendars) at a properly-noticed public meeting of the Commission.
- (e) Each Commissioner shall have one vote for each officer (or calendar).
- (f) To win an election, a candidate (or calendar) must receive a majority of the votes cast in that election.
- (g) Officers may serve multiple and/or consecutive terms.
- (h) The Commission may elect a new officer after the term of an officer expires, or after an officer resigns or otherwise vacates his or her office.

Section 5.04 Succession of Duties. If both the Chairperson and Vice-Chairperson are absent from a meeting, a majority of the members of the Commission present may select a Chairperson Pro Tem.

## Article VI. Meetings

Section 6.01 Brown Act. As stated in Elections Code (section 21534(d)), the Commission “shall comply with the Ralph M. Brown Act (Chapter 9 (commencing with Section 54950) of Part 1 of Division 2 of Title 5 of the Government Code).”

Section 6.02 Parliamentary Authority; Rules of Order. Robert’s Rules of Order Newly Revised, 12th Edition shall govern Commission meetings. The Commission may adopt additional rules to govern conduct at its meetings or other proceedings and may change such rules by affirmative vote of nine (9) Commissioners.

Section 6.03 Regular Commission Meetings. Regular meetings of the Commission shall be held on the second and fourth Wednesdays of each month, at 7 p.m. Unless noticed otherwise, regular meetings will be virtual meetings.

Section 6.04 Special Meetings. Special meetings of the Commission may be called in the manner provided by Government Code section 54956.

Section 6.05 Quorum. As stated in Elections Code section 21533(c), “Nine members of the Commission shall constitute a quorum. Nine or more affirmative votes shall be required for any official action.”

Section 6.06 Agenda Items. The Chairperson may place items on the agenda. Each agenda shall include time for considering old business and for members to introduce new business. The Chairperson shall place items on the agenda at the request of any four or more Commissioners.

Section 6.07 Committees. The Commission may establish ad hoc subcommittees to focus on key issues. Such committees shall consist of five or fewer members of the Commission.

Section 6.08 Attendance. Commissioners shall contact the Chairperson and the Executive Director in advance to report meeting absences or tardiness.

Section 6.09 Public comment. Public comment on non-agenda items will be limited to two (2) minutes per person or organization, and public comment on agenda items will be limited to three (3) minutes per person or organization. The Chairperson may increase or decrease the time per person or organization in the exercise of the Chairperson's discretion. To the extent time is increased or decreased, all persons or organizations speaking on a particular item will be given equal time.

## Article VII. Adoption and Amendment of Bylaws

Section 7.01 Adoption. These bylaws may be adopted with proper notice by an affirmative vote of nine (9) Commissioners present at a duly convened regular meeting.

Section 7.02 Amendment. These bylaws may be amended with proper notice by an affirmative vote of nine (9) Commissioners present at a duly convened regular meeting.