

Office of the City Attorney

DATE:	January 28, 2021
То:	Independent Redistricting Commission
FROM:	Amy R. Webber, Deputy City Attorney
SUBJECT:	Draft Bylaws of the Independent Redistricting Commission

As suggested by City Charter section 2501(c)(1), and as directed at your meeting of January 27, 2021, attached for your consideration are draft rules of procedure or bylaws for the conduct of Commission meetings. These bylaws are similar to those used by redistricting commissions in other cities.

Provisions of the bylaws include meeting dates and times parliamentary procedure to be used; speaker time limits during meetings and audience conduct expectations. They also contain the following provisions:

- Meeting Dates and Times: Meetings will be held on the first and third Wednesdays of the month at 5:00 pm, and will last no more than three hours unless extended by majority of the Commission.(Rule 2.)
- Excused Absences: If any member cannot attend a meeting, the member shall notify the Chair and City staff of their absence prior to the start of the meeting. Members recording three (3) unexcused absences may be subject to removal as set forth in Charter Section 2505(k). (Rule 10.)
- Disclosure of Communications: Under a standing Agenda item, members shall verbally report any contacts with the purpose of influencing the decision-making authority of the Commission. Contacts shall include, but is not limited to, verbal or written communications from a City Council Member, School Board Member, locally elected official, public entity, partisan lobbyist, or individual speaking on behalf of the aforementioned offices or entities. (Rule 13.)

The bylaws should be adopted by a resolution of the Commission, also attached. They may be amended at any time by a majority vote of the Commission.

If you have questions regarding these bylaws, please feel free to contact me.

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cc: Kevin Jackson, Deputy City Manager JT Nagayama, City Clerk Analyst

1	RESOLUTION NO.							
2								
3	A RESOLUTION OF THE INDEPENDENT							
4	REDISTRICTING COMMISSION OF THE CITY OF LONG							
5	BEACH STATING THE RULES AND PROCEDURES FOR							
6	THE INDEPENDENT REDISTRICTING COMMISSION							
7								
8	WHEREAS, the Independent Redistricting Commission (the "IRC") was							
9	approved by Long Beach voters with the passage of Measure DDD, on November 6, 2018;							
10	and							
11	WHEREAS, Measure DDD tasked the IRC with re-drawing the boundary							
12	lines for City Council following the U.S. Census; and							
13	WHEREAS, prior to December 1, 2020, pursuant to the procedures required							
14	in the City Charter, the 13 members and 2 alternate members of the IRC were selected;							
15	and,							
16	WHEREAS, the IRC now desires to adopt Rules and Procedures for the IRC							
17	by Resolution regarding the conduct of IRC meetings, including time of meetings,							
18	cancelation or rescheduling of meetings, and related procedural matters;							
19	NOW THEREFORE, the IRC of the City of Long Beach hereby resolves as							
20	follows:							
21	Section 1. The IRC of the City of Long Beach hereby adopts the							
22	following Rules and Procedures:							
23	///							
24	///							
25	///							
26	///							
27	///							
28	///							
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	1 2	RULES AND PROCEDURES FOR THE INDEPENDENT REDISTRICTING COMMISSION							
	3								
	4	RULE 1							
	5	DEFINITION OF TERMS							
	6	The following terms, whenever used or referred to in the Resolution or in							
	7	these Rules of Procedure, shall have the following and respective meanings, unless a							
	8	different meaning is clearly made apparent by the context:							
	9	A. Agenda shall mean the agenda for the IRC.							
	10	B. Alternate Commissioner shall mean a non-voting member of							
ג ה	11	the IRC.							
CITY ATTORNEY (IN, City Attorney boulevard, 9th Floc 1. CA 90802	12	C. Chair shall mean the chairperson of the IRC.							
ITY ATTOI V, City Atto ulevard, 9t CA 90802	13	D. Charter shall mean the Charter of the City of Long Beach.							
E CITY KKIN, G Boule	14	E. Commission shall mean the Long Beach IRC.							
E OF THE C RLES PARKI sst Ocean Bo Lond Beach.	15	F. Commissioner shall mean a voting member of the IRC.							
OFFICE OF THE CITY ATTORNEY CHARLES PARKIN, City Attorney 411 West Ocean Boulevard, 9th Floor Long Beach. CA 90802	16	G. Committee shall mean a sub-group of the Commission not							
но С. 1 5 7 1 5 1 5 1 5 1 5 1 5 1 5 1 5 1 5 1	17	comprising of a quorum of members.							
	18	H. Member shall mean Commissioners and Alternate							
	19	Commissioners collectively.							
	20	I. Municipal Code shall mean the Long Beach Municipal Code.							
	21	J. Brown Act shall mean the Ralph M. Brown Act, as codified in							
	22	California Government Code section 54950 et seq.							
	23	K. Vice Chair shall mean the vice chairperson of the IRC.							
	24								
	25	RULE 2							
	26	MEETINGS							
	27	Except as otherwise determined by the Commission, regular meetings shall							
	28	be held at 5:00 p.m. on the first and third Wednesday of each month in the Long Beach							
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1	Civic Chambers, 411 West Ocean Blvd., Long Beach, CA 90802. Meetings shall conclude
2	no later than 8:00 p.m., unless extended by majority vote of the Commissioners in
3	attendance.
4	
5	RULE 3
6	ROBERTS RULES OF ORDER
7	The business of the Commission shall be conducted, so far as it is
8	practicable, in accordance with parliamentary rules as contained in Roberts Rules of Order
9	Revised, except as modified by these rules and in accordance with state open meeting
10	laws. The City Attorney, or such other person as may be designated by the presiding officer
11	upon approval of the Commission, shall serve as the official parliamentarian for meetings
12	of the Commission.
13	
14	RULE 4
15	VOTING ORDER
16	The Commissioners shall vote in alphabetical order according to their
17	surnames, with the Vice Chair, Chair or presiding officer of the Commission voting last.
18	
19	RULE 5

19	RULE 5						
20	ELECTION OF CHAIR AND VICE CHAIR						
21	At its first meeting or as soon as reasonably practicable, the Commission						
22	shall select one (1) commissioner to serve as Chair, and one (1) to serve as Vice Chair.						
23	The Chair of the Commission shall perform the following duties:						
24	A. Chair and preside at all regular and special meetings of the						
25	Commission.						
26	B. The Chair may call a special meeting of the Commission.						
27	C. The Chair may create ad hoc committees to perform such						
28	advisory functions as they shall determine, and may appoint and remove						
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1	members from such committees.							
2	D. The Chair may represent the Commission in meetings or							
3	communications with local officials and the public.							
4	In the absence or inability of the Chair to act, the Vice Chair shall take the							
5	place and perform the duties of the Chair.							
6								
7	RULE 6							
8	QUORUM							
9	Pursuant to Charter Section 2503(c), nine (9) Commissioners shall constitute							
10	a quorum. Alternate Commissioners shall not be counted towards the establishment of a							
11	quorum.							
12								
13	RULE 7							
14	RIGHTS OF COMMISSIONERS LESS THAN A QUORUM							
15	In the absence of a quorum, no information may be presented and no official							
16	action shall be taken by the Commissioners present except to order a call of the							
17	Commission, to reschedule the meeting, to recess or to adjourn.							
18								
19	RULE 8							
20	ALTERNATE COMMISSIONERS							
21	Alternate Commissioners may participate in all Commission discussion,							
22	express their favor or disfavor for all items before the Commission, and be assigned to a							
23	committee. Alternate Commissioners may not vote.							
24								
25	RULE 9							
26	COMMISSIONER PROTOCOLS AT MEETINGS							
27	The Chair shall recognize a member before the member addresses the							
28	Commission. No member shall speak for more than ten (10) minutes on any matter without							
	4							

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1	the consent of the Chair or a majority of the Commissioners in attendance.						
2							
3	RULE 10						
4	MEMBER ABSENCES						
5	If any member cannot attend a meeting, the member shall notify the Chair						
6	and City staff of their absence prior to the start of the meeting.						
7	Members submitting adequate notice as determined by the Chair or presiding						
8	officer shall be noted as an excused absence for purposes of the meeting minutes.						
9	Members that do not submit prior notice will be noted as an unexcused absence for						
10	purposes of the meeting minutes. Members recording three (3) unexcused absences may						
11	be subject to removal as set forth in Charter Section 2505(k).						
12							
13	RULE 11						
14	MOTIONS						
15	If any Commissioner makes a motion, such motion shall not be debated, or						
16	further discussed or considered, or voted upon, until after a second to such motion is made						
17	by a Commissioner.						
18							
19	RULE 12						
20	AGENDA						
21	City staff in consultation with the Chair and Vice Chair shall set the Agenda						
22	for Commission meetings. If a member requests an item be added to a meeting Agenda,						
23	the member shall notify City staff no less than a week prior to the meeting date.						
24							
25	RULE 13						
26	DISCLOSURE REQUIREMENTS BY COMMISSIONERS						
27	Under a standing Agenda item, members shall verbally report any contacts						
28	with the purpose of influencing the decision-making authority of the Commission. Contacts						
	5						

1	shall include, but is not limited to, verbal or written communications from a City Council						
2	Member, School Board Member, locally elected official, public entity, partisan lobbyist, or						
3	individual speaking on behalf of the aforementioned offices or entities.						
4							
5	RULE 14						
6	VACANCY						
7	A member voluntarily resigning from the Commission shall immediately						
8	submit written notice to the Chair and City staff of their decision. Should the resignation of						
9	a Commissioner occur more than fifteen (15) days before the next scheduled meeting, the						
10	Chair shall call a Special Meeting of the Commission to fill the vacancy. Per Charter						
11	Section 2505(I), a vacancy of a Commissioner shall be filled by one of the Alternate						
12	Commissioners within fifteen (15) days by random selection by the Chair.						
13							
14	RULE 15						
15	ELIGIBILITY						
16	In the event a member is no longer eligible to serve on the Commission based						
17	on the criteria listed in Charter Section 2504, the member shall immediately submit written						
18	notice to the Chair and City staff by submitting their resignation.						
19							
20	RULE 16						
21	REMOVAL						
22	Removal of a member shall follow the procedure listed in Charter Section						
23	2505(k).						
24							
25	RULE 17						
26	SPEAKING TIME LIMITS ON AGENDA ITEMS						
27	The public shall be given two (2) minutes to address the Commission on each						
28	Agenda item. The Chair or presiding officer may adjust the speaking time for Agenda Items;						
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1	however, the public shall be awarded at minimum one (1) minute to address the
2	Commission.
3	
4	RULE 18
5	SPEAKER CARDS
6	Persons wishing to address the Commission must complete a speaker card
7	for each agenda item they wish to speak on. Speaker cards shall not be required for
8	teleconference meetings.
9	
10	RULE 19
11	ADDRESSING THE COMMISSION
12	Speakers must speak from the podium when addressing the Commission
13	and shall speak clearly into the microphone. Speakers are to refrain from using profanity,
14	yelling and/or screaming. Members of the public should address their questions or remarks
15	to the Chair or presiding officer. Other members and City staff will respond to questions
16	only when requested to do so by the Chair. Members and City staff shall refrain from
17	entering into any debates or discussion with speakers during public comment.
18	
19	RULE 20
20	AUDIENCE CONDUCT
21	The public has the right to criticize policies, procedures or actions of the
22	Commission. The public should not vocally oppose statements made by anyone while they
23	speak. The public may not display signs that impede the ability of the public or Commission
24	to see or participate in the meeting or that endanger any meeting participants.
25	
26	RULE 21
27	REMOVAL OF A DISRUPTIVE PERSON
28	The Chair or presiding officer shall possess the power and duty to order
	7

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1 removal from the meeting room any person who commits the following acts after being warned that such conduct could lead to their removal: 2 3 Α. Disorderly conduct that disrupts the due and orderly course of 4 the meeting such as making noise, speaking out of turn, or otherwise refusing 5 to comply with the Rules of Procedure; B. A breach of the peace, boisterous conduct or violent 6 7 disturbance, tending to interrupt the due and orderly course of the meeting; 8 or 9 C. Disobedience of any lawful order of the Chair, which shall 10 include, but not be limited to, an order to be seated. 11 12 RULE 22 AMENDMENTS 13 14 These Bylaws may be amended from time to time by majority vote of the 15 Commission. 16 Section 2. The Designee shall transmit a copy of this resolution to the City 17 Clerk and to each member of the Independent Redistricting Commission. 18 Section 3. This resolution shall take effect immediately upon its adoption 19 by the Independent Redistricting Commission, and the Independent Redistricting 20 Commission Secretary shall certify to the vote adopting this resolution. 21 /// 22 /// 23 /// 24 /// 25 /// 26 /// 27 /// 28 /// 8

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	1		reby certify that the fo							ent
	2		mmission of the				at	its	meeting	of
	3	, 2021, by the following vote:								
	4									
	5	Ayes:	Commissioners:							
	6									
	7									_
	8									_
	9	Noes:	Commissioners:							_
	10									_
	11	Absent:	Commissioners:							_
2	12									_
A 9080	13	Recusal(s):	: Commissioners:							_
Lona Beach. CA 90802	14									_
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