

Innovation & Performance Commission  
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## Innovation and Performance Commission for the City of Los Angeles Rules and Regulations

- 1) Creation of the Innovation and Performance Commission
  - a) Created by Los Angeles Administrative Code (LAAC) Section 8.230 *et seq.*
- 2) Responsibilities and Authority of the Commission as enacted by City Ordinance
  - a) The Commission is to provide the Mayor and the City Council with the benefit of private and public sector experience, expertise, information, and recommendations relating to improving the provision of City services through innovation, performance measurement within City government.
  - b) The Commission is to adopt rules and regulations for the conduct of its business. (LAAC Sec. 8.235)
- 3) Membership of the Innovation and Performance Commission
  - a) Appointment (LAAC Sec. 8.231)
    - i) The Commission shall consist of nine members, three shall be appointed by the Mayor, and six shall be appointed by the Council President from nominations submitted by the Chairs of the Budget and Finance Committee, Public Works Committee, and Personnel, Audits, and Animal Welfare Committee of the City Council.
    - ii) Each Mayoral and Council President appointment shall be subject to confirmation by the City Council by majority vote.
  - b) Membership terms (LAAC Sec. 8.237 and LAAC Sec. 8.238)
    - i) Members shall have special knowledge and experience in innovation, productivity, performance measurement and/or related techniques in the private sector, in organized labor, in the academic community or in other public sector jurisdictions.
    - ii) Members shall serve four-year terms. Each member shall serve until his or her successor is duly appointed and qualifies for appointment. (LAAC Sec. 8.233)
    - iii) Commission members shall not receive compensation for attendance at Commission meetings.
  - c) Removal
    - i) A member appointed by the Mayor may be removed by the Mayor.
    - ii) A member appointed by the City Council President may be removed by the City Council President subject to approval by the City Council by majority vote.
    - iii) Members may be recommended to the appointing authority for removal by a majority vote of the Commission in circumstances relating to attendance, specified in section 12.

- d) Resignation:
  - i) A member resigning before their term expires must present an official written resignation to the Mayor and the Council President. The resignation should be presented at least 60 calendar days prior to the effective date, if possible.
- e) Vacancies:
  - i) Commission seats will remain vacant until appointment is made by appointive authority.
- 4) Minimum expectations of Commission members
  - a) Commission members shall meet minimum attendance requirements as outlined in section 12
  - b) Shall participate on at least one standing Committee of the Commission
  - c) Act as primary or secondary liaisons to City Departments
  - d) Act as primary or secondary liaisons to City Council Offices
  - e) Shall publicly champion and vocally encourage others to embrace the principles of merit in all decisions and actions related to Commission
  - f) Shall base all actions and decisions on merit, fairness and efficiency regardless of outside influence.
  - g) Shall act and vote independently and objectively regardless of their source of appointment.
  - h) Shall respect the confidentiality of all privileged information, including that discussed in closed session.
  - i) Shall maintain mutual respect for Commissioners and staff in all communication, written and verbal, and maintain a professional level of decorum and courtesy in all public settings.
- 5) Organization of the Innovation and Performance Commission
  - a) Committees
    - i) Committees shall be composed of less than a quorum of Commission members.
    - ii) Standing Committees shall be formed to consider and recommend actions and propose policies in the functional areas under their jurisdiction, subject to final approval by the Commission.
      - (1) Standing Committees may establish a regular meeting time and place but must meet in public and post notices in accordance with the provisions of the Brown Act.
    - iii) Ad-Hoc Committees may be formed to perform a specific task or objective and shall dissolve upon completion of stated task(s) or objective(s) or at a designated date defined by the Commission.
  - b) Staff Support
    - i) The City Administrative Officer shall provide staff services and office accommodations as needed for the Commission.
    - ii) Expenses of the Commission shall be paid from an account in the budget of the City Administrative Officer.
    - iii) All expenses incurred by the Commission shall be approved by a vote of the Commission.

## 6) Officers of the Commission

### a) Elections

- i) During the first meeting in June of each year, the Commission shall elect from among its members, a President and up to two co-equal Vice-President(s). The Vice-Presidents although fully equal will be elected and known First Vice-President and Second Vice-President.
- ii) A Commission member must accept nomination or his or her name will be withdrawn from consideration.
- iii) If a Commission member is nominated and elected in absentia, that member must have agreed to the nomination at a public meeting held before the election or must agree to accept the position at the next meeting of the Commission after the election at which the newly elected candidate is present.

### b) Terms of Office

- i) The terms of the President and Vice-President(s) shall be for one year. The President and Vice-President(s) shall continue to serve thereafter until their successors are elected.
- ii) When a vacancy in the offices of President or Vice-President occurs, the Commission shall fill the unexpired term of the vacant office at the next regularly scheduled meeting.

### c) Duties of Officer

- i) The President shall serve as presiding officer at all meetings, but shall have the same procedural rights as any other member on all matters.
  - (1) The President will call the meeting to order and announce the convening time.
  - (2) The President may determine and announce the business of the Commission in the order in which it is to be acted upon with the consent of the Commission if such order varies from the meeting agenda.
  - (3) The President will recognize members entitled to the floor and/or other speakers addressing the Commission.
  - (4) The President will state and put to vote all questions which are regularly moved or necessarily arise in the course of the proceeding, and announce the result of the vote.
  - (5) The President will preserve order and decorum and may decide all questions of order, subject to appeal to the Commission. In cases where an appeal is made, the decision of the President will stand unless reversed by a majority vote of the Commission present.
  - (6) The President may name the Vice-President or other member to perform the duties of President, but such substitution shall not extend beyond an adjournment of the meeting.
- ii) The President will authenticate, by signature, when necessary, all acts, orders, and proceedings of the Commission.
- iii) In the absence of the President, a Vice-President shall serve as President and exercise all other powers of the President. In the absence of both the President and Vice-President positions, the Commission shall elect a President pro tempore to have all the duties and powers of the President during the absence.
- iv) In the instance in which there is more than one Vice-President, the Commission shall determine by majority vote which Vice President shall act in the role of President.

- v) The President may call special meetings, deemed necessary to carry out the purposes of the Commission. Refer to Section 7c below.

## 7) Meetings

### a) All Meetings

- i) All meetings of the Commission shall be open and public and all persons shall be permitted to attend any meeting of the Commission, except as specified in Sections 7 a v and 7 a vi below.
- ii) A register of members of the public attending any meetings of the Commission may be kept, but no member of the public shall be required, as a condition of attendance at a meeting of the Commission, to register his or her name or other information, to complete a questionnaire, or otherwise fulfill any condition precedent to his or her attendance.
- iii) Commission meetings are to be conducted generally in accordance with Robert's Rules of Order, however, parliamentary formality and detail will be minimized.
- iv) The Commission may adjourn any regular, adjourned regular, special or adjourned special meeting to a time and place specified in the order of adjournment. Less than a quorum may so adjourn from time to time. If all members are absent from any regular meeting, the President or presiding officer of the Commission may declare the meeting adjourned to a stated time and place and he or she shall cause a written notice of the adjournment to be given in the same manner as provided in Section 54956 of the Brown Act for special meetings, unless such notice is waived as provided for special meetings.
- v) In accordance with the requirements of the Brown Act, the Commission may convene in closed session to meet and confer with the City Attorney's Office for the purpose of receiving legal advice and discussing matters of pending or anticipated litigation involving the Commission; to hear personnel matters; or for other reasons as allowed under the Brown Act.
- vi) In the event that any meeting is willfully interrupted by an individual or group of persons so as to render the orderly conduct of such meeting unfeasible and order cannot be restored by the removal of individuals who are willfully interrupting the meeting, the President may, at his or her discretion, recess the meeting until order can be restored or adjourn the meeting.

### b) Regular Meetings

- i) Regular meetings shall be scheduled on a monthly basis. At the first meeting of the fiscal year the Commission shall determine on which day of the month and time of day the regular meetings for that year will occur.
- ii) The Commission may change the day and/or start and ending times of its regularly scheduled meeting or of any particular meeting where a majority of the Commission members present agree to do so. Any changes to the day and/or start times of a regularly scheduled meeting would be determined at the prior regular meeting and would be agendized as a special meeting. Revised meeting agenda will be posted according to the Brown Act and will be available on the Commission's public website.
- iii) The regular meeting location will be in Room 1200 A, City Hall East, Los Angeles, CA 90012.
- iv) Meetings can be held in other locations in the City of Los Angeles when the Commission determines that such location is in the best interest of the City. Meetings held at a different location shall be agendized as special meetings.

- v) Meetings can be held via teleconference in accordance with State law.
- c) Special Meetings
  - i) A special meeting may be called at any time by the President or by a majority of the Commission present by delivering, personally, by mail, by electronic mail, or by facsimile, written notice to each member at least 24 hours in advance of the meeting. Such written notice may be dispensed with for any member who, at or prior to the time the special meeting convenes, files with the Commission staff, a written waiver of notice. News media representatives filing a written request for such notice must also be notified.
  - ii) The Commission staff shall prepare the special meeting notice which shall specify the date, time and location of the special meeting and the business to be transacted, in conformance with the Brown Act.
  - iii) As required by the Brown Act, there shall be no action or discussion of any item not on the special meeting notice.
  - iv) In addition to the Commission members, the special meeting notice shall be distributed to City Administrative Officer prior to the meeting date. However, failure to do so will not invalidate any action taken at the special meeting.
  - v) The Commission staff shall post the special meeting notice at least 24 hours before the meeting is scheduled to commence in a location open and accessible to the public and at the location of the special meeting.
  - vi) If there is sufficient advance notice, the special meeting notice shall be mailed or emailed to the following parties prior to the meeting date:
    - (1) Mayor and City Council representatives
    - (2) Any interested party filing a written request for such notice
- d) Standing Committee Meetings
  - i) Standing Committee Meetings shall be held once a month and noticed in adherence with the Brown Act.
- e) Ad-Hoc Committee Meetings
  - i) Ad-Hoc Committee Meetings may be held at a frequency and location at the discretion of the Committee chair.
- f) Cancellation of Meetings
  - i) The Commission staff shall prepare and post the cancellation notice at least 24 hours before the meeting was scheduled to commence in a location open and accessible to the public.
  - ii) The cancellation notice shall be posted at the locations listed in Section 8 f i below.
  - iii) The cancellation notice shall be mailed to the parties listed in Section 10 a below.
- g) Quorum
  - i) Five members of the Commission shall constitute a quorum for the transaction of business.
  - ii) No votes may be taken and no decisions may be made in the absence of a quorum.
- 8) Regular Meeting Agenda

- a) Commissioners who wish to place an item on the agenda for a regular meeting shall contact the Commission staff.
- b) The Commission staff shall prepare a draft agenda for regular meetings which shall include the following information:
  - i) Type of meeting;
  - ii) Date and time of the meeting;
  - iii) Location of the meeting;
  - iv) Items to be considered by the Commission, with a brief general description of the business to be transacted;
  - v) Opportunity for public comment.
- c) The draft agenda for a regular meeting shall be reviewed and approved by the President.
- d) The Commission may take action to add any items to a future agenda. The President may also add any matter to a future agenda. The President or a majority of the Commission members present may also continue any matter on a meeting agenda to a future meeting agenda.
- e) There shall be no action on any item not on the posted agenda. However, the Commission may take action on items of business not appearing on the posted agenda under the following conditions:
  - i) Upon a determination by a majority vote of the Commission that an emergency situation exists, as defined in Government Code Section 54956.5.
  - ii) Upon a determination by a two-thirds vote of the Commission members present at the meeting, or if less than two-thirds of the members are present, by a unanimous vote of those members present, that the need to take action arose subsequent to the agenda being posted and action cannot reasonably be delayed until the next regular meeting.
  - iii) The item was posted for a prior meeting occurring not more than five calendar days prior to the date action is taken on the item, and at the prior meeting the item was continued to the meeting at which action is being taken.
- f) Posting of Meeting Agenda
  - i) The Commission staff shall post the agenda for a regular meeting at least 72 hours prior to the scheduled meeting at the following locations:
    - (1) Los Angeles City Hall East, 200 N. Main St., Los Angeles, CA 90012, second floor lobby;
    - (2) On or near the door of the meeting location.
- 9) The Presiding Officer may, with the consent of the Commission, determine the order of the agenda based upon factors such as the length of the agenda or substance of the agenda items, and whether the Commission is in danger of losing a quorum.
- 10) Agenda Distribution
  - a) The agenda should be mailed, sent by facsimile, or sent by electronic mail to the following parties at least 72 hours prior to the meeting date:
    - i) Commission members (any available supporting documents shall also be mailed, sent by facsimile, or sent by electronic mail);

- ii) CAO executive staff and other designated CAO staff (any available supporting documents shall also be mailed, sent by facsimile, or sent by electronic mail);
  - iii) City Attorney's Office representative (any available supporting documents shall also be mailed, sent by facsimile, or sent by electronic mail);
  - iv) Mayor and City Council representatives;
  - v) Any interested party filing a written request for such notice (any Commission staff report involving regulation changes or adoption shall also be mailed, sent by facsimile, or sent by electronic mail);
- b) The Commission staff shall maintain an agenda distribution list, which shall be updated as needed, but at least annually.

#### 11) Comments from the Public

- a) With respect to any item listed on the agenda for a particular meeting, any individual or representative or any group may address the Commission prior to any action being taken by the Commission on that specific agenda item. Comments will be limited to three minutes per speaker, unless the President determines, based on the circumstances of the meeting, that more or less time per speaker is necessary.
- There shall be a cumulative total of up to 15 minutes of public comments allowed per agenda item unless otherwise determined by the President based on the circumstances of the meeting.
- b) With respect to any matter not listed on the agenda but within the subject matter jurisdiction of the Commission, any individual or representative of any group may address the Commission during the public comment period.
- i) The public comment period will be the last item of business at a meeting, unless changed by the President with the consent of the Commission.
  - ii) Comments will be limited to three minutes per speaker unless otherwise determined by the President.
- c) If the President desires, he or she may defer a matter, not listed on the agenda, but raised by an individual or representative of any group, to CAO staff for analysis and may direct the Commission staff to place the matter on the future agenda for discussion and possible action.
- d) Any of the time limits specified above may be waived by the Commission President or upon majority vote of the Commission.
- e) Speakers wishing to address the Commission should complete a Request to Speak Form and submit it to a Commission staff person at the meeting.
- f) Any individual or representative of any group not in attendance at a meeting, who wishes the Commission to consider an item within the subject matter jurisdiction of the Commission, should address his or her concerns in writing to the Commission and request that the item be placed on the agenda for consideration by the Commission.

## 12) Attendance at Meetings

- a) Any members of the Commission who will knowingly not be able to attend a meeting must give notice to CAO staff within 96 hours of the scheduled meeting time to be excused.
- b) Members of the Commission may be recommended for removal from the Commission if they have more than three excused absences within a calendar year, or if they have more than two unexcused absences within the same time frame.

## 13) Minutes

- a) Meetings of the Commission shall be electronically recorded, transcribed and made available on the Commission website. Copies of Commission meeting minutes may be made upon request, as approved by the Commission.

## 14) Regular Reports

- a) An annual report to the City Council shall be prepared by the Commission staff, and should contain the following information:
  - i) A summary of the major events, achievements and concerns of the Commission from the preceding quarter;
  - ii) A summary of the major events, achievements and concerns of committee or task forces reporting to the Commission;
  - iii) Future activities;
  - iv) Any recommendations.
- b) Commission support staff shall prepare the report and submit the report to the Commission within 30 days after the end of the fourth quarter. The report will be approved by a majority of the Commission members and shall be attested to by the signatures of the President, a Vice-President, or two members of the Commission.
- c) The Commission will endeavor to submit the semiannual report to the City Clerk within 60 days after the end of the first and third quarters.

## 15) Transmittals to Council

- a) Commission is an advisory body to the Council and may periodically prepare reports for Council consideration and action. Commission may, by vote of quorum, approve the President to sign the transmittal.
- b) It is the goal of the Commission that every transmittal have an explicit delivery date as authorized by the Commission, or shall be transmitted within 30 days of authorization, whichever comes sooner.

## 16) Suspension of and Amendments to the Rules and Regulations

- i) Except for the requirements of State law or the City of Los Angeles Administrative Code, any one or more of these rules and regulations may be suspended by a majority vote of the Commission for the period of the meeting at which the suspension is adopted.
- ii) Any one or more of these rules and regulations may be amended by a majority vote of the Commission, provided that notice of the proposed amendment is given at the meeting prior to the meeting at which the amendment will be considered by the Commission.