

## SOCIAL JUSTICE TASK FORCE BY-LAWS

1. **Purpose and Intent.** The membership and duties of the Social Justice Task Force (the “Task Force”) is to advise on social and racial equity issues and provide policy recommendations to the City Council to address systemic racism for the City of West Hollywood. The Task Force will consist of members that reflect the Black, Indigenous, and People of Color (BIPOC) community members who live, work, or own businesses in the City of West Hollywood. The Task Force shall consist of nine (9) members; five (5) direct appointees and four (4) at-large appointees.
2. **Meetings.** The Task Force shall conduct its business in accordance with these by-laws, the Ralph M. Brown Act (Government Code Section 54950 *et seq.*) and the Code of Conduct adopted by the City Council by way of Resolution No. 01-2604.
  - 2.1 **Regular Meetings.** The Task Force shall hold regular meetings at 6:00 p.m. on the 4<sup>th</sup> Tuesday of each month, except that no meeting shall be held if a regular meeting day falls on a legal holiday. Regular meetings shall be held at the Community Conference Room, City Hall.
  - 2.2 **Special Meetings.** Special meetings may be called at any time by the Chair or by a majority of the Task Force, by delivering written notice to each Task Force member and by posting the notice in the designated posting locations. Such notice may be delivered by any means and must be received at least twenty-four hours before the time of such meeting as specified in the notice, unless notice is waived in writing. The notice shall specify the time and place of the special meeting and the business to be transacted, and no other business shall be transacted at that meeting other than that contained in the notice.
  - 2.3 **Adjourned Meetings.** All meetings may be adjourned to another specified time, place and date, but not beyond the next regular meeting. If all members are absent from any regular or adjourned regular meeting the Secretary may declare the meeting adjourned to a stated time and place and shall cause a written notice of the adjournment to be given in the same manner as provided in paragraph 2.2 above for special meetings. A copy of the notice of adjournment shall be conspicuously posted on or near the door of the place where the meeting was held within 24 hours after the time of the adjournment.
  - 2.4 **Study Sessions.** The Task Force may, from time to time, as part of a regular, adjourned or special meeting, meet in study session to focus on a particular matter within its jurisdiction. Action shall not be taken during a study session.

**2.5 Public Meetings.** All meetings and study sessions of the Task Force shall be open to the public.

**2.6 Cancellation of Regular Meetings.** The Task Force may cancel an upcoming regular meeting for lack of a quorum or lack of agenda items. Notice of the cancellation shall be posted in lieu of an agenda.

**3. Organization of the Task Force.**

**3.1 Officers.** The Task Force shall elect from its membership a Chair, who shall preside over Task Force meetings. The Task Force shall also elect a Vice-Chair, who shall preside in the absence of the Chair. The Chair and Vice-Chair are sometimes referred to herein as the “presiding officer.” The Chair shall have the following powers:

**3.1.1** To call to order the Task Force meeting and to conduct the order of business as set forth in the agenda.

**3.1.2** To adjust the agenda, if needed, at the time of the meeting with the approval of the Task Force;

**3.1.3** To move, second, debate and vote;

**3.1.4** To rule motions in or out of order;

**3.1.5** To determine whether a speaker from the audience has exceeded his or her time or is otherwise out of order;

**3.1.6** To rule on questions of parliamentary procedure based generally on Rosenberg’s Rules of Order;

**3.1.7** To sign all resolutions and other documents necessitating his or her signature;

**3.1.8** To call a brief recess during a meeting;

**3.1.9** To appoint Task Force Members to subcommittees with the approval of the Task Force; and

**3.1.10** The presiding officer shall maintain decorum by completing the business of the body as described on the agenda within a reasonable time; conduct business in a professional, businesslike and respectful manner that allows for meaningful deliberation and focuses on issues; incorporate public participation in a way that satisfies the requirements of the Brown Act and provides the public a meaningful, yet managed, role in the meeting; and use parliamentary procedure as a tool for organizing actions of the body and not an obstacle to getting business accomplished.

The presiding officer's determination as to any of the above matters may be overruled by a majority of the Task Force members present.

- 3.2 Organizational Meeting.** At its first meeting in July, or soon thereafter, the members of the Task Force shall elect a Chair and Vice-Chair from among its members. All election(s) of the Chair and Vice Chair will be conducted by the City Clerk or the City Clerk's designee in accordance with the process developed by the City Clerk's Office.
- 3.3 Term of the Chair and Vice-Chair.** The term of office of the Chair and Vice Chair shall be one year. A Task Force member shall not serve more than one consecutive term as Chair. Nothing shall prevent the Task Force from removing and replacing the Chair or Vice-Chair at any time during their respective terms, provided that the item is properly noticed on the agenda of the meeting. If, due to extenuating circumstances, a Chair or Vice-Chair serves less than 9 months, they shall be eligible to be nominated and re-elected to serve a consecutive term of one year at the annual election in July.
- 3.4 Eligibility Requirements of the Chair and Vice Chair.** A Task Force Member shall not serve as Chair unless they have served on the Task Force for at least six months prior to the election, unless, due to extenuating circumstances, someone who has served on the Task Force for more than six months is not available to serve as Chair. If no members meet this requirement, nominations will be open to any member of the body for consideration. The current Chair of the Task Force is not eligible for nomination as the Vice Chair.
- 3.5 Vacancy in the Office of Chair or Vice-Chair.** A vacancy in the office of Chair or Vice-Chair shall be filled for the remainder of the unexpired term by election at the next meeting provided the election has been noticed on the agenda. (See Section 3.2. for additional information.)
- 3.6 Vacancy of a Task Force Member's Seat.** In the event of an unscheduled vacancy of any Task Force Member's seat prior to the expiration of his or her term, the City Council may appoint a member to serve the remainder of the unexpired term. The newly appointed member shall take and subscribe to the oath of office before the next regular meeting after his or her appointment by the City Council.
- 3.7 Quorum.** A majority of the membership of the Task Force shall constitute a quorum for the transaction of business. Where there is not a quorum present, the Secretary of the Task Force shall announce that no meeting will be held due to lack of a quorum and shall announce the date of the next regular or adjourned meeting. When a member of the Task Force is

disqualified due to a financial conflict of interest, his or her presence shall not be considered in determining the presence of a quorum. Any decision of the Task Force shall require a vote of the majority of the Task Force present.

- 3.8 Subcommittees.** The Task Force may from time to time establish either standing or ad hoc subcommittees consisting of any number less than a quorum of its membership for the purposes of studying a specific area of concern. Standing subcommittees (which have a regular meeting schedule or continuing subject matter jurisdiction) are subject to all of the requirements of the Brown Act. The Task Force may refer matters to a subcommittee to report back to the full Task Force at a future date.
- 3.9 Absences from meetings.** Pursuant to Resolution No. 11-4204, the absentee policy for appointed officials is outlined as follows: if an appointee is absent for any reason for more than three regular meetings in any 12-month period, the office of such member shall be vacated upon the discretion of the City Council. When a Task Force member misses two regular meetings, staff will notify the City Council.
- 3.9 Oath of Office.** Newly appointed Task Force Members shall take and subscribe to the oath of office before assuming their duties. The oath may be given by a City official authorized to do so by State law.
- 4. Specific Duties of the Task Force.** The Task Force is created to advise on social and racial equity issues and provide policy recommendations to the City Council to address systemic racism for the City of West Hollywood. Specifically, the Task Force shall:

  - 4.1** Solicit and communicate information and recommendations to the Council on the special needs and concerns of and programming for each Task Force's respective constituency;
  - 4.2** Provide recommendations on positions the Council might take on State and federal legislation as it pertains to the subject area of the Task Force;
  - 4.3** Assist in implementing Council-approved programs related to Task Force's jurisdiction;
  - 4.4** Serve as an advocate body to assist the Council in providing linkages between residents, organizations, city officials and the general community;
  - 4.5** Serve as a promotional body to assist the Council in stimulating public interest in the Task Force's constituency;

- 4.6 Submit a work plan to the City Council for approval. The City Clerk will provide standardized templates for all Commissions, Advisory Boards, and Task Forces for work plan development which include estimated funding requirements as well the Task Force minutes;
- 4.7 Provide an annual report due to Council in May of each year;
- 4.8 Participate in the Annual "Congress" of Commissions and Boards and in City sponsored training workshops.
- 4.9 At each meeting, the Task Force will select a representative to report back the Task Force's actions to Council offices. Each member of the Task Force will be responsible for reporting to Council offices at least once a year. This report can be in-person, over the phone, or by email at the direction of the Councilmember.

**5. The Task Force Agenda.**

- 5.1 **Preparation of the agenda.** The Secretary of the Task Force shall prepare the agenda for Task Force meetings.
- 5.2 **Posting of the agenda.** The City Clerk shall cause to be posted an agenda for each regular meeting in the designated posting locations not less than 72 hours prior to the meeting. Agendas for adjourned meetings shall be posted in the same fashion, unless the business to be undertaken is limited to the items on the agenda of the meeting at which the adjournment occurs and the meeting is adjourned to a date within five days of the adjournment. Agendas of special meetings shall be posted and provided along with the notice of the meeting as provided in paragraph 2.2 above.
- 5.3 **Affidavit of posting.** Immediately following the posting of the agenda, the City Clerk shall cause to be completed an affidavit of posting. The affidavit shall indicate the time and location of posting and shall be signed under penalty of perjury. The City Clerk shall retain all such affidavits in accordance with the City's records retention policy.
- 5.4 **Order of Business.** Items shall be placed on the agenda according to the following "Order of Business." Upon review of the agenda at the beginning of any meeting, the Task Force may change the order of business in order to promote the efficiency of the meeting. The Order of Business for each regular Task Force meeting shall be as follows:
  - 1. Call to Order/Roll call
  - 2. Pledge of Allegiance

3. Approval of Minutes
4. Public Comment
5. Items for Discussion
9. Items from Staff
10. Public Comments on Matters Not on the Agenda (remaining comments not heard during previous comment period)
11. Items from Task Force Members/ Subcommittee Reports
12. Adjournment

**5.5 Description of Matters on the Agenda.** All items of business to be transacted shall be described briefly on the agenda in sufficient detail so that a reasonable person can determine the general nature of the matter under consideration. Not every recommendation or conceivable action or alternative need be listed. Generally, each item on the agenda shall contain a staff recommendation and the specific action requested to be taken by the Task Force.

**5.6 Adding Items of Business to the Agenda.** The Task Force shall not discuss or take action on any item of business not listed on the posted agenda except:

**5.6.1** Where the item upon which action is to be taken was included on a properly posted agenda for a prior meeting of the Task Force occurring not more than five calendar days prior to the date of the meeting at which the item is to be considered, and the item was continued to an adjourned meeting.

**5.7 Adding Items of Business to a Future Agenda.** Any member of the Task Force may during Items from Task Force members request that an item of business within the Task Force's subject matter jurisdiction be added to a future agenda. Such requests are subject to approval of the Task Force.

**5.8 Public Comments.** Members of the public shall be permitted to speak under Items for Discussion on the agenda before action is taken on the item by the Task Force. The "Public Comments" item shall be limited to matters not on the agenda but within the subject matter jurisdiction of the Task Force. An individual may speak only once during "Public Comments," either at the first or second public comment period. Each speaker shall have a two-minute period to speak; time cannot be ceded to another speaker. In order to facilitate the conduct of the meeting, the Chair may lengthen or shorten the two-minute period for all speakers on a particular agenda item based on the number of persons in attendance wishing to speak or the complexity of the matter under consideration.

- 5.9 Notification.** Upon written request on an annual basis and payment of the fee required by the City's fee resolution, the Secretary will mail Task Force agendas or agenda packets to any person.
- 6. Minutes.** The minutes of the Task Force meetings shall be kept by the Secretary in accordance with the following Task Force policy:
- 6.1** Minutes shall contain a record of all proceedings, motions, and actions, but shall only contain a summary of the discussion, not a verbatim transcription. The minutes shall accurately reflect what occurred at the meeting.
- 6.2** All motions, whether carried or not, shall be recorded, disclosing the author of the motion and the second, and the roll call vote.
- 6.3** An audiotape recording of Task Force meetings shall be made and said recording tapes shall be kept for a period not less than thirty days following the Task Force's approval of the minutes and shall be subject to disclosure during that time.
- 7. Secretary.** The City Manager or applicable Department Director shall designate a member of City staff to serve as the Secretary for the Task Force. The Secretary shall:
- 7.1** Keep the minutes of all meetings of the Task Force and transmit approved minutes to the City Clerk;
- 7.2** Give or serve all notices required by law or by these rules;
- 7.3** Prepare the agenda for all meetings of the Task Force;
- 7.4** Be custodian of Task Force records;
- 7.5** Inform the Task Force of correspondence relating to business of the Task Force and attend to such correspondence;
- 7.6** Handle funds allocated to the Task Force, as directed by the applicable Department Director, and in accordance with its directives, the law, and City regulations; and
- 7.7** Sign official documents of the Task Force.
- 7.8** The City will provide enhanced training for the staff liaisons to the A Task Force (some trainings will also include Task Force members on items such as conducting an effective meeting, Rosenberg's Rules of Order, etc.) and will implement regular meetings between the staff liaisons and the City Manager or a designee.

## **8. Conduct of Task Force Meetings.**

**8.1 Action by the Task Force.** The Task Force shall proceed by way of motion. Any member, including the Chair, may make a motion and any member may second the motion except that the same person who made the motion cannot second it. A member may make only one motion at a time and a motion or second may be withdrawn by the maker at any time before a vote.

**8.2 Adoption by Majority Vote.** A motion shall be adopted by an affirmative vote of a majority of the Task Force present provided a quorum is determined to exist. Task Force Members have a duty to vote "aye", or "nay" on each motion. Abstentions shall be cast only if the Task Force member declares:

**8.2.1** The existence of a conflict of interest; or

**8.2.2** A lack of sufficient information upon which to base a vote due to absence from a previous meeting.

Abstentions are not counted in the vote tally.

**8.3 Public Record.** During the meeting the Task Force may receive both oral or written testimony relevant to the matter being considered, which shall become part of the public record. In addition, the staff report, all exhibits, maps, papers and other physical evidence submitted to the Task Force shall be retained and become part of the public record.

## **8.4 Rules of Decorum.**

**8.4.1 Rules for Task Force Members.** Members of the Task Force shall conduct themselves in an orderly and businesslike manner to ensure that the business of the City shall be attended to efficiently and thoroughly and to ensure that the integrity of the deliberative process of the Task Force is maintained at all times. Members of the Task Force shall maintain a polite, respectful and courteous manner when addressing one another, City staff and members of the public during meetings. Task Force Members shall speak clearly into the microphone so that they can be heard by the audience.

a. Communication with Task Force Members:

- 1) Task Force Members should request the floor of the Presiding Officer before speaking.
- 2) A Task Force Member who is speaking shall attempt to avoid repetition and shall limit their comments to the subject matter at hand. Task Force Members

should express their views without engaging in lengthy debates.

- 3) When one Task Force Member is speaking, other Task Force Members shall not interrupt or otherwise disturb the speaker.
- b. Communication with Members of the Public Addressing the Task Force.
- 1) Task Force Members may question a person addressing the Task Force at the conclusion of the person's comments or upon expiration of the person's time to speak. Such questions shall be directed to the person through the Presiding Officer.
  - 2) Task Force members shall not engage the person addressing the Task Force in a dialogue with the Task Force or City staff, but shall confine communication to a question and answer format conducted through the Presiding Officer.
  - 3) If a member of the audience has addressed the Task Force on matters that are not on the agenda, Task Force members shall refrain from discussion of the matter. If a Task Force Member so wishes, the Task Force Member may, if appropriate, during the Items from Task Force Members portion of the meeting, direct the Secretary to place the matter on the next agenda, subject to the approval of the Task Force.
- c. Notwithstanding the above, this Task Force utilizes a facilitator and as appropriate, the facilitator may manage the meeting and discussion, with assistance from the Chair and in accordance with the requirements of the Brown Act.

#### **8.4.2 Rules for City Staff.**

- a. Decorum. City staff shall not engage in public dialogue or debate with members of the public during public meetings. When addressed by the Task Force, staff shall respond in a polite and respectful manner.
- b. Role for the Secretary. The Secretary's duties during the Task Force meetings include keeping a record of concerns raised by the Task Force regarding staff matters and directions for future staff action.

### **8.4.3 Rules for the Public.**

- a. Members of the Audience. Members of the audience shall not engage in disorderly or boisterous conduct, including the utterance of loud, threatening or abusive language, whistling, stamping of feet or other acts which disturb, disrupt, impede or otherwise render the orderly conduct of the Task Force meeting infeasible. A member of the audience repeatedly or continuously engaging in any such conduct shall, at the discretion of the Presiding Officer or a majority of the Task Force, be subject to ejection from that meeting.
- b. Persons Addressing the Task Force.
  - 1) Any person wishing to speak in connection with any item of business on the agenda shall first complete a speaker request slip and submit the slip to the Secretary.
  - 2) No person shall address the Task Force without first being recognized by the Presiding Officer.
  - 3) Each person addressing the Task Force shall do so in an orderly manner and shall not make repetitious, slanderous or irrelevant remarks, or engage in any other disorderly conduct which disrupts, disturbs or otherwise impedes the orderly conduct of the Task Force meetings. Any person who so disrupts the meeting may, at the discretion of the Presiding Officer or a majority of the Task Force, be subject to ejection from that meeting.

### **8.4.4 Enforcement.**

- a. The Chair shall follow the following procedure to maintain decorum:
  - 1) Warning. The Presiding Officer shall request that a person who is disrupting the meeting cease such conduct. If after receiving a warning from the Presiding Officer, the person persists in the violation, the Presiding Officer shall order the person to leave the Task Force meeting. If the person does not leave the meeting, the Presiding Officer may order the security guard to remove the person from the Task Force chambers.

- 2) Removal. A security guard shall carry out the orders and instructions given by the Presiding Officer for the purpose of maintaining order and decorum. Upon instruction of the Presiding Officer, it shall be the duty of the security guard to remove from the Task Force meeting any person who is disturbing the proceedings of the Task Force.
- 3) Motion to Enforce. If the Presiding Officer fails to enforce the rules of order and decorum set forth above, any member of the Task Force may move to require the Presiding Officer to do so, and an affirmative vote of a majority of the Task Force shall require the Presiding Officer to do so. If the Presiding Officer fails to carry out the will of the majority of the Task Force, the majority may designate another member of the Task Force to act as Presiding Officer for the purpose of enforcing the rules of order and decorum established above.
- 4) Clearing the Room. If a meeting of the Task Force is disturbed or disrupted in such a manner as to make infeasible or improbable the restoration of order, the Presiding Officer or a majority of the Task Force may exercise the authority granted in California Government Code Section 54957.9 by ordering the meeting room cleared and continuing in session in the manner authorized by Section 54957.9 of the Government Code. Members of the press shall be permitted to remain unless they have participated in the disruption.

**8.5 Adjournment of Meetings**. Task Force meetings shall adjourn no later than two hours after commencement. The Task Force may by majority vote extend the meeting beyond the two hours in order to complete more of its agenda.

9. **Rosenberg's Rules of Order**. If a matter arises that is not covered by these rules, the Brown Act or the West Hollywood Municipal Code, the procedures of the Task Force shall be governed by the latest revised edition of Rosenberg's Rules of Order to the extent not inconsistent with laws governing public agencies.
10. **Amendments to By-Laws**. These by-laws may not be amended unless the proposed amendment has been presented to and approved by the City Council.