

**City of Long Beach***Working Together to Serve***Memorandum****Office of the City Attorney**

DATE: January 28, 2021

To: Independent Redistricting Commission

FROM: Amy R. Webber, Deputy City Attorney *ARW*

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.

Independent Redistricting Commission
January 28, 2021
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cc: Kevin Jackson, Deputy City Manager
JT Nagayama, City Clerk Analyst

1 RULES AND PROCEDURES FOR THE INDEPENDENT REDISTRICTING
2 COMMISSION

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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
11 the IRC.
- 12 C. Chair shall mean the chairperson of the IRC.
- 13 D. Charter shall mean the Charter of the City of Long Beach.
- 14 E. Commission shall mean the Long Beach IRC.
- 15 F. Commissioner shall mean a voting member of the IRC.
- 16 G. Committee shall mean a sub-group of the Commission not
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.

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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

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.

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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.

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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.

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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

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.

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RULE 6

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QUORUM

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Pursuant to Charter Section 2503(c), nine (9) Commissioners shall constitute
a quorum. Alternate Commissioners shall not be counted towards the establishment of a
quorum.

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RULE 7

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RIGHTS OF COMMISSIONERS LESS THAN A QUORUM

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In the absence of a quorum, no information may be presented and no official
action shall be taken by the Commissioners present except to order a call of the
Commission, to reschedule the meeting, to recess or to adjourn.

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RULE 8

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ALTERNATE COMMISSIONERS

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Alternate Commissioners may participate in all Commission discussion,
express their favor or disfavor for all items before the Commission, and be assigned to a
committee. Alternate Commissioners may not vote.

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RULE 9

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COMMISSIONER PROTOCOLS AT MEETINGS

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The Chair shall recognize a member before the member addresses the
Commission. No member shall speak for more than ten (10) minutes on any matter without

1 the consent of the Chair or a majority of the Commissioners in attendance.

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RULE 10

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MEMBER ABSENCES

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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.

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Members submitting adequate notice as determined by the Chair or presiding officer shall be noted as an excused absence for purposes of the meeting minutes. Members that do not submit prior notice will be noted as an unexcused absence for purposes of the meeting minutes. Members recording three (3) unexcused absences may be subject to removal as set forth in Charter Section 2505(k).

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RULE 11

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MOTIONS

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If any Commissioner makes a motion, such motion shall not be debated, or further discussed or considered, or voted upon, until after a second to such motion is made by a Commissioner.

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RULE 12

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AGENDA

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City staff in consultation with the Chair and Vice Chair shall set the Agenda for Commission meetings. If a member requests an item be added to a meeting Agenda, the member shall notify City staff no less than a week prior to the meeting date.

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RULE 13

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DISCLOSURE REQUIREMENTS BY COMMISSIONERS

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Under a standing Agenda item, members shall verbally report any contacts with the purpose of influencing the decision-making authority of the Commission. Contacts

28

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.

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RULE 14

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VACANCY

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8 A member voluntarily resigning from the Commission shall immediately
9 submit written notice to the Chair and City staff of their decision. Should the resignation of
10 a Commissioner occur more than fifteen (15) days before the next scheduled meeting, the
11 Chair shall call a Special Meeting of the Commission to fill the vacancy. Per Charter
12 Section 2505(l), a vacancy of a Commissioner shall be filled by one of the Alternate
13 Commissioners within fifteen (15) days by random selection by the Chair.

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RULE 15

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ELIGIBILITY

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17 In the event a member is no longer eligible to serve on the Commission based
18 on the criteria listed in Charter Section 2504, the member shall immediately submit written
19 notice to the Chair and City staff by submitting their resignation.

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RULE 16

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REMOVAL

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23 Removal of a member shall follow the procedure listed in Charter Section
24 2505(k).

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RULE 17

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SPEAKING TIME LIMITS ON AGENDA ITEMS

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28 The public shall be given two (2) minutes to address the Commission on each
Agenda item. The Chair or presiding officer may adjust the speaking time for Agenda Items;

1 however, the public shall be awarded at minimum one (1) minute to address the
2 Commission.

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RULE 18

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SPEAKER CARDS

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RULE 19

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ADDRESSING THE COMMISSION

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RULE 20

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AUDIENCE CONDUCT

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RULE 21

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REMOVAL OF A DISRUPTIVE PERSON

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The Chair or presiding officer shall possess the power and duty to order

1 removal from the meeting room any person who commits the following acts after being
2 warned that such conduct could lead to their removal:

3 A. 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;

6 B. A breach of the peace, boisterous conduct or violent
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.

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12 RULE 22

13 AMENDMENTS

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.

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I hereby certify that the foregoing resolution was adopted by the Independent Redistricting Commission of the City of Long Beach at its meeting of _____, 2021, by the following vote:

Ayes: Commissioners: _____

Noes: Commissioners: _____

Absent: Commissioners: _____

Recusal(s): Commissioners: _____

Secretary