

Administrative Rules and Procedures

Climate Emergency Mobilization Commission City of Los Angeles

Adopted by Commission on October 31, 2023

**Climate Emergency Mobilization Commission (CEMC)
Administrative Rules and Procedures**

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Proposed Amendments to CEMC Administrative Rules and Procedures

The proposed amendments to the CEMC Administrative Rules and Procedures are submitted for consideration for Commission adoption at CEMC Special Meeting on October 31, 2023.

The CEMC Administrative Rules and Procedures, adopted by the Commission on July 19, 2022, are available for review at the Commission's [website](https://www.climate4la.org/commission): <https://www.climate4la.org/commission>.

Summary of Proposed Amendments

I. Duties

Minor language revisions, consistent with L.A.A.C. § 22.1510.

II. Quorum

Minor clarifying language revisions.

III. Attendance

Revised language to clarify number of unexcused absences (“Upon exceeding two (2) unexcused absences per fiscal year”), and added clarifying definition for “fiscal year” as “July 1”.

IV. Vacancy

Minor language revisions, consistent with L.A.A.C. § 22.1500.

V. Officers

Added language relative to the election of Officers, to revise provisions and frequency.

VI. Meetings, Agenda, and Order of Business

Removed language relative to the Commission's scheduled Regular Meetings, and added language relative to majority vote of the Commission to establish frequency Regular Meetings. Added language relative to provisions and procedures for rotation of the role of Presiding Officer and Chair of Meetings amongst the three (3) elected Officers.

VII. Commission Action

Minor clarifying language revisions.

VIII. Minutes

Minor clarifying language revisions.

IX. Decorum

Added language relative to preserving order and decorum while the Commission is in session.

X. Committees

Minor clarifying language revisions.

XI. Suspension, Amendment, and Availability of Rules

Minor clarifying language revisions.

CEMC Administrative Rules and Procedures

I. Duties

The Climate Emergency Mobilization Commission (CEMC) was established pursuant to City of Los Angeles Ordinance No. 187126, which shall have duties as codified in the Los Angeles Administrative Code (L.A.A.C.) § 22.1510.

II. Quorum

The presence of ten (10) Commission Members, or fifty (50) percent of designated Commission seats (L.A.A.C. § 22.1500), plus one (1) Member, shall constitute a quorum of the Commission.

III. Attendance

Each Commission Member is expected to attend all Regular and Special Meetings to ensure a quorum is met. Members shall advise the Commission Executive Director as early as possible in advance of expected Meeting absences, late arrivals, and/or early departures. If a Member leaves a Meeting before adjournment of that Meeting, the Member shall be considered absent for the purpose 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 the Chair of the Meeting for which the Member is requesting an absence.

Upon exceeding two (2) unexcused absences per fiscal year, which begins on July 1, the Commission Executive Director shall refer the absent Member to the Mayor, the City Council President, or the Energy and Environment Committee Chair, as consistent with the appointing and removal authority for the Member's Commission seat as indicated in L.A.A.C. § 22.1500, to initiate removal of the Member from the Commission.

IV. Vacancy

A vacancy shall occur upon the death, resignation, or removal of a Commissioner by the appointing authority, as indicated in L.A.A.C. § 22.1500.

V. Officers

The Commission shall elect its three (3) Officers, a Commission President, a First Vice President, and a Second Vice President, from its Members. Subsequently, beginning in 2023, during its last Regular Meeting of the fiscal year (which ends on June 30), after a lapse in Meetings, or during a Mayoral transition year, the Commission shall take a vote once per year to elect its three (3) Officers, a Commission President, First Vice President, and Second Vice President, for a one (1) year term, from its Members.

If vacancies in the offices of Commission President, First Vice President, or Second Vice President occur by resignation, or when the incumbent Officer ceases to be a Member of the Commission, through completion of their term, by removal by the appointing authority, or otherwise, the Commission shall elect one (1) of its Members to complete the position's term.

VI. Meetings, Agenda, and Order of Business

Meetings shall be governed by the provisions of the Ralph M. Brown Act ("Brown Act"), California Government Code § 54950 *et seq.* All Meetings of the Commission shall be open and public, and all persons shall be permitted to attend any Commission Meeting, and receive notice of such Commission Meetings, as provided in the Brown Act.

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At the beginning of each fiscal year, the Commission shall decide by majority vote of its existing Members whether to hold Regular Meetings every other month, or on a quarterly basis. Meetings falling on a City-designated holiday shall be canceled.

A “Special” Meeting of the Commission may be called by the Commission President, Executive Director, 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, Executive Director, or a majority of the Commission.

The Commission Executive Director, or designee, as Secretary, in consultation with the Commission President, First Vice President, and Second Vice President, shall prepare an Agenda for all Commission Meetings, setting forth the items of business to be considered at such Meetings, and appending to such Agenda.

The Commission President shall be the Presiding Officer of the Commission and Chair the Meetings of the Commission, and shall facilitate orderly Meetings per the order of the Agenda. The Commission First Vice President and the Second Vice President may rotate into the role of Presiding Officer and Chair, as needed or requested by the Commission President, or in the absence of the Commission President.

If the Commission President is absent, the right of refusal to Chair the Meeting shall go to the First Vice President, who shall serve as the Presiding Officer and Chair for the Meeting. If the Commission President and First Vice President are both absent, or choose to rotate and not Chair the Meeting, the Second Vice President shall serve as the Presiding Officer and Chair for the Meeting. The Officers, with concurrence of the Commission Executive Director, may rotate the role of Presiding Officer and Chair between Meetings, to permit sharing of responsibilities.

VII. Commission Action

Action by the Commission shall be taken by Motion, Order, Receive and File, or Resolution adopted by at least a quorum of ten (10) Members. Action by the Commission shall be attested by the signature of the Commission Executive Director, or designee.

VIII. Minutes

The Commission Executive Director, or designee, as Secretary, shall attend all Commission Meetings, and shall prepare and maintain Minutes of each Commission Meeting, specifying the names of the Commission Members, and the ayes, noes, abstentions, and Member absences upon all votes, pursuant to L.A.A.C. § 22.1511. The Minutes shall be available for inspection upon request by the public.

IX. 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 additional rules of decorum, and enforce those rules of decorum, to ensure both civility and expedition in its work.

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While the Commission is in session, Commission Members must preserve order and decorum. A Member must not, by conversation, by technology, or otherwise, delay, disrupt, distract, or interrupt the proceedings of the Commission, nor disturb any Member while speaking, nor refuse to obey the orders of the Commission Administrative Rules and Procedures.

X. 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, by majority vote of all existing Members. The Commission President 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 during Meetings as deemed appropriate. The Committee shall report the Committee's final findings and/or recommendations to the Commission at the conclusion of the Committee assignment.

XI. Suspension, Amendment, and Availability of Rules

A majority vote of all existing Commission Members shall be necessary to suspend or amend these Administrative Rules and Procedures.

A copy of these Rules shall be available for public review at the Commission's [website \(https://www.climate4la.org/commission\)](https://www.climate4la.org/commission).