

BYLAWS OF THE COUNTY OF LOS ANGELES CITIZENS REDISTRICTING COMMISSION

Article I. Authority

The County of Los Angeles Citizens Redistricting Commission (“Commission” or “LA County CRC”) is formed under Chapter 6.3 of Division 21 of the California Elections Code (currently, sections 21530 - 21535).¹

Article II. Purpose

The Commission’s purpose is to “adjust the boundary lines of the supervisorial districts” of the Board of Supervisors (Board) “in the year following the year in which the decennial federal census is taken.” (Elections Code section 21531.) The Commissioner selection process is “designed to produce a commission that is independent from the influence of the board and reasonably representative of the County’s diversity.” (Elections Code section 215312, subd. (b).)

Article III. Powers and Duties

Section 3.01 The Commission has the powers and duty to establish single-member supervisorial districts for the Board pursuant to a mapping process as set forth in Elections Code section 21534.

Section 3.02 Prohibition. The Commission shall not consider the place of residence of any incumbent or political candidate in the creation of a map. Districts shall not be drawn for purposes of favoring or discriminating against an incumbent, political candidate, or political party. (Elections Code section 21534, subd. (b).)

Section 3.03 Public Records. All records of the Commission related to redistricting and all data considered by the Commission in drawing the draft and final maps are public records. (Elections Code section 21534, subd. (d)(1).)

Section 3.04 Public Hearings. The Commission shall conduct the public hearings as required by Elections Code section 21534, subdivisions (c)(2) and (c)(3).

Section 3.05 Redistricting Plan. The Commission shall adopt a redistricting plan redrawing the boundaries of the supervisorial districts and shall file the plan with the county elections official by the map adoption deadline set forth in Elections Code section 21501, subdivision (a).

¹ Unless otherwise indicated, all statutory references herein are to the California codes.

Article IV. Rules of Membership

Section 4.01 Selection. The Commissioners have been, or shall once a decade be, selected in the manner provided by Elections Code section 21532.

Section 4.02 Size. The Commission shall be composed of 14 members. (Elections Code section 21532, subd. (c).)

Section 4.03 Qualifications. Commissioners shall meet all of the following qualifications:

- (a) Commissioners shall meet all of the qualifications set forth in Elections Code section 21532.
- (b) Any Commissioner who ceases to meet these qualifications during their term of service (e.g., moves outside Los Angeles County) must immediately notify the Co-Chairs in writing of such fact.

Section 4.04 Conduct. Commissioners shall conduct themselves in a manner that reinforces public confidence in the integrity of the redistricting process and shall apply Elections Code sections 21530 - 21535 in an impartial manner. (Elections Code section 21533, subd. (a).)

Section 4.05 Conflict of Interest.

(a) 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, page 27 [item 25].) “Each commission member [is] a designated employee” for purposes of that code. (Elections Code section 21533(e).)

(b) 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 4.05, subdivision (a) of these bylaws.

Section 4.06 Ethics Training. Each Commissioner shall complete AB 1234 Local Officials Ethics Training offered by the Fair Political Practices Commission within 60 days of taking office and shall provide proof of completion to the Commission’s legal counsel. Commissioners who completed AB 1234 training in the eighteen months before taking office need not repeat such training upon taking office, but are required to provide proof of such completion to the Commission’s legal counsel and must also comply with the obligation to repeat such training within two years of their last training.

Section 4.07 Vacancy.

- (a) A vacancy may arise upon any of the following occurrences:
- (1) Death or the three (3)-month or longer incapacity of a Commissioner;
 - (2) Submission of written notice to the Co-Chairs stating a Commissioner's intent to resign;
 - (3) Removal of a Commissioner 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 a Co-Chair;
 - ii. A Commissioner's failure to continue to meet the qualifications in Elections Code section 21532;
 - iii. Conviction of a felony or any crime involving moral turpitude; or,
 - iv. Repeated or systematic violations of any provision of these Bylaws or Elections Code sections 21530-21535.
- (b) The Commission may fill a vacancy at a properly noticed meeting called in whole or in part for that purpose. If the Commission chooses to fill the vacancy, it shall endeavor to do so in a manner such that the newly constituted Commission as a whole will meet the criteria under which it was originally established under Section 21532. If possible, the Commission should select a replacement, if at all, from the pool of remaining qualified candidates from the initial Commissioners' selection process prescribed by Section 21532.

Section 4.08 Communications.

- (a) **Email.** Except as otherwise provided herein, each Commissioner shall use the Commission-provided email address (@crc.lacounty.gov) for all communications involving Commission business. Each Commissioner shall encourage the public to use the Commissioner's official email address in all correspondence with the Commissioner. Commissioners may use their personal email address for outgoing email related to Commission business only if the Commissioner also copies their official email address in all such correspondence. Each Commissioner shall promptly forward all email related to Commission business sent to their personal email address to their official Commission email address unless the incoming email copied the Commissioner's official email address in the first instance.
- (b) **Representing the Commission.** The Co-Chairs are the only official spokespersons for the Commission unless this responsibility is delegated in writing by the Co-Chairs or by a

vote of nine (9) Commissioners. Except as provided in this paragraph, no Commissioner shall make any statement or take any action taken on behalf of or in the name of the Commission. This does not prevent Commissioners from disseminating information in the name of the Commission regarding the time, place, or agendas of upcoming Commission meetings or hearings.

(c) **Communications Outside of Open Meetings or Hearings.**

- (1) **Prohibition Regarding LA County Supervisors.** Except during a public meeting, workshop 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 redistricting of Los Angeles County supervisorial districts (other than the time, place, or agendas of upcoming Commission meetings or hearings). A Commissioner shall promptly summarize and report any such communication that arises unintentionally to the Clerk of the Commission.
- (2) **Prohibition Regarding All Other Parties.** Except during a public meeting, workshop or hearing, a Commissioner shall not intentionally communicate with a member of the public, organization, or interest group regarding the specific placement of supervisorial district boundaries in Los Angeles County. A commissioner shall promptly summarize and report any such communication that arises unintentionally to the Clerk of the Commission. Nothing in this subsection shall be construed as prohibiting a Commissioner from communicating outside of a public meeting, workshop or hearing with a member of the public, an organization, or an interest group regarding best practices, accessibility, education, and outreach.
- (3) **Reporting Requirement for Other Communications.** Except during a public meeting, workshop, or hearing, if a Commissioner directly communicates with anyone other than another Commissioner, LA County CRC staff, legal counsel, consultants retained by the Commission or experts to learn about general redistricting principles, regarding a redistricting matter that might come before the Commission other than the specific placement of district boundaries (which is covered in subparagraph (2) above), the Commissioner shall promptly forward originals or copies of all involved written or electronic communications to the Clerk of the Commission. For unrecorded verbal or other communication, a Commissioner shall promptly prepare a written summary of the communication and transmit the summary to the Clerk.
- (4) **Full Commission Awareness of Communications.** The Clerk of the Commission shall electronically distribute copies of, or links to, all reports or other materials the Clerk receives pursuant to paragraph (1)-(3) above to all Commissioners and post a copy of each communication or report on a Commission-approved website within one full business day of receipt.
- (5) **Log of Communications.** The Clerk of the Commission shall keep and post on a Commission-approved website a log of all substantive communications regarding

redistricting or administrative matters received by the Commission or Commissioners outside of public meetings or hearings. This log shall 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 or a summary thereof can be located on a Commission-approved website.

- (d) **Information Regarding Meetings/Hearings.** Nothing in this Section (4.08) prevents Commissioners from disseminating information regarding the time, place, or agendas of upcoming Commission meetings or hearings, and Commissioners are not required to report or disclose such communications under subsections (1)-(3) above.
- (e) **Internet/Social Media.** Commissioners should keep in mind the provisions of Section 4.04 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.

Article V. Officers

Section 5.01 Co- Chairs. The officers of the Commission shall be two (2) Co-Chairs. 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. The duties of the Co-Chairs shall include the following:

- (a) To preside, one at a time, over Commission meetings, including all meetings and public hearings.
- (b) To set the meeting agendas.
- (c) To determine whether a quorum is present subject to the requirements of Elections Code section 21533.
- (d) To call special meetings, as allowed by law, when necessary.
- (e) To serve as the Clerk of the Commission unless the Commission has hired or the Co-Chairs designate someone else to fill that role.
- (f) To appoint Commissioners to ad hoc subcommittees or working groups established pursuant to Section 6.07, below.
- (g) Such other duties applicable to the office as prescribed by the parliamentary authority adopted by the Commission.

Section 5.03 Election of Officers.

- (a) The election of officers shall be administered by a Commission staff member.

- (b) The term of office shall be one (1) year from the date of election unless nine (9) Commissioners affirmatively vote otherwise.
- (c) The person administering the election shall entertain and accept nominations of candidates at a properly noticed public meeting of the Commission.
- (d) Each Commissioner shall have one vote for each officer.
- (e) To win an election, a candidate must receive a majority of the votes cast in that election. If no candidate receives a majority, a last-place candidate shall be eliminated from the election (in case of a tie, elimination shall be by lot), the previous votes shall be erased, and Commissioners shall cast new votes.
- (f) Officers may serve multiple and/or consecutive terms.
- (g) Commissioners may elect a new officer after the term of an officer expires, or to complete the term of an officer who resigns or otherwise vacates their office.

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

Article VI. Meetings

Section 6.01 Brown Act. As stated in Elections Code section 21534, subdivision (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)." The Commission shall endeavor to provide more than the minimum 72-hour notice of meetings, agendas and supporting materials when practicable.

Section 6.02 Rules of Order. The rules contained in the 2011 edition of "Rosenberg's Rules of Order," attached as Exhibit A, except as otherwise provided herein, shall govern the Commission in its proceedings. The Commission may adopt additional rules to govern conduct at its meeting and all proceedings. Such rules may be changed by affirmative vote of nine 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. until such time as the Commission files the final map with the county elections official.

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. Nine members of the Commission shall constitute a quorum. Nine or more affirmative votes shall be required for any official action. (Elections Code section 21533, subd. (c).)

Section 6.06 Agenda Items. A Co-Chair may place items on the agenda. A Co-Chair shall place items on the agenda at the request of four or more Commissioners.

Section 6.07 Committees. The Commission may establish ad hoc subcommittees or ad hoc working groups to focus on key issues. Such subcommittees or working groups shall consist of six (6) or fewer Commissioners.

Section 6.08 Attendance. Commissioners shall contact the Co-Chairs and the Clerk of the Commission 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, and public comment on agenda items will be limited to two (2) minutes per person. The time for non-English speakers shall be doubled if their comments need to be translated. The presiding Co-Chair may increase or decrease the time per person in the exercise of their discretion based on the number of speakers and the time available. To the extent time is increased or decreased, all persons speaking on a particular item shall be allowed equal time.

Article VII. Adoption and Amendment of Bylaws

Section 7.01 Adoption. These bylaws may be adopted by an affirmative vote of nine Commissioners present at a duly convened regular meeting.

Section 7.02 Amendment. These bylaws may be amended by an affirmative vote of nine Commissioners present at a duly convened regular meeting.

Adopted 2/24/2021