

**Proposed By-laws for the
Los Angeles Equine Advisory Committee**

ARTICLE I: ~~NAME~~

The name of the organization is the Los Angeles Equine Advisory Committee (**LAEAC**)

ARTICLE II: PURPOSE AND MISSION

SECTION 2.01 The purpose of the Committee (**Board**) is to work with City Departments to address equine Issues in the City of Los Angeles.

SECTION 2.02 The activities may include the following:

- (A) Collecting and organizing all City of Los Angeles planning documents pertaining to equestrian issues.
- (B) Communicating with other government agencies; Federal, state and county, about their policies that might have an impact on Los Angeles Equestrian activities.
- (C) Collecting maps and guidelines on Equestrian Trail systems within the City of Los Angeles.
- (D) Producing a document, with finding, that defines measures that the committee believes is of importance to equine issues in the City of Los Angeles.
- (E) ~~Have positions set that designated members of the Board can testify before hearing bodies on positions taken by the Board.~~

ARTICLE III: MEMBERSHIP

SECTION 3.01 Members of the Board of the Equestrian Advisory Committee (Board) are chosen by the City Council member, one selection per district. The Mayor has one selection from the city at large.

SECTION 3.02 Los Angeles City Recreation and Parks shall Chair the operations of the Board in a permanent but non-voting role.

SECTION 3.03 Special advisors can be appointed by a majority vote of the Board. Their role will be solely advisory and will have no vote.

SECTION 3.04 ~~A roll of members~~ **An update of activities from each member** of the Board and the district they represent shall be included in each agenda.

ARTICLE IV: MEETINGS

SECTION 4.01 ~~Regular Meeting agenda will must be noticed at least five (5) working days~~
~~Seventy-two (72) hours before the meeting is held~~ will be posted at least 72 hours in advance
of the meeting **on the laparks.org website and at the physical locations designated by the**
Chair. ~~There must be a~~ **Meetings will be held at least once every two months quarterly.**

SECTION 4.02 The Board will meet at a place and date designated by the President. These
meetings will be open to the general public in a place accessible to all.

SECTION 4.03 The meetings will conform to all elements of the Brown Act. The conducting of
the meeting will be governed by Robert's Rules of Order.

SECTION 4.04 Members of the general public will have **a two minute time limit during Public
Comment to speak to the Board. The time limit can be shortened at the discretion of the
Committee President.** ~~with the length of their presentation limited by the President. The
President must announce at the beginning of the Public Comment section on the agenda, the
time limits groups and individuals have to make their presentations.~~

SECTION 4.05 ~~Eight~~ **50%, plus one** members present shall constitute a Quorum for the
transaction of business.

SECTION 4.06 Special presentation can be agendized by the ~~chairman~~ **by the Committee
President.** ~~or by a majority vote of the Board.~~

SECTION 4.07 Special Meetings ~~may be called by a majority vote of the Board.~~ **Shall be
discouraged except for extraordinary circumstances. During urgent matters, the Committee
President and RAP staff may call for a Special Meeting with at least 24-hour notice and
postings**

SECTION 4.08 Voting by proxy is prohibited ~~and no single vote shall be split into fractional
votes.~~

SECTION 4.09 Votes on important issues and findings by the Board must be ~~ratified by~~ **be done
through motion. Approvals require 50% plus one of those members present and must meet
quorum requirements (see section 4.05)** ~~twothirds (2/3) of the attending quorum.~~

ARTICLE V: OFFICERS

SECTION 5.01 The officers of the Board shall be President, Vice President, and Recording
Secretary.

SECTION 5.02 All officers will serve one year from date of election.

SECTION 5.03. Duties of the officers include:

(A) President will preside at all Board Meetings. The President shall appoint Chairpersons of Standing Committees and other committees from time to time subject to ~~ratification~~ **approval through a motion of the committee**

~~the Board.~~

(B) Vice President shall perform all duties and exercise all powers of the President when the President is absent or is otherwise unable to act.

(C) The Recording Secretary shall record the minutes of the meetings of the members and shall be custodian of the Bylaws.

(D) ~~Chairman~~ **A chairperson** is appointed by Los Angeles Recreation and Parks and will oversee the proceedings of the ~~Board committee~~

SECTION 5.04 Nominations for officers of the ~~Board committee~~ will be made in March. All nominees must have given their consent to run. The election shall take place in April.

SECTION 5.05 The officers shall be elected to office by a majority vote of ~~Board committee~~ members present. ~~Voting shall be by secret ballot unless there is but one candidate for each post, in which case a voice vote may be taken.~~

ARTICLE VI: COMMITTEES

SECTION 6.01 The Board shall form the following Standing Committees:

(A) Document Committee shall collect information and publish a report and findings on the decisions made by the Board.

(B) Trails Committee shall collect maps and data on trails within the City of Los Angeles.

The Committee shall interface with other Governmental entities on trail locations and standards of trail construction.

(C) Planning and Land-use Committee shall collect information on zoning laws and other acts pertaining to equestrian use. This shall include, but not be limited to, Licensing, Manure and Tract Zoning Standards.

Article VII.

Code of Conduct

All members of the Los Angeles Equine Advisory Committee (LAEAC) shall adhere to the City of Los Angeles Park Advisory Board Code of Conduct (PAB), shown below, as well as the responsibilities and attributes outlined in these bylaws. Failure to adhere to the code of conduct may lead to removal from the LAEAC at the discretion of their respected Council-member. The Discretion to remove by the Mayor of Los Angeles is for the position of Mayors Representative only.

PARK ADVISORY BOARD/LOS ANGELES EQUINE ADVISORY COMMITTEE (LAEAC) CODE of CONDUCT

- **I hereby pledge to live up to my responsibilities as an LAEAC Member by following this PAB Code of Conduct.**
- **I will conduct myself in a professional and civil manner at all times.**
- **I will treat RAP staff, members of the LAEAC, and members of the public with respect regardless of the other's opinion, ethnicity, race, religion, religious belief or non-belief, color, creed, national origin, ancestry, sex, sexual orientation, gender, gender expression, age, disability, marital status, income, homeowners' status, renter status or political affiliation.**
- **I will commit to communicate my ideas and points of view clearly and allow others to do the same without interruption.**
- **I will work to fulfill my role and responsibilities as specified by RAP staff and the LAEAC By-laws.**
- **I will commit to learn and follow Robert's Rules of Order Newly Revised, The Ralph M. Brown Act, the LAEAC By-laws, and Department policy.**
- **I shall conduct myself in a manner that does not present a conflict of interest or the appearance of a conflict of interest with the programs operated by RAP.**
- **As a PAB member I will be positive, enthusiastic, forthright, and ethical.**

I have read and understand the PAB Code of Conduct and acknowledge that if I fail to abide by the LAEAC Code of Conduct I will be removed from the PAB.