

RULES OF GOVERNANCE  
FOR THE TARGETED LOCAL HIRE WORKING GROUP

A. PURPOSE

1. The purpose of these Rules of Governance 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 and implement 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. Meeting procedures will be based on Robert's Rules of Order, except as otherwise indicated herein.
5. The Personnel Department shall provide staff to the Working Group (“Working Group staff”).

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 relevant Council Offices \*
  - One (1) Representative from the Mayor’s Office

\*Notes:

1. 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. Where possible, it is intended that representatives from Council Offices are members of relevant Council Committees overseeing matters related to the intent of the TLH Program, including but not limited to the City’s budget and finances, workforce and jobs development, and personnel matters.

2. The voting members of the Working Group may each designate up to two (2) Designated Alternates to attend meetings of the Working Group in his/her absence. Voting members of the Working Group shall let Working Group staff know who their Designated Alternates are. A Designated Alternate must be officially identified to the Working Group staff prior to any Working Group meeting before the Designated Alternate may act in place of the Working Group member.
3. Designated Alternates and observers may attend and participate in meetings of the Working Group, but only a Designated Alternate, in the absence of the Working Group member, may act as set forth in Article F. Only one Designated Alternate may act or vote in the absence of the Working Group member for each meeting.

#### C. OFFICERS OF THE WORKING GROUP

1. The Officers of the Working Group shall include two (2) Co-chairpersons, who both shall be elected by the Working Group.
2. Co-chairs must be members of the Working Group
3. The positions of the Co-chairs shall be occupied by one (1) Working Group member representing the Coalition of Unions and one (1) Working Group member representing the City.
4. Any voting member of the Working Group, or their designated alternate, may nominate another Working Group member for Co-chair.
5. The Working Group members must then unanimously vote to elect the two (2) Co-chairs from the set of nominees.
6. The Co-chairs shall serve a calendar year term beginning January 1<sup>st</sup> or the portion remaining thereof should there be a vacancy prior to the end of a calendar year term.
7. The Co-chairs shall alternate leading Working Group meetings.
8. In the absence of one (1) Co-chair, the other Co-chair shall lead the Working Group meeting.

#### 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 Meetings shall be posted a minimum of 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 prepared by the Working Group staff and reviewed and approved by the Co-chairs. Working Group staff will notify all Working Group members of any changes to the agenda. 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.
4. 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.
5. 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.
6. Each Working Group member will report to Working Group staff on any contact with vendors, providers and/or carriers that have a financial relationship with any business related to the Working Group.
7. These Rules may be amended at any Regular or Special meeting of the Working Group by consensus of the Working Group as set forth in Article F, provided that the amendment has been submitted in writing at the previous meeting.

#### E. SUBCOMMITTEES

1. Subcommittees can be formed as needed at the request of any of the Working Group members.
2. Formation of a subcommittee must be approved by a consensus of the Working Group
3. Subcommittees will be comprised of no more than eight (8) Working Group members with equal representation from the Coalition of Unions and the City.
4. The members of each subcommittee will be selected and agreed upon by the Co-chairs of the Working Group. The subcommittee must then be approved by the Working Group by a unanimous vote, as set forth in Article F.

## F. VOTING BY THE WORKING GROUP AND SUBCOMMITTEES

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

1. Only Working Group members can make a motion;
2. A quorum must be present at the time a motion is voted on;
3. Only the Working Group members or in the absence of the Working Group member the Designated Alternate may vote;
4. In order for a motion to pass, Working Group members must reach consensus to pass the motion.
5. If the Working Group members do not reach consensus on a motion, a subcommittee will be formed at the request of a Working Group member to discuss the motion in question; and
6. The subcommittee will present their proposals on the motion at the following Working Group meeting, at which the Working Group may pass the amended motion by a two-thirds supermajority.
7. For the purpose of these Rules of Governance, consensus is defined as a general agreement among a majority of the Working Group members.

The Working Group, by unanimous vote, adopted these Rules of Governance at its June 13, 2016 meeting. They were amended on September 30, 2020. Additional updates were approved on April 22, 2021.