LOS ANGELES COUNTY CHILDREN AND FAMILIES FIRST-
PROPOSITION 10 COMMISSION
(FIRST 5 LA)

(Amended as of 11/29/2012 Commission Meeting)

BYLAWS

ARTICLE I
Authority

The Los Angeles County Children and Families First - Proposition 10 Commission (“Commission”) was established pursuant to California Health and Safety Code Section 130110 et seq. (“Children and Families Act”) and Chapter 3.72 of the Los Angeles County Code (“Ordinance”). The Commission is also known as “First 5 LA.” These bylaws are adopted as the Operating Procedures of the Commission as required by Los Angeles County Code Section 3.72.070.

ARTICLE II
Purpose and Intent

Section I. Purpose

The Los Angeles County Children and Families First - Proposition 10 Commission was established to promote, support and improve the early development of children from the prenatal stage to five years of age. These purposes shall be accomplished through the establishment, institution, coordination and funding of appropriate standards, resources, and integrated, comprehensive, and family-friendly programs emphasizing community awareness, parental involvement, education, nurturing, mental health, child development, child care, social services, health care, health protection, health promotion, disease prevention, prevention of child neglect and abuse, and research.

Section II. Intent

The Commission intends to facilitate the creation and implementation of an integrated, comprehensive, and collaborative system of information and services to enhance optimal early childhood health and development for all children prenatal-5 and their families. This system should function as a network that promotes accessibility to information and effective services. The Commission further intends to emphasize public inclusion and participation and to
integrate services in the areas of child safety, childcare, medical, mental health and dental care, including prenatal and preconception, education, early intervention programs and parenting education. The Commission further intends that its activities and services will make clear and measurable contributions to outcomes and goals specified in the Commission’s Strategic Plan ("Plan"), as amended and refreshed from time to time.

ARTICLE III
Commission Composition

Section I. Members

The Commission shall consist of nine voting members appointed by the Board of Supervisors and shall be composed as follows:

A. The Chair of the Board of Supervisors or a member of the Board of Supervisors designated by the Chair;

B. The Directors of the Los Angeles County Departments of Public Health, Mental Health, and Children and Family Services or, in case of absence, their designated Alternates;

C. Five members, one nominated by each member of the Board of Supervisors, from the following categories: recipients of project services included in the County Strategic Plan; representatives of local child care resource or referral agencies or local child care coordinating groups; representatives of local organizations for prevention of adverse consequences to children prenatal-5 and their families or early intervention for families at risk; representatives of county-wide or community-based education, service, or policy-oriented organizations that have the goal of promoting nurturing and early childhood health and development; representatives of local school districts; and representatives of local medical, pediatric, or obstetric associations or societies.

D. Each member of the Board of Supervisors may nominate one alternate member to serve in the absence of his/her respective Commission appointee, and to perform the duties and responsibilities of such absent member. Any such alternate shall be from one of the categories described in Section IC.

Section II. Ex-Officio Representatives

The Commission shall request that the Commission for Children and Families, the Inter-Agency Council on Child Abuse and Neglect, the Los Angeles County Policy Roundtable for Child Care, and the Los Angeles County Office of Education each designate an ex-officio representative who will serve in an advisory capacity to the Commission. The ex-officio representative from the Los Angeles County Office of Education shall be an expert on early education.
childhood education who is nominated by the Los Angeles County Superintendent of Schools. While the ex-officio representatives will not have voting or other membership rights, they will have the ability to contribute their experience and expertise to the matters considered by the Commission, and participate in the work of the Commission in an advisory capacity.

Section III. Terms of Service

Members of the Commission shall serve at the pleasure of the Board of Supervisors. Terms of office for voting Members shall be as provided in the then-applicable provisions of the Los Angeles County Code.

ARTICLE IV
Operating Procedures

Section I. Principal Office

The Commission’s principal office is 750 North Alameda Street, Suite 300, Los Angeles, California, 90012, but may be moved to another location if deemed necessary by the Commission.

Section II. Quorum

For the purpose of taking action or conducting business, a quorum of the Commission shall consist of a majority of the appointed voting members (50 percent +1).

Section III. Voting

A. Each voting member of the Commission shall be entitled to one vote.

B. All votes are to be recorded and reported in the minutes.

C. Members may not vote by proxy; alternate members may vote in the absence of their principal.

D. Ex-officio members may not vote at the Commission meetings. However, ex-officio members may vote on procedural issues, such as referrals to staff, scheduling matters or requests for reports, and as part of Committee assignments.

E. Approval of an action requires an affirmative vote by a majority of Commission members present at a business meeting of the Commission, unless these bylaws specify otherwise, provided there is a quorum present.

Approved: 6/28/2001
Revised: 6/13/2002
Revised: 3/10/2011
Revised: 2/9/2012
Revised: 11/29/2012
F. Approval of expenditure recommendations in excess of $50,000, final adoption of the Strategic Plan, and election or removal of officers requires an affirmative vote of an absolute majority of all the members of the Commission.

Section IV. Compensation and Expenses

Members of the Commission, other than the member of the Board of Supervisors and the Directors of the Departments of Public Health, Mental Health, and Children and Family Services and their alternates shall receive as compensation for each Commission, committee or work group meeting attended, the sum of $150, not to exceed $7,200 in any 12-month period. Each member’s or ex-officio representative’s actual and necessary expenses shall be reimbursed for approved travel in the performance of their duties as Commissioners or representatives including transportation, meals and lodging, not to exceed the amounts authorized by Chapter 5.40 of the County Code. In order to be eligible to receive reimbursement, the expenses must have been incurred when representing the Commission at the request of or with prior approval from the Chair or Commission. Requests for reimbursement must be submitted to the Executive Director within 30 days following the incurring of the expense.

ARTICLE V
Commission Officers and Election

Section I. Officers

The officers of the Commission shall be a Chair, Vice-Chair, and such other officers as the Commission may designate. The Chair and Vice-Chair shall perform the duties of their respective offices indicated in these by-laws, and such other duties as the Commission may direct from time to time. The Executive Director or her/his designee shall serve as Secretary to the Commission.

Section II. Election

Officers of the Commission shall be chosen annually by an election to be held not later than January, unless an earlier election is necessary because of a vacancy.

Section III. Terms

The term of office for officers of the Commission is one year from the date of election or until removal or resignation.

No individual Commission member shall be eligible for election to the same position of the Commission for more than two consecutive terms. The Commission may remove an officer prior to the expiration of his or her term, as deemed necessary.
ARTICLE VI
Duties of the Commission

The Commission shall:

A. Implement the goals and objectives of the Children and Families Act and other applicable laws;

B. Prepare and adopt an adequate and complete Strategic Plan in accordance with Section 3.72.080 of the County Code;

C. Periodically review the Plan on at least an annual basis, and revise the Plan as may be necessary or appropriate in accordance with Section 3.72.080 of the County Code;

D. Submit its adopted County Strategic Plan, and any subsequent revisions, to the State Children and Families Commission (“State Commission”);

E. Prepare and adopt an annual audit and report and conduct at least one public hearing prior to adopting the annual audit and report;

F. Conduct at least one public hearing on each annual report by the State Commission;

G. Establish such ad hoc or standing committees or working groups as are necessary to fulfill the functions of the Commission and accomplish the purposes of the Children and Families Act;

H. Establish such technical advisory committees as the Commission deems necessary to provide technical and professional expertise and support for any purposes that will be beneficial in accomplishing the purposes of the Children and Families Act; and,

I. Adopt policies and procedures that are family-friendly and inclusive to encourage broad participation at Commission meetings.

ARTICLE VII
Duties of the Chairperson (“Chair”) and Vice Chairperson (“Vice Chair”)

Section I. Meetings

The Chair of the Commission shall preside over all business meetings of the Commission. In the absence of the Chair, or at the direction of the Chair, the Vice Chair shall conduct routine business matters and meetings. In the absence of both the Chair and Vice Chair, the Chair
shall designate a voting Member to conduct the business of the Commission. These duties include:

A. Schedule meetings when necessary and conduct them in accordance with parliamentary procedures and the requirements of the Brown Act;

B. Set meeting agendas and ensure adequate discussion of items;

C. Determine whether to grant requests to speak before the Commission and respond in writing accordingly;

D. Restrict business to those issues under the Commissions’ purview; and,

E. Keep the Vice Chair and other members of the Commission informed on relevant issues, consistent with Commission policies and procedures.

Section II. Committees

When appropriate and necessary, on his or her own initiative or at the direction of the Commission, the Chair may appoint such ad hoc committees, technical advisory committees or working groups to assist in carrying out the business of the Commission.

Section III. Representation

The Chair, on behalf of the Commission, shall respond to issues from the community, private and public sectors, the Board of Supervisors and its members and the media. The Chair may designate Commission members or the Executive Director to represent the Commission in responding to these issues.

Section IV. Administration

A. The Chair, through the Executive Director, shall direct the work of the Commission staff, including assignment of special projects to the Executive Director.

B. At the direction of the Commission or upon independent decision, the Chair may request Commission members, committees of the Commission or Commission staff to review pending legislation or proposed actions of the State Commission for presentation to the Commission for consideration.

C. In accordance with the Los Angeles County Ordinance and these bylaws, the Chair shall approve all Commission matters, including all correspondence on behalf of the Commission, other than matters decided by the Commission as a whole.
D. The Chair shall approve in advance all travel on Commission business by Commission members, ex-officio representatives and Commission staff, for which they may seek reimbursement, or may delegate such approval to the Executive Director.

E. The Chair shall meet with individual Commission members as appropriate, concerning personal conduct which is in conflict with Commission bylaws, policies or procedures, including excessive absences, late arrivals or early departures which disrupt meetings.

F. The Secretary shall, as necessary, take minutes of meetings and closed sessions of the Commission, communicate closed session actions and direction to the public or staff, as appropriate or required by law, and review and approve the draft minutes of Commission meetings prior to their consideration by the full Commission.

ARTICLE VIII
Duties and Responsibilities of Commission Members

Commission members shall:

A. When designated by the Chair (or in the Chair’s absence, the Vice Chair), serve as a spokesperson for the Commission, representing the Commission in meetings with public officials of other jurisdictions, the community, or the media. A Commission member representing the Commission in an official capacity should state the Commission's approved policies, procedures, or positions and refrain from stating personal preferences. Expenses incurred when representing the Commission at the request of or with prior approval from the Chair or the Commission are reimbursable;

B. When invited to participate in any forum as a Commission member, Commission members should try to confine their remarks to Commission positions. Other remarks a Commission member may need to make should be identified as personal in nature and not reflective of Commission policy. A participating Commission member should report on his or her participation at the next Commission meeting;

C. Submit, in advance, all correspondence and/or communications written on behalf of the Commission and/or its committees to the Commission Chair for review and approval;

D. Regularly attend the Commission’s meetings and inform staff in advance if unable to attend a meeting. Unexcused absences from more than 25 percent of Commission or committee meetings, during a 12-month period, shall constitute a violation of duty;

G. Serve and actively participate in the work of any ad hoc committee or working group to which the Commissioner is appointed.
F. When serving as a committee chairperson, report to the Chair any matters, which the Commission should be aware of, and recommend action when appropriate;

G. Inform the Chair of any requests for review or assistance or any complaints, inquiries, or notice of problems, within the purview of the Commission;

H. Refrain from assigning work to the Commission staff unless approved by the Chair or the Executive Director;

I. Advise the Commission staff of scheduled vacations and absences; and,

J. Provide timely notice to the Chair in writing if the member plans to resign or his or her employment or status no longer meets the membership criteria set forth in the Ordinance.

ARTICLE IX
General Meetings of the Commission

Section I. Regular Meetings

Regular meetings of the Commission shall be held on the second Thursday of the each month at 1:30 p.m. at the Commission’s principal office. The Commission may adjourn a regular meeting to a time and date certain, and the Chair may cancel or continue a meeting in the case of a lack of quorum or a lack of business to be transacted. Either the Chair or a majority of the Commission may call a special meeting of the Commission in the manner provided for under the Brown Act.

Section II. Order of Meetings

A. The regular meeting agenda shall include: Call to Order; Approval of Minutes; Report of the Chair; Report from the Executive Director; Consent Calendar; Committee Reports; Commission Business; Statements for the Record by Commission Members, Public Comment. The Commission may meet in Closed Session if necessary and permitted by law.

B. Matters which do not appear on the posted agenda may be acted upon by the Commission at a meeting if by a two-thirds (2/3) vote of the members or, if less than two thirds (2/3) of the members are present, a unanimous vote of those present, the Commission determines that there is a need for immediate action that cannot reasonably wait until the next scheduled meeting and that the need for action came to the attention of the Commission after the agenda was posted.
C. Minutes of the previous meeting and agenda of the upcoming meeting should be sent to Commission members no later than three (3) business days before the upcoming meeting. Whenever possible, an explanation of agenda items shall accompany the notification. Commission members who are absent shall receive all material distributed at missed meetings.

D. All meetings shall be open and public.

1. Any person may request to be heard on an agenda item before it is acted upon.

2. No person shall address the Commission until he or she has first been recognized by the Chair. All persons addressing the Commission shall be asked to give their names and affiliations for the record.

3. Notwithstanding any other provision, members of the public shall have the right to address the Commission on items of interest, which are within the subject matter jurisdiction of the Commission. Prior to the public comment, the Chair may, at his or her discretion, announce the total amount of time available for comment and, where appropriate, may set limits on the time to be spent on particular issues and on the amount of time available to each speaker.

4. The Chair is responsible for meeting agendas. The Commission members may request the Chair place an item on the agenda. The Commission may formally act to place an item on the agenda.

5. Recordings of all the Commissions’ Regular Meetings are for the purpose of preparing minutes and may be disposed of thereafter. At the direction of the Commission or the Chair, specific recordings may be retained for a longer period.

ARTICLE X
Committees

Section I. Formation of Committees

The Commission may establish one or more standing committee(s), and the Chair may appoint one or more ad hoc committee(s), working groups and/or technical advisory committee(s) to provide technical and professional expertise and support for any purposes that will be beneficial in accomplishing the purposes of the Act. The Commission may define and limit the scope and authority of standing committee(s), and establish rules of operation for the committee(s). The Chair may define and limit the scope and authority of ad hoc committee(s) and working groups, and establish rules of operation for these committee(s) and working groups. Each committee shall meet and shall make recommendations and reports as deemed necessary or appropriate.
by the Commission. In the absence of the committee chairperson, the Vice Chair shall conduct routine business matters and meetings of the committee.

Section II. Committee Structure/Authority

A. Executive Committee

The Executive Committee shall be a standing Committee of the Commission. Membership of the Executive Committee shall be comprised of the Chair of the Planning Committee, two other voting members of the Commission appointed each year by the Chair and the Vice Chair of the Commission. The Vice Chair shall serve as the Chair of the Executive Committee. The Executive Committee shall meet in open and public sessions in compliance with the Brown Act except where a closed session is warranted and called according to applicable law. The duties of the Executive Committee shall include the review of the draft annual operating budget, supervising and providing oversight of the annual audit of the Commission, review of the draft annual report to the State Commission, advice and feedback to the Executive Director regarding operational issues including, but not limited to:

- fiscal
- contract compliance
- quality assurance
- evaluation
- policy advocacy
- personnel and compensation issues

In addition, the Executive Committee shall draft the annual evaluation of the Executive Director for consideration and action by the full Commission, supervise any Commission self-assessment process initiated by the full-Commission and perform any other function delegated to it by the full Commission. The term of office on the Executive Committee shall be for one (1) calendar year. No person shall serve as Chair of the Executive Committee for more than two (2) consecutive terms, although this limit shall apply only to consecutive terms on the Committee, and shall not limit subsequent, non-consecutive terms.

The Executive Committee shall not make binding decisions that are decisions of the Commission under applicable law and shall periodically report its activities to the full Commission. Minutes of Executive Committee meetings shall be kept and distributed to all members of the Commission.

B. Program and Planning Committee

The Program and Planning Committee shall be a standing Committee of the Commission to serve as the forum for Commissioners, staff and the public to engage and consider program, policy, evaluation and fiscal recommendations for future initiative development and implementation in a study session format. The Planning Committee shall meet in open and
public sessions in compliance with the Brown Act except where a closed session is warranted and called according to applicable law. Recommendations and feedback from Planning Committee meetings shall be used to inform design and evaluation of programs and initiatives and contribute towards the strategic plan development of First 5 LA. In addition, new ideas and concepts for future funding and projects may be introduced at the Planning Committee. The Commission Chair shall appoint a member in January of each year to serve as the Committee Chair, and four other members of the Commission to serve as members of the Committee, although any Commissioner, whether voting or ex-officio, may attend and participate in meetings of the Planning Committee. Membership on the Committee is open to all Members of the Commission. In the absence of the Committee Chair, another member of the Committee designated by the Chair shall serve as Committee Chair.

The jurisdiction of the Planning Committee shall be limited to providing original ideas as well as feedback and recommendations to staff and/or the Commission regarding future actions of the Commission. No binding action of the Commission shall be taken at any Committee meeting. In-person Attendance by three (3) members of the Committee at a noticed meeting shall constitute a quorum for the transaction of Committee business.

Regular meetings of the Planning Committee shall be held on the fourth Thursday of each month unless cancelled or postponed by the Committee Chair or the Executive Director for lack of a quorum or lack of business to be transacted.

C. Budget and Finance Committee

The Budget and Finance Committee shall be a standing Committee of the Commission. The Budget and Finance Committee shall oversee the effectiveness of the audit process and assist in maintaining the integrity of internal control and financial reporting and shall review the draft annual business plan and proposed budgets prior to Commission action. The Commission Chair shall appoint a member each year to serve as the Committee Chair, and three other voting members of the Commission to serve as members of the Committee. The term of office on the Budget and Finance Committee shall be for one (1) calendar year. The Budget and Finance Committee shall meet in open and public sessions in compliance with the Brown Act except where a closed session is warranted and called according to applicable law. Minutes of the Budget and Finance Committee meetings shall be kept and distributed to all members of the Commission.

D. Public Affairs Liaisons

Each year, the Commission Chair shall appoint two Commissioners (voting or non-voting) to serve as Public Affairs Liaisons to staff on behalf of the Commission. The Liaisons shall be responsible for consulting informally and as-needed with staff for the purpose of providing feedback and recommendations to staff and the Commission on First 5 LA’s public education, government and public relations, and community outreach efforts. The Public Affairs Liaisons shall not be empowered to make binding decisions on behalf of the Commission. No person
shall serve as a Public Affairs Liaison for more than two (2) consecutive years, although this limit shall apply only to consecutive terms and shall not limit subsequent, non-consecutive terms.

**Section III. Committee Purpose and Scope of Authority**

The status (standing or ad hoc), purpose and authority of committees shall be determined by the Commission at the time they are formed. However, the Commission may modify a committee’s status, purpose or authority at any time.

A committee may act within the delegated authority without further approval by the Commission. However, as provided for under Article VIII, no committee or committee members shall make or issue policy statements, recommendations, or media releases without prior approval of the Commission. Further, any committee activity which implies action by the Commission or is outside the committee’s delegated authority is not permitted without specific Commission approval.

Following the Commission’s action establishing a committee, the Executive Director shall provide the committee with a copy of its status, purpose and authority from the Commission minutes, and shall be responsible for providing staff support to the committee.

**ARTICLE XI**

**Amendments**

Notice of a proposed amendment to these Bylaws shall be given to each member of the Commission at least 21 days prior to the meeting at which it will be considered. Approval of amendments requires an affirmative vote of two-thirds of the voting members of the Commission.