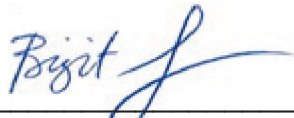


## ANALYSIS

This ordinance amends Title 3 – Advisory Commissions and Committees of the Los Angeles County Code to add Chapter 3.55 creating the LGBTQ+ Commission and its governance, duties, and responsibilities.

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BGA: eg

Requested: 6/6/2023  
Revised: 12/28/2023

**ORDINANCE NO. \_\_\_\_\_**

This ordinance amends Title 3 – Advisory Commissions and Committees of the Los Angeles County Code to add Chapter 3.55 creating the LGBTQ+ Commission and its governance, duties, and responsibilities.

The Board of Supervisors of the County of Los Angeles ordains as follows:

**SECTION 1.** Chapter 3.55 is hereby added to read as follows:

**CHAPTER 3.55 LGBTQ+ COMMISSION**

**3.55.010 Created.**

**3.55.020 Purpose.**

**3.55.030 Duties and Responsibilities.**

**3.55.040 Composition.**

**3.55.050 Membership.**

**3.55.060 Term of Service.**

**3.55.070 Vacancies.**

**3.55.080 Officers.**

**3.55.090 Meetings.**

**3.55.100 Self-Governance Procedures and Quorum.**

**3.55.110 Staff.**

**3.55.120 Compensation.**

**3.55.130 Sunset Review Date.**

**3.55.010 Created.**

There is created a County of Los Angeles LGBTQ+ Commission, hereinafter in this Chapter referred to as the "Commission."

**3.55.020 Purpose.**

The purpose of the Commission is to advise the Board of Supervisors ("Board") and County of Los Angeles ("County") departments and commissions on all matters affecting the well-being of Lesbian, Gay, Bisexual, Transgender, Queer, Questioning, Intersex, and Asexual ("LGBTQ+") communities with the "+" to include the self-determination of community members not represented by the acronym and the evolving and expanding understanding of limitless gender and sexual identities. The Commission will review and make recommendations on existing programs and policies to ensure the County promotes inclusivity and makes a conscious effort to address unintended consequences while striving to build trust and maintain confidence in County public services and programs.

**3.55.030 Duties and Responsibilities.**

The Commission shall have the following duties and scope of work:

- A. Advise. Serve in an advisory capacity to the Board, and County departments and commissions.
- B. Make recommendations. Review existing, make recommendations about, and propose to the Board and County departments new:
  - 1. policies;
  - 2. budgets;

3. budgetary processes;
4. programs and trainings for County employees and contractors;
5. legislation; and
6. practices and protocols that impact LGBTQ+ communities.

C. Annual Report. Provide an annual report to the Board apprising it of LGBTQ+ activities and accomplishments during the year and on the state of County services, programs, and resources impacting the LGBTQ+ communities, with attention on specific areas for proposed reform or change, as needed.

D. Engagement. Engage consistently with LGBTQ+ communities and key stakeholders in the County to carry out the duties and responsibilities of the Commission, such as:

1. reviewing outcomes, the quality and accessibility of services, and type of resources provided to LGBTQ+ communities in collaboration with County Departments and other relevant stakeholders. This should include:

- a. visiting service sites and conducting interviews with LGBTQ+ recipients of those services to the extent permitted by law;

- b. receiving input from stakeholders, including public, private, and community-based stakeholders regarding County-administered or County-contracted services;

- c. conveying information received to the Board and relevant County departments; and

d. where appropriate, making associated recommendations for improvement.

**3.55.040 Composition.**

The Commission shall consist of fifteen (15) members, including:

- A. Two (2) members selected by each Supervisor and appointed by the Board for a total of ten (10) members;
- B. One (1) member each selected by the Sheriff, the District Attorney, and the Assessor, respectively, and appointed by the Board for a total of three (3) members;
- C. Two (2) members selected through an application and interview process established by the Commission, and appointed by the Board.

**3.55.050 Membership.**

Members shall:

- A. Reside in the County and reflect the diversity of LGBTQ+ communities in the County; and
- B. Have demonstrated capabilities of effective leadership within LGBTQ+ communities; or
- C. Have demonstrated knowledge or ability in an area which has a significant bearing upon the challenges faced by LGBTQ+ communities.

**3.55.060 Term of Service.**

- A. All members of the Commission shall serve at the pleasure of the Board.
- B. As part of the original creation of the Commission only, at the Commission's first meeting, the Commissioners shall divide themselves, or if

necessary be divided by the Executive Director of the Commission, into two groups (Groups A and B, with one more Commissioner in Group B if there is an odd number of total commissioners). Group A will serve an initial term of one (1) year and will be eligible to serve one additional two-year term. Group B will serve an initial term of two (2) years and will be eligible to serve one additional two-year term. For initial members serving less than a two-year term, the initial one-year term shall not be considered towards the restriction of two consecutive two (2) year terms as described in subsection C. Thereafter, each new Commissioner appointed shall serve a term of two (2) years.

C. No Commissioner shall serve more than two (2) consecutive two (2) year terms. Unless the position is vacant as described in Section 3.55.070, all members may continue to serve until removed by the Board or a successor has been duly appointed. The Board may, by order, extend this length of service or waive this limit for individual commissioners or the Commission as a whole.

**3.55.070 Vacancies.**

A. A member's position on the Commission shall become vacant upon the member's death, resignation, removal by the Board or in the event the member no longer meets the membership criteria set forth in Section 3.55.050. In the case of such a vacancy, a successor shall be selected and duly appointed by the Board to serve until the end of the term. If the member being replaced was selected by a Supervisor, the Supervisor currently holding office in that district will select a replacement, subject to appointment by the Board. If the member being replaced was selected by the Sheriff, District Attorney or the Assessor, then the respective elected

official will select a replacement, subject to appointment by the Board. Members selected through the Commission application and interview process will be replaced using that process, either through selection of an applicant from the existing pool of application submissions or through conducting a new application and interview process, subject to appointment by the Board.

B. Members appointed by the Board to fill a vacancy shall serve the remainder of the unexpired term of the predecessor and it shall not constitute an appointment to a full term.

C. Members appointed to fill a vacancy shall exercise duties consistent with this Chapter and Section 3.100.060.

**3.55.080                      Officers.**

A. The Commission shall elect a Chair, Vice Chair and Second Vice Chair.

B. The term of office of each such officer shall be for the calendar year or for that portion of the calendar year remaining after election to the post of Chair, Vice Chair, or Second Vice Chair.

C. Elections of successor officers shall take place in a timely manner to provide for uninterrupted Commission leadership.

**3.55.090                      Meetings.**

A. The Commission shall convene regular public meetings. The Commission shall meet monthly, or as needed, at a time and location to be established by the Commission. The Commission may meet at such other times as deemed necessary by the Chair, and as otherwise provided by law.

B. Commission meetings shall be led by the Chair and Vice Chair, with the support of the Executive Director of the Commission and staff.

C. Commission meetings shall comply with the Ralph M. Brown Act (California Government Code section 54950 et seq.), as amended, and follow Robert's Rules of Order.

**3.55.100 Self-Governance Procedures and Quorum.**

A. A majority of the membership of the Commission shall constitute a quorum to conduct business. A majority of the members present shall constitute a quorum to take action, unless otherwise required by law.

B. The Commission shall adopt bylaws, subject to the approval of the Board, addressing the frequency, time and place of meetings, participation requirements, election and term of the Chair, Vice Chair, and Second Vice Chair, and such other rules and procedures as it deems necessary for the Commission's self-governance, provided they are not inconsistent with this ordinance or any other law.

**3.55.110 Staff.**

A. The Commission shall have a full-time Executive Director who will provide support and guidance to the Commission and be responsible for its administrative management. The Executive Director should have experience promoting, supporting, advocating, and creating programs, services, and resources for LGBTQ+ communities.

B. The Executive Director and staff of the Commission shall be those individuals designated in the current salary ordinances of the County of Los Angeles.

**3.55.120 Compensation.**

Members of the Commission shall be eligible to receive a reasonable monetary allowance to be set from time to time by the Board for attending regular and special meetings of the Commission up to a maximum per member of \$5,000 per fiscal year and shall be reimbursed for reasonable expenses incurred in performing duties in accordance with County policies regulating reimbursement to County officers and employees (including parking and transportation in attending meetings of the Commission).

**3.55.130 Sunset Review Date.**

The sunset review date for the Commission shall be five (5) years from the effective date of this ordinance.

[CH355BGACC]