

Administrative Rules & Procedures

Climate Emergency Mobilization Commission City of Los Angeles

Adopted by Commission on July 19, 2022

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Duties

The Climate Emergency Mobilization Commission was created pursuant to Ordinance No. 187126, which shall have duties, as codified in Section 22.1510 of Article 2 of Chapter 35 of Division 22 of the Administrative Code of the City of Los Angeles.

Quorum

The presence of ten (10) Members of the Commission shall constitute a quorum of the Commission.

Attendance

Each member is expected to attend all regular and special meetings to ensure a quorum is met. Members shall advise the Commission President and the Commission Executive Director as early as possible in advance of expected absences, late arrivals, and early departures from the meetings. If a member leaves a meeting before adjournment of that meeting, the member shall be considered absent for purposes of counting absences. Absences shall be recorded in the minutes of each meeting. An absence may be excused by concurrence from both the Executive Director and President of the Commission.

Upon two (2) unexcused absences per year beginning July 1st, the Executive Director shall refer the absent member to the Mayor, Council President, or Energy, Climate Change, Environmental Justice, and River (ECCEJR) Committee Chair, as consistent with the appointing and removal authority for the member's Commission seat, to initiate removal of the member from the Commission.

Vacancy

A vacancy shall occur upon the death, resignation, or removal of a Commissioner.

Officers

For the first year of Commission business, the Commission shall elect its officers, a President, a 1st Vice President, and a 2nd Vice President from its members, during the first regular meeting.

Subsequently, during its last regular meeting of the fiscal year, which ends on June 30, every two (2) years during even-numbered years beginning in 2024, the Commission shall elect a President, a 1st Vice President, and 2nd Vice President from its members. The officers shall serve until successors have been elected.

If the President is absent, the 1st Vice President shall serve as chair for the meetings. If the President and 1st Vice President are absent, the 2nd Vice President shall serve as chair for the meetings. If vacancies in the office of President, 1st Vice President, or 2nd

Vice President occur by resignation, or when the incumbent officer ceases to be a member of the Commission, through completion of their term or otherwise, the Commission shall elect one of its members to complete the position's term.

Meetings, Agenda, and Order of Business

Meetings shall be governed by the provisions of Chapter 9 of the California Government Code, also known as the Ralph M. Brown Act (commencing at Sec. 54950 of Part I, Division 2, Title 5). All meetings of the Commission shall be open and public, and all persons shall be permitted to attend any meeting and receive notice of such meetings as provided in the Act.

The Commission meets regularly every third Tuesday of the month at 1:00 p.m. Meetings falling on a City-designated holiday shall be canceled. A "special" meeting of the Commission may be called by the Commission President or a majority of the Commission for a specific purpose, where no other business may be discussed. An "emergency" meeting, as a result of an emergency situation, may be called by the Commission President or a majority of the Commission.

The Commission's Executive Director, or designee, as secretary, shall prepare an Agenda for all meetings of the Commission, setting forth the items of business to be considered at such meetings, and appending to such Agenda.

The President shall be the presiding officer of the Commission and Chair the Meetings of the Commission and shall oversee the agenda and order of meetings. The Vice President of the Commission shall act as the presiding officer and Chair in the absence of the President of the Commission.

Commission Action

Action by the Commission shall be taken by motion, order, or resolution adopted by at least ten (10) members. Action by the Commission shall be attested by the signature of the Commission Executive Director, or designee.

Minutes

The Commission's Executive Director, or a designee, shall attend all meetings of the Commission and shall prepare and maintain minutes of each meeting of the Commission, specifying the names of the Commission Members and the ayes, noes, and abstentions upon all votes, in accordance with the Los Angeles Administrative Code. The minutes shall be available for inspection upon request by the public.

Decorum

During a meeting of the Commission, there is the need for civility and expediency in the carrying out of public business in order to ensure that the public has a full opportunity to

be heard and that the Commission has an opportunity for its deliberative process. The Commission may establish and enforce rules of decorum to ensure both civility and expedition in its work.

Committees

The Commission may establish standing and/or ad hoc committees as necessary for carrying out its business. The Commission shall establish the purpose and, if applicable, a committee's length of service. The Chair may appoint Committee Chairs, as necessary, to carry out the work of these committees. The composition of any committee shall fairly represent the composition of the full Commission, but, in no circumstance, shall the membership of a committee exceed nine (9) members. A member of a committee shall provide verbal status reports to the Commission, as deemed appropriate. The committee shall report final findings and/or recommendations to the Commission at the conclusion of the assignment.

Suspension, Amendment, and Availability of Rules

A majority vote of all existing members of the Commission shall be necessary to suspend or amend these Rules.

A copy of these Rules shall be available for public review at the [website](#).