

RULES OF GOVERNANCE
FOR THE TARGETED LOCAL HIRE WORKING GROUP

A. PURPOSE

1. The purpose of these Rules is to set forth the governance for the Targeted Local Hire Working Group (“Working Group”).
2. On December 8, 2015, the Strategic Workforce Development Task Force (“Task Force”) and the Targeted Local Hire Working Group (“Working Group”) were established as part of a Memoranda of Understanding (“MOU”) between the City of Los Angeles and the Coalition of City Unions (“Coalition”). As part of the MOU, the City Council approved a letter of agreement (“LOA”) that commits the City to a goal of hiring 5,000 civilian employees by the end of Fiscal Year 2017-18. The purpose of the Working Group is to develop a plan to provide job opportunities to the residents of the City of Los Angeles in under-served communities or groups.
3. Until otherwise determined, the Working Group is subject to the provisions of the Ralph M. Brown Act, including, but not limited to the agenda and notice requirements.
4. The Personnel Department shall provide staff to the Working Group.

B. COMPOSITION OF THE VOTING MEMBERS OF THE WORKING GROUP

1. The voting members of the Working Group shall be comprised of sixteen (16) representatives:
 - Eight (8) Union Representatives from the Coalition of Unions
 - CAO (or designee)
 - CLA (or designee)
 - General Manager of the Personnel Department (or designee)
 - General Manager of the Economic and Workforce Development Department (or designee)
 - Three (3) representatives from Council Offices
 - Councilmember Wesson (or designee)
 - Councilmember Harris-Dawson (or designee)
 - Councilmember Krekorian (or designee)
 - One (1) Representative from the Mayor’s Office

Note: The designation of representatives from Council Offices may vary from time to time so as not to result in the creation of a quorum of another Council Committee.

2. The Working Group members may each designate one alternate member to attend meetings of the Working Group in his/her absence.

3. Designated Alternates and observers may attend and participate in meetings of the Working Group, but only a Designated Alternate, in the absence of his/her Working Group Member, may vote as set forth in Article E.
4. In accordance with the Letter of Agreement, the Working Group shall invite representatives of the Los Angeles Community College District, the Los Angeles Unified School District, and representatives of community-based organizations, such as Fix LA. In addition, Fix LA shall designate one person to represent its members at the Working Group meetings.

C. OFFICERS OF THE WORKING GROUP

1. The Officers of the Working Group shall include a Chairperson and an Alternate Chairperson, who shall not be voting members. The non-voting Chairperson shall be elected by the Working Group. If the non-voting Chairperson is not available, the Working Group shall delegate a non-voting Alternate Chairperson.

D. MEETINGS OF THE WORKING GROUP

1. The regular meetings of the Working Group shall be set by the Working Group. The meetings of the Working Group shall be held at a location designated by the Working Group. The Working Group may hold special meetings as necessary. Regular and Special Meetings of the Working Group shall be open and accessible to all members of the public and be held in compliance with the Americans with Disabilities Act (ADA).
2. A quorum shall be present for the Working Group to meet as a Working Group and pass any motion. A quorum shall consist of no less than nine (9) Working Group members or their Designated Alternates. If a quorum is not present, the Working Group meetings may continue as informational meetings only.
3. Notice and agenda of Regular of meetings shall be posted 72 hours in advance of such meetings and will be e-mailed or delivered to each Working Group member prior to the meeting by the Working Group staff. The agenda will be established by the Chairperson. The notice and agenda for Special Meetings shall be posted 24 hours in advance of such meetings and e-mailed or delivered to each Working Group member prior to the meeting by the Working Group staff. Members of the public shall be allowed to address the Working Group on any matter listed on the agenda before or during the Working Group's discussion of that item.
4. The Working Group staff shall be responsible for the taking, preparation, and distribution of the Working Group meeting minutes. The minutes shall be a summary of what is discussed at the meeting and shall not be a verbatim transcript of what is said by members or the public.
5. Meeting procedures will be based on Robert's Rules of Order, except as otherwise indicated herein.

6. Each Working Group member will report on any contact pertinent to the work of the Working Group with vendors, providers and/or carriers.
7. These Rules may be amended at any regular meeting of the Working Group, by consensus of the Working Group as set forth, in Article E, provided that the amendment has been submitted in writing at the previous meeting.

E. VOTING BY THE WORKING GROUP

The Working Group may vote on and pass or defeat any properly made motion under the following conditions:

1. A quorum must be present at the time a motion is voted on;
2. Only the Working Group members or in the absence of his/her Working Group member the Designated Alternate may vote;
3. In order for any motion to pass, Working Group members must reach consensus to pass the motion.

A motion was made by [Insert name here] and seconded by [Insert name here] to adopt these Rules. The Working Group, by unanimous vote, adopted these Rules at its [Insert date here] meeting.