

# **BY-LAWS FOR THE WOMEN AND GIRLS INITIATIVE GOVERNING COUNCIL**

Adopted September 18, 2017

Amended June 27, 2018

The name of this Task Force shall be the Countywide Initiative on Women and Girls Governing Council. All references to “Governing Council” shall be deemed a reference to the Countywide Initiative on Women and Girls Governing Council.

## **ARTICLE I: Authority**

The Governing Council was established by motion of the Los Angeles County Board of Supervisors ("Board") on December 13, 2016.

## **ARTICLE II: Purpose**

The Governing Council shall make recommendations to the Board regarding the ways in which the County can apply a gender lens in the following areas: (1) when the County participates with other entities in consortiums, agreements, grants, contracts, partnerships and cross-jurisdictional work; (2) when the County acts as an employer; and (3) when the County acts as a provider of services.

The Governing Council shall also perform such other duties as requested by the Board.

## **ARTICLE III: Powers, Duties and Membership**

### **Section 1. Powers and Duties**

As set forth in the Board Order of December 13, 2016, the Governing Council shall:

- A. Develop a Mission Statement or Set of Guiding Principles to shape the work of the WGI Governing Council.

- B. Conduct a Countywide study of the unique ways in which women and girls are impacted by the policies, programs, services, collaborations and other actions undertaken by the County.
- C. Conduct a thorough assessment of the County's recruitment, hiring, retention, promotion, testing, evaluation and other Human Resources policies to ascertain any disparate impacts they may have on women. Evaluation must include an in-depth analysis of each Department's 9 workforce gender data in order to identify opportunities for immediate and long-term improvements in County workforce gender parity.
- D. Conduct a thorough assessment of the County's abilities and deficits in ensuring gender equity, including an analysis of each Department's programmatic impacts, positive and negative, on women and girls in the County.
- E. Initiate and gather research concerning women and girls in the County, including: conduct surveys of community members, county employees and others; identify gaps in research; and collect and analyze the data obtained.
- F. Engage in extensive community outreach that is culturally and linguistically competent, including consulting community groups with established best practices in community engagement; hold at least two Town Hall meetings in each Supervisorial District to gather relevant information as identified by the Council; and take any additional actions to insure the most robust possible community participation.
- G. Provide quarterly written status reports to the Board, including recommendations for actions that may be undertaken.
- H. Present an annual written and oral report to the Board on the WGI Governing Council's progress, including recommendations for actions that may be undertaken.

## **Section 2. Membership**

The Governing Council shall consist of 15 members appointed by the Board, consisting of three members nominated by each Supervisorial District.

### **Section 3. Committees**

The Governing Council may establish ad hoc or standing committees or working groups to focus on key issues; these committees may include members who are not on the Council such as outside experts, advocates and community members, as well as County Department Heads, County Executives, Commissioners or employees. All such committees shall consist of less than a quorum (eight members) of the Governing Council.

### **Section 4. Conduct of Business**

Decisions of the Governing Council will be made by a majority vote of a quorum of the Governing Council, according to the procedures outlined in “Robert's Rules of Order Newly Revised”.

## **ARTICLE IV: Officers**

### **Section 1. General Responsibilities – Chair and Vice Chair**

The officers of the Governing Council shall be a Chair and Vice. These officers shall perform the duties prescribed by these bylaws and by the parliamentary authority adopted by the Governing Council.

### **Section 2. Duties of Officers**

The duties of the Chair shall include, but are not necessarily limited to, the following:

1. To preside over Governing Council meetings.
2. To work with the WGI Executive Director to determine the meeting agenda.
3. To determine whether a quorum is present subject to the requirements of the Ralph M. Brown Act.

4. To call special meetings when necessary, (e.g., when a report needs to be released before the next regular meeting), subject to the requirements of the Ralph M. Brown Act.
5. To appoint Governing Councilmembers to standing, special and/or ad hoc committees as the Governing Council deems necessary to carry out the Governing Council's work.
6. To work with the WGI Executive Director to prepare reports for approval of the full Governing Council for submission to the Board of Supervisors, including regular quarterly reports and an annual report for each year's work.
7. To work with the WGI Executive Director to coordinate all Governing Council related report presentations or other matters before the Board.

The duties of the Vice Chair shall include the following:

1. To preside over meetings of the Governing Council in the absence of the Chair.
2. To assist in the preparation of the WGI's reports to the Board.
3. To perform any other responsibilities at the direction of the Chair.

### **Section 3. Election of Officers**

1. Governing Council officers shall be elected annually in June or July by a majority of members present.
2. The term of office is one year from the date of election.
3. Officers may serve more than one term.

### **Section 4. Succession of Duties**

In the event of the absence of the Chair and Vice Chair at a Governing Council meeting, the Executive Director shall preside over the meeting.

## **ARTICLE V: Meetings**

### **Section 1. Regular Governing Council Meetings**

Regular meetings of the Governing Council shall be held the fourth Monday of each month, at 1:00 p.m., in Room 372, Kenneth Hahn Hall of Administration, 500 West Temple Street, Los Angeles, 90012.

A meeting may be rescheduled or cancelled by a majority vote of the members present at a regular meeting. If it has been determined that a quorum will not be present for a particular meeting, the Chair at his/her discretion may cancel that meeting. Governing Council staff will give notice of a meeting or meeting cancellation.

### **Section 2. Special Meetings**

Special meetings of the Governing Council may be called in the manner provided by Section 54956 of the Government Code.

### **Section 3. Rules of Order**

The rules contained in the current edition of "Robert's Rules of Order Newly Revised" except as otherwise provided herein, shall govern the Governing Council in its proceedings. The Governing Council may adopt additional rules to govern conduct at its meeting and all proceedings. Such rules may be changed by a majority vote of the Governing Council.

### **Section 4. Quorum**

A majority of members of the Governing Council shall constitute a quorum.

### **Section 5. Agenda Items**

Items may be placed on the Governing Council agenda with approval from the Chair.

## **ARTICLE VI: Attendance**

Members shall contact the Chair, the WGI Executive Director, and the WGI Administrative Coordinator to report meeting absences or tardiness.

## **ARTICLE VII: Adoption and Amendment of Bylaws**

### **Section 1. Adoption**

These bylaws may be adopted by a majority vote of the members present at a regular meeting of the Governing Council, provided that advance written notice is given to each Councilmember along with a copy of the proposed bylaws.

### **Section 2. Amendment**

These bylaws may be amended by a 2/3 vote of the Councilmembers present at a duly convened regular meeting, provided that advance written notice of the proposed amendment is given to each Councilmember at least 30 days prior to the action being placed on the agenda to adopt the proposed amendments.

<https://www.lacounty.gov/wgi-governing-council>