

**ORGANIZATIONAL RULES
OF THE
LOS ANGELES COUNTY
PROBATION COMMISSION**

AMENDED: December 8, 1998

AMENDED: January 24, 2007

AMENDED: February 25, 2009

AMENDED: October 27, 2016

AMENDED: April 28, 2017

LOS ANGELES COUNTY PROBATION COMMISSION

9150 East Imperial Highway
Downey, CA 90242
562-940-2635
<http://probation.co.la.ca.us>

Regular Meetings 2nd and 4th Thursday every month
Kenneth Hahn Building of Administration
Room 140A or other designated conference room
500 West Temple Avenue, Los Angeles

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ARTICLE I - NAME

The Commission shall be known as the Los Angeles County Probation Commission. As used in these organizational rules, the word "Commission" refers to the Los Angeles County Probation Commission.

ARTICLE II – LEGAL AUTHORITY

As County Officers, authorized by Article IV, Section 14 and Article VI, Section 25 of the Los Angeles County Charter, the Commission is an advisory body to the County Chief Probation Officer established in lieu of the county juvenile justice commission pursuant to Section 240 et. seq.

ARTICLE III – PURPOSE AND RESPONSIBILITIES

The purpose of the Commission is to advise the Chief Probation Officer of the Los Angeles County Probation Department to proactively seek to maximize opportunities which positively impact the behavior of probationers by providing them with educational and vocational services, and access to health and mental health services that will build upon the strengths and capabilities of probationers, their families, and communities through inter-governmental and multi-agency cooperation.

The Commission may inspect juvenile camps and halls in LA County to assure compliance with applicable laws and regulations regarding the health, safety, welfare, and education of juveniles at these facilities. The Commission may provide each juvenile facility administrator with its documented findings and evaluation on an annual basis (15 CCR s 1313) and issue an annual advisory to the Chief Probation Officer (WIC Sec. 240,243).

ARTICLE IV – MEMBERSHIP

The Commission shall be comprised of 15 members, with 3 members appointed by each of the 5 Supervisors. The term of each Commissioner is four (4) years. A Commissioner may be re-appointed by the Board of Supervisors, at its discretion, for successive terms.

A vacancy on the Commission is filled through appointment by the Board of Supervisors. If a vacancy arises during an un-expired term, the appointee to such vacancy shall complete the un-expired portion thereof. A Commissioner may continue to act beyond his or her term until a successor is duly appointed and qualified by the Board of Supervisors and such appointee takes the oath of office.

ARTICLE V – OFFICERS AND ELECTIONS

1. The officers of the Probation Commission shall consist of a President, a 1st Vice President, 2nd Vice President, and 3rd Vice President.

2. Election Procedures

- a. The Commission Executive Secretary shall send a memorandum to all Commissioners, three meetings prior to the election, asking them to indicate their availability as candidates for one of the three offices or designating their nominee for such offices.
- b. The election for all offices shall be held during the second meeting of December at which time, nominations may be made from the floor for all offices.
- c. Newly elected officers shall take their respective office immediately after the election at the first January meeting.

3. Term of Office

- a. The term of each office shall be one (1) year.
- b. A term of office commences on the date of the first meeting in January of each year.
- c. If in the event all officers are absent, the Commission shall be chaired by commissioners present on a rotating basis, in order of seniority.

ARTICLE VI – ANNUAL MEETING

1. The ANNUAL MEETING shall be the first meeting held in January.
2. The Official Commission Year is from JANUARY 1 through DECEMBER 31.

ARTICLE VII – DUTIES OF OFFICERS

President - Exhibit A

1. It shall be the duty of the President to approve the agenda and preside at all meetings of the Commission.
2. The President may instruct staff on information and materials to be presented at subsequent meetings.
3. The President shall sign communications on behalf of the Commission.
4. The President may appoint liaisons to other agencies or organizations and establish ad hoc committees and appoint chairs of those committees.
5. The President is an ex-officio member of all committees and must be given dates of proposed meetings.
6. The President, or designee, shall represent the Probation Commission at public functions, meetings and hearings at the Board of Supervisors meetings.

1st Vice President – Exhibit A

1. The 1st Vice President presides at all Commission meetings in the absence of the President.
2. The 1st Vice President shall coordinate commission related activities with the offices of the County Board of Supervisors.
3. The 1st Vice President shall perform other duties assigned by the President.
4. The 1st Vice President serves the remainder of the President’s term should the President’s office become vacant.

2nd Vice President – Exhibit B: Secretary/Treasurer

1. The 2nd Vice President presides at all Commission meetings in the absence of the President and 1st Vice President.
2. The 2nd Vice President shall perform the duties of a “Secretary” in keeping of all the official records and minutes of the Commission, develop and set the agenda, assure information on the website regarding the Commission and all related information is current and all new information posted timely.
3. The 2nd Vice President shall assume all the duties and responsibilities of Secretary/Treasurer as outlined in Exhibit B

3rd Vice President – Exhibit C: Executive Director/Parliamentarian

1. The 3rd Vice President presides at all Commission meetings in the absence of the President, 1st Vice President and 2nd Vice President.
2. The 3rd Vice President shall perform the duties of Executive Director as the liaison among the County Executive Office, Probation Department and all other related county departments.
3. The 3rd Vice President shall perform the duties of Parliamentarian in keeping order during regularly scheduled meetings in accordance with the Commission’s Organizational Rules, the Brown Act and Robert’s Rules of Order.

ARTICLE VIII – COMMISSIONERS

1. No action shall be taken, nor any public statements or commitments made, by any member on behalf, or in the name, of the Commission unless specifically authorized by the Commission in regular session.
2. It shall be the duty of all members to attend all meetings of the Commission. All members of the Commission are expected to arrive on time and prepared for the meeting. In case of illness, absence from the County, or emergencies, the Commission may excuse a member’s absence by order entered in the minutes.

3. Commissioners are obligated to inform the staff and/or President when they are unable to attend a meeting, are unable to arrive on time or must leave the meeting prior to adjournment.
4. It shall be the duty of all members to abide by the adopted Organizational Rules, or any rule passed by a majority of the Commission in regular session.
5. Special meetings of the Commission may be called by the President, the County Probation Officer, or any three (3) members of the Commission. The staff shall notify members of a special meeting by e-mail, first class United States mail, or by telephone or facsimile. Only such matters as are listed in the call may be taken up at the meeting.
6. Committee chairs have the authority to call meetings of their Committees as needed, and shall notify the President, and members of the Committee of any Committee meeting to be held. *[See Article VII (4)]*
7. Commissioners shall receive copies of previous minutes, attachments and background information of new business by e-mail or facsimile, prior to meetings. Copies of materials distributed at the meeting should be mailed to Commissioners who were absent from the meeting.
8. When Commissioners represent the Commission, they shall report such actions to the Commission in regular session.
9. When speaking in public, commissioners shall make it clear whether they reflect personal or duly authorized Commission positions.

Meetings

1. The regular meetings of the Commission shall be on the second and fourth Thursday of each month, at such time and place as determined by the Commission, except that the Commission may change the date of the meetings at its discretion at a regular meeting. If a quorum (*8 members*) is not present at the beginning of a meeting, the order of the agenda will be altered to begin with items that do not require a majority of Commissioners present. A majority of the members (*8*) shall constitute a quorum at a regular meeting. Fifteen members on the Commission requires 8 as a quorum, whether or not all positions are filled.
2. Extra meetings of the Commission may be held on call of the President or any three (3) members of the Commission. The staff shall notify members of an extra meeting by e-mail, first class United States mail, or by telephone or by facsimile. Only such matters as listed in the call may be taken up at the meeting.
3. Executive meetings of the Commission may be called by the President or a majority of the Executive Officers. Executive sessions shall be held 30 minutes prior to every regularly scheduled meeting to address, without limitation, personnel matters, litigation, general and administrative issues related to Commission operations. Recommendations of the Executive Committee shall move forward to the full Commission at a regularly scheduled meeting for approval.

4. The Commission shall comply with the provisions of the Brown Act in the performance of its duties. Individual Commissioner's requests for information shall be made to an Officer of the Commission and duly forwarded to the appropriate department. Every Commissioner shall receive a copy of all requested information.
5. The Commission is an advisory body to the Chief Probation Officer and therefore lacks the authority to conduct hearings in closed session under the Ralph M. Brown Act. Per County Counsel Opinion dated 4-27-2017
6. The Commission meetings, in the absence of a rule in these organizational rules, shall be conducted in accordance with Robert's Rules of Order.

Agenda

1. Items may be placed on the agenda in the following manner:
 - a. By order of the Commission in regular session, documented in the minutes.
 - b. By advance request of an individual or organization.
 - c. By advance request of a Commissioner.
 - d. When possible, agenda items shall be presented with documentation prior to meetings, by e-mail, or facsimile.
 - e. The agenda shall be developed, set and prepared by an Officer of the Commission and/or staff in advance of a meeting, subject to approval by the President of the Commission.
2. Staff and Commissioners shall report, in regular session, all Probation Commission-related activities to the Commission including summary of calls, comments, and correspondence.

Official Stationery and Correspondence

Official Commission letterhead shall be used only for authorized business. Correspondence shall be directed through the Commission office, except as designated by the President or Commission or in the course of approved work programs of the Commission, i.e., task force Chairpersons. All correspondence shall be approved by the President or designee prior to mailing. Copies shall be sent immediately to the office if not prepared by staff.

Individual Commissioners may use letterhead for Commission/Committee-related matters as approved by the Commission in regular session.

Letterhead may not be used to:

1. Correspond with legislators advocating a position on proposed or pending legislation.
2. Correspond with persons campaigning for elective office.

3. Imply Commission policy or action when none exists.

4. General Correspondence

Letterhead may not be used for the purpose of expressing the writer's personal opinion; the content of the letter must clearly indicate that it is the opinion of the writer; and in no way reflects the Commission or County policy. Any document written and distributed under official letterhead shall be distributed to all Commissioners.

Publicity

Releases to the press and other mass media issued in the name of the Commission shall be, subject to approval by the Commission in regular session or by the President subject to review by the Chief Probation Officer prior to any release.

ARTICLE IX – PURPOSE AND RESPONSIBILITIES OF COMMISSION LIAISONS

Purpose: To improve multi-agency and intergovernmental communications and to enhance Commission involvement, liaisons will represent the Commission at official organized meetings and/ or events of public or private organizations as listed below. They shall report on Commission activities and positions as directed by the Commission to these organizations and provide information back to the Commission regarding issues pertinent to the Commission's purpose and responsibilities as identified by the Commission as a whole.

Liaisons may explain the purpose and activities of the Commission but cannot commit the Commission to any action or position without first receiving authorization from the Commission at a regular meeting and will conduct their activities in accordance with the Commission Organizational Rules.

ARTICLE X – AMENDMENTS

These organizational rules may be amended by a majority (8) vote of the members of the Commission.

By: _____ Date: _____
Joe Gardner, President

By: _____ Date: _____
Jan Levine, 1st Vice President

By: _____ Date: _____
Daniel Seaver, 2nd Vice President

By: _____ Date: _____
Don Meredith, Sergeant at Arms, Commissioner

By: _____
Cyn Yamashiro, Commissioner

Date: _____

By: _____
Jo Kaplan Esq. Commissioner

Date: _____

By: _____
Olivia E. Mitchell, Commissioner

Date: _____

By: _____
Peter Shutan, Commissioner

Date: _____

By: _____
Azael Martinez Sonoqui, Commissioner

Date: _____

By: _____
Zachary Hoover, Commissioner

Date: _____

By: _____
Jacqueline Caster Esq. Commissioner

Date: _____

By: _____
Elizabeth (Betsy) Butler, Commissioner

Date: _____

By: _____
Bonnie Lowenthal, Commissioner

Date: _____

By: _____
Rex Richardson, Commissioner

Date: _____

By: _____
Alex Saab Esq. Commissioner

Date: _____

Attachments: Exhibit A, Exhibit B, Exhibit C