

**LOS ANGELES COUNTY
DOMESTIC VIOLENCE COUNCIL
BYLAWS**

I. NAME

The name of this organization shall be the Los Angeles County Domestic Violence Council.

II. MISSION

The Los Angeles County Domestic Violence Council provides leadership in the creation and support of a victim/survivor-centered, countywide and coordinated approach to educate, prevent, and respond to domestic/intimate partner violence.

III. OBJECTIVES

The Los Angeles County Domestic Violence Council (DVC) intends to reduce incidents of domestic/intimate partner violence in Los Angeles County by:

1. Establishing and coordinating systems and procedures to provide a working forum for interaction and the exchange of information between public, private, and non-profit agencies that provide services, resources, support, and education to individuals in an effort to end domestic/intimate partner violence.
2. Identifying and analyzing prevention, intervention, and treatment techniques related to domestic/intimate partner violence.
3. Sharing critical analysis of current and proposed legislation and policies to the DVC membership, the Los Angeles County Board of Supervisors (the Board), and other interested parties.
4. Creating a repository of domestic/intimate partner violence related data and resources for use by DVC members, public, private, and non-profit agencies, the media, educational sources, and other interested parties.

IV. MEMBERSHIP

The DVC, established as a permanent council by order of the Board in 1979, shall be composed of member agencies. Member agencies are public, private, or non-profit organizations that:

1. Provide services specific to domestic/intimate partner violence, including direct services, legal services, including prosecuting and/or

defending domestic/intimate partner violence cases, advocacy, systems review, public education, training, self-help, and community organizing, or work to end domestic/intimate partner violence by serving victim/survivors or re-educating perpetrators and potential perpetrators to end abusive behavior;

2. Have provided domestic/intimate partner violence services, as described above, in the County of Los Angeles for at least the two preceding years;
3. Agree to and serve the mission of the DVC;
4. Comply with accepted nondiscrimination policies of the County, which includes providing services to all qualified people, regardless of race, ethnicity, religion, sex, national origin, age, sexual orientation, gender identity, or disability.

A. General Members

1. There shall be no more than 70 member agencies of the DVC. All applicants for membership in the DVC must meet the above-listed membership criteria. Agencies are eligible for membership after three (3) years of active participation in the DVC, and with sponsorship from a private or non-profit agency that is a member in good standing with the DVC. Active agency participation is defined as attendance and involvement in no fewer than seven general meetings per calendar year and attending at least one Standing Committee or Task Force of the DVC no fewer than $\frac{3}{4}$ of the called meetings per calendar year and/or other participation as needed by the committee in the 3 years prior to the application for admission.
2. An interested agency may apply for membership in September for consideration of admission beginning in January of the next calendar year. Membership applications shall be submitted to DVC Staff. After submission of an agency's application, the DVC Executive Board will review the application to ensure that the agency meets the membership criteria. A majority vote of the Executive Board is sufficient to establish that the membership criteria are satisfied. If the agency meets membership criteria, the application will be considered and voted on by the members at the next DVC general meeting.

B. Committee Members

Committee members of a Standing Committee, Task Force, or Ad Hoc Committee are those people who attend and are involved in meetings for

a particular Standing Committee, Task Force, or Ad Hoc Committee and participate as needed by the committee. A committee member's agency does not have to be a member of the DVC. However, Committee attendance and participation will be considered to determine agency eligibility for general membership.

C. Voting

1. Each member agency shall have one vote at any General, Annual, or Special Meeting. Department Heads of public agencies and Executive Directors or Organization Heads of private and non-profit agencies must designate who is the agency representative and their alternate who may vote. This designation must be in writing and kept on file in the offices of the DVC.
2. Each committee member shall have one vote at any Standing Committee, Task Force, or Ad Hoc Committee Meeting.

D. List of General Members

A list of general members and the date of admission must be attached to the Bylaws in January of each year.

V. EXECUTIVE BOARD

1. The Executive Board of the DVC is comprised of appointed and elected officers and committee chairpersons. The Board of Supervisors shall provide funding for an Executive Director and staff to assist the DVC. The Executive Director (ED) of the DVC, or when the ED is unavailable, a duly authorized representative of the ED, shall staff the Executive Board.
2. It shall be the responsibility of the Executive Board to oversee the governance of the DVC. The Executive Board's responsibilities shall include confirmation of Standing Committee Co-Chairs; development of criteria for creation or dissolution of Standing Committees, Task Forces, and Ad Hoc Committees; creation or dissolution of Standing Committees, Task Forces and Ad Hoc Committees; vetting perspective DVC member agencies; creation of DVC procedures and policy; and other responsibilities necessary to effectuate the duties set forth in these Bylaws.

VI. OFFICERS

A. Chair

It shall be the duty of the Chair to preside at all General, Annual, Special, and Executive Board meetings of the DVC.

B. 1st Vice-Chair

In the absence of or at the request of the DVC Chair, the 1st Vice Chair shall assume the duties and responsibilities of the Chair.

C. 2nd Vice-Chair

In the absence of both the Chair and the 1st Vice-Chair or at their respective requests the 2nd Vice-Chair shall assume the duties and responsibilities of the Chair.

D. Committee Chairs

It is the duty of the Committee Chairs to preside at all committee meetings. At least one (1) Chairperson of each Standing Committee shall attend all Executive Board meetings.

VII. ELECTION OF OFFICERS

A. Chair

1. The position of the Chair shall be appointed by the District Attorney for Los Angeles County. The District Attorney shall consider recommendations from the Executive Board of the DVC when appointing a Chair, but is not limited to selecting a person from among such recommendations. The Chair is a voting member of the DVC.
2. The Chair serves at the pleasure of the District Attorney.

B. 1st Vice Chair

1. The 1st Vice-Chair shall be a domestic violence emergency shelter director.
2. The Shelter Directors' Committee of the DVC shall nominate a Los Angeles County emergency domestic violence shelter director for

the position of 1st Vice-Chair in September. The nominee(s) for 1st Vice-Chair must be a member of the DVC in good standing at the time of the nomination. After nomination(s), the Executive Board will review the nomination(s) to insure his or her qualifications to serve. If the Executive Board finds the nominee(s) qualified to serve, the Executive Board will submit the name of the nominee(s) to the members at the Annual DVC Meeting in November for a vote. The nominee must be elected by a majority of members present at the meeting. If no majority is obtained, run-off elections at that same meeting will be held between the candidates with the two highest numbers of votes until one candidate receives a majority of votes.

3. The 1st Vice-Chair may serve for two consecutive 2-year terms. The term commences in January.

C. 2nd Vice-Chair

1. The 2nd Vice-Chair shall be a representative of a non-shelter based domestic violence service provider.
2. Members of the DVC may nominate a representative of a non-shelter based domestic violence service provider agency for the position of 2nd Vice-Chair in September. The nominee for 2nd Vice-Chair must be a member of the DVC in good standing at the time of the nomination. After nomination(s), the Executive Board will review the nomination(s) to insure his or her qualifications to serve. If the Executive Board finds the nominee(s) qualified to serve, the Executive Board will submit the name of the nominee(s) to the members at the Annual DVC Meeting in November for a vote. The nominee must be elected by a majority of members present at the meeting. If no majority is obtained, run-off elections at that same meeting will be held between the candidates with the two highest numbers of votes until one candidate receives a majority of votes.
3. The 2nd Vice-Chair may serve for two consecutive 2-year terms. The term commences in January.

D. Standing Committee Chairs

1. Each Standing Committee of the DVC should have two Chairs that will have equal authority in governing their Standing Committee. However, if two people are not available to serve as Co-Chairs, a Standing Committee may operate with one Chair. With the exception of the Shelter Directors' Committee, when there are Co-

Chairs, it is preferable that one of the Co-Chairs is from a public agency and the other is from a private or non-profit agency wherever appropriate. The Chairs of a Standing Committee are not required to be members of the DVC but must be active participants in the DVC.

2. Committee members of a Standing Committee shall nominate a person(s) to (Co-)Chair the Standing Committee. The Executive Board will select committee Chairs by vote from the nominated candidates. In the event that there are no nominations submitted by the Standing Committee, the Executive Board may appoint (Co-) Chair(s) of the Standing Committee.
 3. In the event that a new Standing Committee is formed, the Executive Board will properly notice an initial meeting for all interested DVC members and shall appoint the (Co-) Chair(s) for the first term.
 4. Standing Committee Chairs may be nominated by the committee and elected by the Executive Board whenever there is a vacancy.
 5. The term of each (Co-)Chair(s) of a Standing Committee shall be for (2) years renewable by approval of the Executive Board at the January meeting. Every effort shall be made to alternate the term of Co-Chairs of the Committees so that two new people do not assume the duties of Co-Chairs at the same time.
- E. Pre-term Vacancy of 1st Vice-Chair or 2nd Vice-Chair

In the event of a pre-term vacancy, the open position will be appointed by majority vote of the Executive Board.

VIII. COMMITTEES AND TASK FORCES

A. Standing Committees

1. Standing Committees may be created upon a 2/3 vote of the Executive Board, based upon criteria developed by and approved by the Executive Board. Such criteria shall include at minimum: a clear mission statement for the proposed committee; a requirement that a proposed committee not conflict with the mission of an existing Standing Committee and/or the DVC; and a showing of how the proposed Committee would impact the provision of services to victims/survivors of domestic violence in Los Angeles County. By a

majority vote the Executive Board may revise the Standing Committee criteria as it deems appropriate.

2. A Standing Committee may be dissolved at the request of its Chair or Co-Chairs (all Chairs of the Committee requesting dissolution must concur in the request) and the approval of 2/3 of the Executive Board. Absent a request for dissolution from the Committee's Chair(s), the entire Executive Board, excluding the Committee's Chair(s), must unanimously with good cause approve the dissolution of a Standing Committee.

B. Task Forces

1. A Task Force may be created by a majority vote of the Executive Board to address an issue which is not currently being addressed by the DVC. Prior to approval, the Task Force shall submit criteria to the Executive Board, including: a clear mission statement for the proposed Task Force, a showing that the proposed Task Force not conflict with the mission of an existing Standing Committee or Task Force and/or the DVC, and a showing of how the proposed Task Force would enhance the provision of services to victims/survivors of domestic/intimate partner violence in Los Angeles County.
2. After a group has met as a Task Force for at least one year, it may apply to the Executive Board to become a Standing Committee, provided that it holds regularly scheduled public meetings pursuant to the Brown Act and produces a body of work relevant to victim/survivor - centered domestic/intimate partner violence issues.
3. Task Force Co-Chair(s) will be chosen in the same manner as Standing Committee Co-Chair(s) described in Title VII. Election of Officers.
4. A Task Force dissolves when either it obtains the Standing Committee status or when it dissolves upon a 2/3 vote of the Executive Board.

B. Ad Hoc Committee

1. An Ad Hoc Committee shall consist of a temporary committee within the DVC, created by a majority vote of the Executive Board to address a specific issue, which will expire in one-year unless extended by the Executive Board.
2. The Executive Board may set forth governing rules by which such respective groups shall be governed.

3. Ad-Hoc Committee Co-Chair(s) will be chosen in the same manner as Standing Committee Co-Chair(s) described in Title VII. Election of Officers..

C. Executive Board Voting Status

Task Force and Ad Hoc Committee Co-Chairs shall not have voting status on the Executive Board by virtue of their roles as Task Force or Ad Hoc Committee Co-Chairs.

D. List of Committees and Task Forces

A list of operative standing committees, task forces, and ad hoc committees shall be listed and affixed to these Bylaws in January of each year.

IX. MEETINGS

All Meetings shall be noticed, held and/or canceled in accordance with the requirements of the Brown Act. *Roberts Rules of Order Newly Revised (10th ed.)* shall guide the DVC in all of its proceedings and meetings.

A. Executive Board Meetings

1. The DVC shall hold monthly Executive Board Meetings on the second Thursday of the month at 10:15 AM in the Hall of Administration.
2. Eight members of the Executive Board constitute a quorum at Executive Board Meetings.

B. General Meetings

1. The DVC shall hold monthly General Meetings on the third Tuesday of the month at 12:00 PM in the Hall of Administration.
2. Twenty-five members constitute a quorum at a General Meeting.

C. Annual Meeting

1. The DVC shall hold an Annual Meeting on the third Tuesday in November at 12:00 PM in the Hall of Administration as part of the November General Meeting.

2. Elections will be held at this meeting.
3. Twenty-five members constitute a quorum at the Annual meeting.

D. Special Meetings

1. A Special Meeting may be called and properly noticed at any time by the Chair, a majority of the Executive Board, or a majority of members of the DVC to address specific business.
2. A quorum will be based on whether the Special Meeting is called to resolve an Executive Board or General Membership issue. Eight members at a specially called Executive Board Meeting and twenty-five members at a specially called General Meeting will constitute a quorum.

E. Agenda

The DVC staff shall prepare an agenda for all meetings. The agenda shall be distributed to all DVC members and posted in accordance with the requirements of the Brown Act.

F. Minutes

A member of the DVC staff shall record the minutes of all Executive Board, General, Annual, and Special Meetings. The minutes shall include but not be limited to the time and place of each meeting, the time of adjournment, the names of the DVC members present or absent, prospective members, all official acts of the DVC and/or the Executive Board, and the votes of the members of the DVC. The minutes shall be written and presented for correction and approval at the next scheduled meeting. The DVC staff shall distribute the approved minutes in a manner directed by the Executive Board. In the event that a member of the DVC staff is not available to record the minutes, the Chair of the meeting will appoint an attendee to record the minutes which will be transferred to DVC staff after the conclusion of the meeting.

G. Attendance

1. DVC members shall make all reasonable efforts to attend all applicable meetings. It shall be the responsibility of any member unable to attend a meeting to timely notify the DVC of their absence. Any member who will be absent from a meeting will make every reasonable effort to send an alternate to the meeting.

The member shall provide DVC staff with the name of his or her alternate, and shall be responsible for notifying the alternate. Only a properly designated alternate will count towards the determination of a quorum and may cast a vote for the member who is absent. (See Title IV. Membership – Voting).

2. Any Co-Chair member missing three committee meetings within a calendar year without excuse may be removed from that committee at the discretion of the Executive Board. The same applies for Co-chairs of Task Forces or Ad-Hoc Committees.
3. Every reasonable effort will be made to ensure that Executive Board meetings are attended by all Officers and at least one Standing Committee Chair. Officers and (Co-)Chairs may not designate an alternate to attend an Executive Board Meeting without prior express permission from the Chair of the Executive Board. Any (Co-)Chair that is absent five of ten regularly scheduled meetings in a year may be removed from the Executive Board and as (Co-)Chair of his/her committee at the discretion of the Executive Board.

X. CONDUCT

A. Ethics

No member or representative of the DVC shall make any commitments or promises on behalf of the County of Los Angeles or the DVC unless specifically authorized by the Executive Board and/or the DVC.

B. Conflict of Interest

1. No member of the DVC shall participate by vote in any matter pertaining to the awarding of contracts or grants to his or her own agency or organization not common to other members. No member of the DVC shall participate in discussion of any matter pertaining to the awarding of contracts or grants to his or her own agency or organization without first disclosing such relationship.
2. Any and all policy statements and operations of the DVC are separate and distinct from those of any of its participating agencies or organizations.
3. Failure to abide by these rules of conduct is grounds for temporary suspension or permanent expulsion of the general member or

committee member from the DVC at the discretion of the Executive Board.

XI. VOTING PROCEDURES

1. When a quorum is present, a simple majority is sufficient for the adoption of any motion that is in order.
2. On a tie vote, the motion is lost.
3. The Chair has the same duty to vote as any other member.
4. The vote does not become effective until announced. The Chair must state whether the motion was carried or lost; the effect or result of the vote; and the immediate business pending based on vote results, if any.

XII. ACCOUNTABILITY

1. Membership status for all agencies will be evaluated on an annual basis by the Executive Board.
2. Failure to meet the membership criteria as set forth herein may result in the termination of membership.
3. Prior to the termination of membership, the Executive Board will notify the member of its proposed action in writing, and provide the member with an opportunity to respond and be heard.
4. Once terminated, a member agency may reapply for membership by going through the application process.

XIII. AMENDMENTS

A two-thirds (2/3) vote of the voting members of the DVC is required to propose amendments to the Bylaws. The Los Angeles County Board of Supervisors must approve the amendments to the Bylaws. Current positions at time of Bylaws approval will not be affected until such time as they are up for renewal.

The Bylaws were amended by the Executive Board and approved by a two thirds (2/3) vote of the members on 6/15/2010.

Member Agencies of the Los Angeles County Domestic Violence Council

The public agency members are:

1. California Attorney General's Office
2. California Department of Corrections – Parole Division
3. City of West Hollywood
4. Los Angeles City Attorney's Office
5. City of Los Angeles Commission on the Status of Women
6. Los Angeles County Commission for Women
7. Los Angeles County Counsel
8. Los Angeles County Department of Children and Family Services
9. Los Angeles County Department of Health Services
10. Los Angeles County Department of Mental Health
11. Los Angeles County Department of Public Health
12. Los Angeles County District Attorney's Office
13. Los Angeles County Public Defender's Office
14. Los Angeles County Department of Public Social Services
15. Los Angeles County Probation Department
16. Los Angeles County Prosecutor's Association
17. Los Angeles County Sheriff's Department
18. Los Angeles County Superior Court
19. City of Los Angeles' Mayor's Office
20. Los Angeles Police Department
21. West Covina Police Department

The private and non-profit agencies are:

1. Amanecer
2. Angel Step Inn
3. Antelope Valley Domestic Violence Council
4. Asian Pacific Legal Center
5. Center for Pacific and Asian Family
6. Community Legal Services
7. Domestic Abuse Center
8. Family Violence Project of Jewish Family Services
9. Good Shepherd Shelter
10. Haven Hills, Inc.
11. Haven House
12. House of Ruth, Inc.
13. Interval House
14. Jenesse Center
15. Los Angeles County Bar Association

16. Los Angeles LGBT Center
17. Legal Aid Foundation of Los Angeles
18. Los Angeles Women Lawyer's Association
19. Neighborhood Legal Services of Los Angeles County
20. Peace Over Violence
21. Project: PeaceMakers, Inc.
22. PROTOTYPES
23. Rainbow Services, Ltd.
24. Santa Clarita Domestic Violence Center
25. 1736 Family Crisis Center
26. OPCC; Sojourn
27. Su Casa – Ending Domestic Violence
28. WomenShelter of Long Beach
29. Women's and Children's Crises Shelter
30. YWCA Glendale Shelter
31. YWCA Wings Shelter – San Gabriel

Approved June 15, 2010 by the DVC members

**Standing Committees, Task Forces, and Ad Hoc Committees
Of the Los Angeles County Domestic Violence Council**

January 2010

Standing Committees

1. Committee on Systems Improvement
2. Health Issues Committee
3. Legislative Committee
4. LGBT Issues Committee
5. Religion and Domestic Violence Committee
6. Shelter Directors Committee
7. Immigration Issues Committee

Approved 11.12.2009 by the DVC Executive Board