



Office for the Advancement of Early Care and Education

Child Care Planning Committee (Local Child Care and Development Planning Council)

September 7, 2022
12:00 PM – 2:00 PM

Meeting will begin at 12:00 PM

Opening Statement and Comments

Lisa Wilkin, Chair

VISION STATEMENT

Children are healthy, thriving and have equitable opportunities to achieve optimal development and succeed in life.

MISSION STATEMENT

Lead, build and strengthen an affordable and high-quality early care and education system for the children and families of Los Angeles County.

COVID-19/Monkey Pox Update

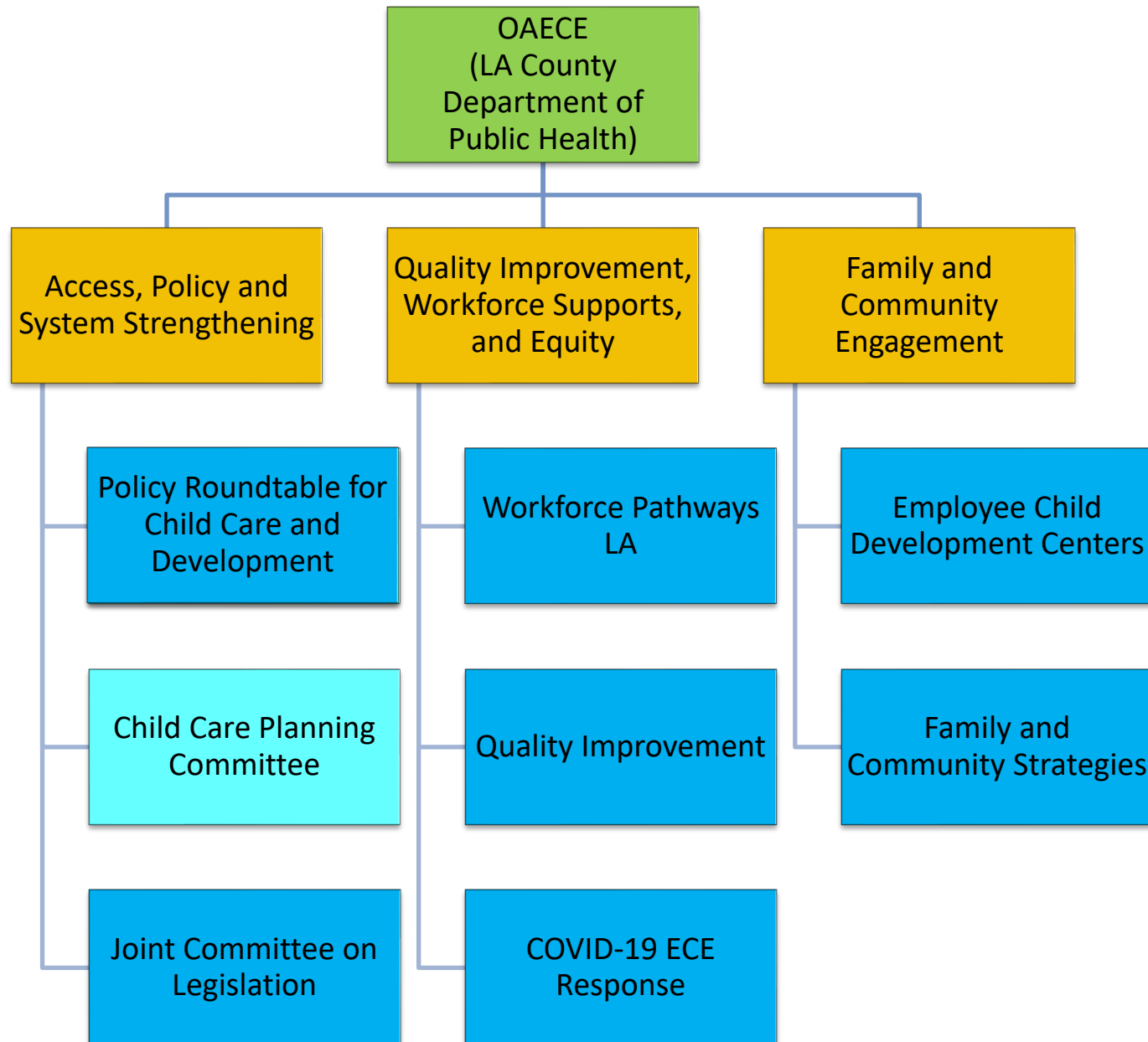
Debra Colman

OAECE, Director

OAECE Accomplishments FY 21-22

Debra Colman

OAECE, Director



- **Child Care Planning Committee**
 - **Established a parent/caregiver workgroup** as a part of the Planning Committee to inform and influence early care and education services.
 - **Engaged 153 stakeholders in 2 forums** to inform the implementation of Universal Pre-Kindergarten (UPK).
 - **Collected data** on the needs of the early care and education in LA County.
- **Policy Roundtable for Child Care and Development**
 - **Developed 3 pursuits of positions** on State issues that were approved including 1) extending COVID-19 relief for ECE, 2) reinstating funding for ECE workforce development, and 3) increasing the reimbursement rate
 - Implemented strategy to inform Board of Supervisors about ECE issues through **10 informational meetings with LA County Children's Deputies.**
- **Joint Committee on Legislation**
 - Identified and **monitored 37 ECE bills**
 - **Developed ECE policy platform** to inform LA County early childhood agenda

- **Workforce Pathways LA**

- Distributed **\$1,491,400** in financial incentives to **1041** early educators for strengthening their qualifications.
- Piloted **college and career advisement** with **159** early educators in partnership with PEACH and CHIL360.
- Distributed **\$14,000** in financial incentives to **23** Family, Friends and Neighbors (FFNs) for completing training or a family child care license
- **Developed ECE Workforce Development Plan** as a response to a Board of Supervisor's Motion

- **LA County Employee Child Development Centers**

- Developed quality improvement grant program and **distributed \$221,043** to support **14** Child Development Centers on LA County property.
- Led Van Nuys Child Development Center Advisory and stewarded a MOU between 6 LA County Departments to **double financial support** to the center.

- **COVID-19 Early Childhood Education Response**

- Prepared guidelines for ECE providers and presented at 19 briefings
- Led Early Childhood COVID-19 Vaccine Planning team and developed vaccine clinic toolkit
- Acted as liaison with Community Care licensing around 57 early care and education COVID-19 outbreaks.
- Distributed 3 million masks and 261,456 COVID-19 home test to early care and education providers.
- LA County ECE Response Team received national NACCHO award

- **-Early Care and Education Facilities Development Project**

- Established cross-departmental ECE Facilities Development Workgroup in partnership with Regional Planning, Building and Safety, Fire, Public Council, Community Care Licensing Division, and First 5 LA.
- Coordinated 2 ECE Facility development webinars for 316 ECE providers.
- Established webpage to support ECE facility renovation/development
- Submitted ECE Facility Development report to the Board of Supervisors 7

OAECE Priorities for FY 21-22



PRIORITY	ACCESS	QUALITY	WORKFORCE	FAMILY/ COMMUNITY
Priority 1: COVID-19 Recovery	Stabilize ECE operations		Support ECE workforce	
Priority 2: Universal Pre- Kindergarten	Fortify infant/toddler care	Inform TK expansion		
Priority 3: Strengthen OAECE infrastructure	Increase OAECE staff capacity			Build external and internal partnerships

- **Retirements**
 - Michele Sartell
 - Renatta Cooper
- **New Positions and Hiring Update**
 - 3 Staff Analysts
- **Meet the Team**
 - Debra Colman, Director
 - Leanne Drogin, Senior Program Analyst
 - Claudia Valle, Senior Typist Clerk
 - Elizabeth Casprowitz, Intermediate Clerk
 - Erica Weiss, Intermediate Clerk
 - Charli Lewis, Administrative Aid
 - Erica Torres-Ness, Administrative Aid
 - Julia Bruton, MSW Intern



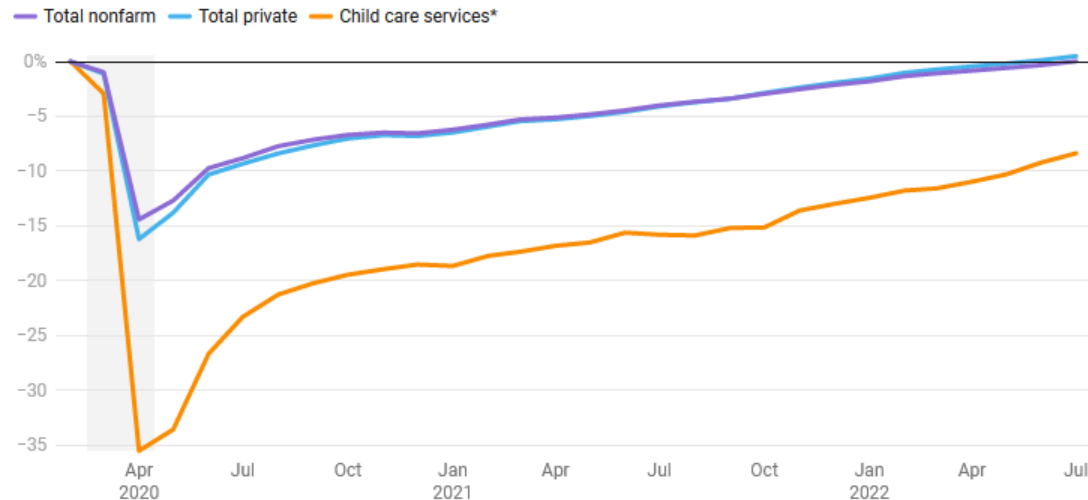
A silhouette of a person walking along the edge of a dark, jagged cliff. The background is a dramatic sky at sunset or sunrise, with a bright sun low on the horizon, casting a warm orange glow. The sky is filled with large, billowing clouds in shades of blue, white, and orange. The word "CHANGE" is written in large, bold, white capital letters across the middle of the image, partially obscured by the cliff and the sun's glow.

Strengthening the
ECE Community in
Times of

CHANGE

The child care sector is recovering slower than others from coronavirus pandemic-related job losses

Percentage change in employment in the nonfarm, private, and child care sectors from February 2020 to July 2022, by date



Hover or click to see values.

* The U.S. Bureau of Labor Statistics calls this sector "child day care services."

Notes: Data are seasonally adjusted.

Chart: Center for American Progress • Source: U.S. Bureau of Labor Statistics, "All employees, thousands, total nonfarm, seasonally adjusted," available at <https://data.bls.gov/timeseries/CES0000000001> (last accessed August 2022); U.S. Bureau of Labor Statistics, "All employees, thousands, total private, seasonally adjusted," available at <https://data.bls.gov/timeseries/CES0500000001> (last accessed August 2022); U.S. Bureau of Labor Statistics, "All employees, thousands, child day care services, seasonally adjusted," available at <https://data.bls.gov/timeseries/CES6562440001> (last accessed August 2022).

Strategic Plan Implementation and Accomplishments

Ariana Oliva, Vice Chair

4 Strategic Priorities



Access

Increase access to early care and education services for children birth to five years of age and out of school care for children up to age twelve.

Quality

Strengthen the quality of early care and education services, especially for children and families most in need.

Priorities and Goals

Workforce

Improve the compensation and qualifications of the early care and education workforce.

Families and Communities

Increase engagement of parents, caregivers and communities on early care and education issues.

Priority 1: Access



Lead	On Hold Due to Pandemic	Planning Phase	In Progress	Completed
Roundtable	1.1.1: Advocate for a single birth to kinder ECE license 1.1.2: Advocate for single subsidized eligibility system			1.2.1: Create tools to help ECE providers navigate systems to open/expand facilities <i>Deliverable-Partnered with LIFF on ECE Facility Development leadership institute</i>
OAECE			1.2.1: Create tools to open/expand ECE facilities <i>Deliverable- Develop/distribute toolkit to help facility navigation</i>	1.2.1: Create tools to open/expand ECE facilities Deliverable-Established ECE Facilities Workgroup Deliverable- Coordinated 2 facility development webinars for 316 participants 1.1.3: Support County departments to maximize resources and increase children's access to ECE Deliverable-\$221,043 in grants to County ECE sites 1.1.5. Support the stabilization of ECE in COVID-19 Deliverable-\$ 9,000,000 in Stabilization Grants.) Deliverable- \$17,000,000 in care vouchers Deliverable-3 million masks/261,456 COVID tests
CCPC	1.1.4: Strengthen the voluntary, temporary transfer of funds process		1.3.1: Strengthen ECE Needs Assessment as public tool <i>Deliverable- launch on-line dashboard/infographics</i>	

Priority 2: Quality



Lead	On Hold Due to Pandemic	Planning Phase	In Progress	Completed
Roundtable	2.2.1: Advocate for publicly funded quality improvement investments that are locally controlled	2.4.2: Convene community of practice among LA County Departments' early childhood programs <i>Deliverable-Map LA County early childhood programs and create a parent user-friendly guide</i>		
OAECE		2.4.1: Integrate ECE with a centralized access point for a developmental screening (Help Me Grow) <i>Deliverable-TBD</i>		2.1.1: Strengthen QRIS to reach the broader ECE community <i>Deliverable-OAECE holds seats on Quality Start LA Leadership Council</i>
CCPC	2.3.1: Increase public awareness of the importance of quality through social media			2.1.1: Strengthen QRIS to reach the broader ECE community <i>Deliverable-CCPC holds seats on Quality Start LA Leadership Council</i>

Priority 3: Workforce



Lead	On Hold Due to Pandemic	Planning Phase	In Progress	Completed
Roundtable				<p>3.1.1: Advocate for a single reimbursement rate that covers the cost of quality</p> <p><i>Deliverable-LA County adopted position on AB 246 to restructure State reimbursement system</i></p> <p><i>Deliverable-LA County adopted position to increase State reimbursement rate</i></p>
OAECE		<p>3.3.2: Support COVID-19 recovery by expanding professional development opportunities, <i>Deliverable-Implement a professional development strategy to support ECE during COVID-19</i></p>		<p>3.3.1: Integrate and maximize AB212 as an element of LA quality improvement system</p> <p><i>Deliverable-Hosted forum on LA professional development system and develop recommendations</i></p> <p><i>Deliverable-Developed College Advisement Toolkit</i></p> <p><i>Deliverable- Piloted ECE career/college advisement</i></p> <p><i>Deliverable- -Added 19 new professional development organizations to the ECE Workforce Registry</i></p>
CCPC	.			<p>3.2.1: Support statewide implementation of a user-friendly workforce registry and use data to inform practice, policy and systems improvement.</p> <p><i>Deliverable: Registry is used by the CDSS/CDE to gather workforce development data.</i></p>

Priority 4: Families and Communities



Lead	On Hold Due to Pandemic	Planning Phase	In Progress	Completed
Roundtable		4.2.1: Elevate parent testimonials and parent partnerships for ECE Advocacy <i>Deliverable-TBD</i>		
OAECE				4.1.1: Assure parent and caregiver access to research findings and early care and education issues <i>Deliverable- Conducted 19 forums/webinars on early care and education COVID-19 issues in FY 21-22</i>
CCPC				4.3.1: Strengthen the parent leader voice in the Child Care Planning Committee <i>Deliverable-Established parent/caregiver workgroup as a part of the Planning Committee to inform and influence early care and education planning across LA County.</i>

Roles and Responsibilities



OAECE Roles

- Inform partners, advise key stakeholders, and publicly promote the importance of quality ECE.
- Convene and nurture committees, commissions and task forces to act as agents of change.
- Gather, organize, manage, and disseminate ECE data
- Conceptualize, design, and implement programmatic, policy, and systems change strategies.
- Mobilize and support advocacy for public policies that strengthens the ECE system in LA County.

CCPC/LPC Roles

- Conduct Countywide Needs Assessment for ECE every five years.
- Develop countywide ECE strategic plan every five years.
- Prepare LPC Local Funding Priorities for ECE annually.
- Facilitate Voluntary, Temporary Transfer of Funds between State subsidized programs bi-annually.
- Collaborate with stakeholders and foster partnerships
- Serve as a forum on ECE Issues

Policy Roundtable Roles

- Develop policy recommendations related to child care and development
- Advise and assist County departments in developing and implementing strategies to connect clients and/or employees to child care and development services.
- Work with CEO to develop recommendations for the Board of Supervisors
- Identify strategies to secure leverage, coordinate, monitor and maximize funding for child care services
- Develop and distribute annual report and recommendations to Board of Supervisors

Planning Committee Strategic Snapshot



Priority	On Hold Due to Pandemic	Planning Phase	In Progress	Completed
Access	1.1.4: Strengthen the voluntary, temporary transfer of funds process		1.3.1: Strengthen ECE Needs Assessment as public tool <i>Deliverable-launch dashboard/infographics</i>	
Quality	2.3.1: Increase public awareness of the importance of quality through social media			2.1.1: Strengthen QRIS to reach the broader ECE community <i>Deliverable-CCPC holds seats on Quality Start LA Leadership Council</i>
Workforce				
Parent / Communities				4.3.1: Strengthen the parent voice in the Planning Committee <i>Deliverable-Established parent/ workgroup Committee to inform</i>

Roberts Rules of Order and Brown Act

Craig L. Kirkwood, Jr.

Deputy County Counsel,
Office of the Los Angeles County Counsel

*Presented by the Office of the Los Angeles County Counsel
September 7, 2022*

The Brown Act & Robert's Rules of Order

Background

- Enacted by State Legislature in 1953
- Codified in Government Code Section 54950.
- Requires public agencies to conduct business in an open forum, with limited exceptions.
- It promotes accountability of public officers and allows for public oversight, which helps the public to understand the process that government makes decisions.

Policy Declaration

- In enacting this chapter, the Legislature finds and declares that the public commissions, boards and councils and the other public agencies in this State exist to aid in the conduct of the people's business. It is the intent of the law that their actions be taken openly and that their deliberations be conducted openly.

The Brown Act applies to ...

- Local legislative bodies, such as
 - County boards of supervisors
 - City councils
 - School boards



The Brown Act applies to

... (cont'd)

- Bodies created by formal action of a local legislative body, such as
 - Commissions
 - Committee
 - Councils
 - Task forces

The Brown Act applies to ... (cont'd)

- A Standing Committee:
 - A committee which has continuing jurisdiction over a particular subject matter.
- or
- A Committee with a meeting schedule fixed by charter, ordinance, resolution, or other formal action of the legislative body that created it.

Example

- Committee comprised of 4 of the 9 members of the Domestic Violence Prevention Commission for the purpose of reviewing, analyzing, and making a recommendation to support or oppose legislation involving issues related to domestic violence.
- This committee is a ***standing committee*** which is subject to the Act's requirements because it has **continuing jurisdiction over issues related to legislation** involving domestic violence.

The Brown Act does not apply to ...

- An ***Ad Hoc Committee*** if both of the following exist:
 1. It is comprised solely of less than a quorum of the members of the legislative body that created it, and
 2. It does not have a continuing subject matter jurisdiction or a set meeting schedule.

Example

- Committee comprised of 2 of the 5 members of the Traffic Commission for the purpose of producing a report in six months on downtown traffic congestion.
- This committee is an exempt ad hoc committee because it is comprised solely of less than a quorum of the members of the Commission.
- It is not a standing committee because it is charged with accomplishing a specific task in a short period of time. It has a limited term and no continuing subject matter jurisdiction.

Let's Compare the Two!

Standing Committee:

- Comprised of a quorum
- Continuing jurisdiction over issues relating to legislation.

Ad Hoc Committee

- Less than a quorum.
- Limited term.
- No continuing subject matter jurisdiction.

What is a Brown Act Meeting?

- Any gathering of a majority of the members of the legislative body to hear, discuss, or deliberate on any item of business that is within the subject matter jurisdiction of the body.

Quorum

- A quorum is the minimum number of members who must be present at the meeting for business to be legally transacted.
- Generally, a quorum is a majority of the members of the body.
- Statute or bylaws may specify a higher (but not a lower) number.

Regular Meeting



- A meeting held at a set time and location pursuant to a schedule usually set by ordinance, resolution, or bylaws, i.e. weekly, monthly, quarterly
- Agenda must be posted at least 72 hours prior to the meeting

Special Meeting

- A meeting called outside of the set meeting schedule by the presiding officer or a majority of the body to discuss a particular item of business
- Agenda must be posted at least 24 hours prior to meeting

Emergency Meeting

- A meeting called to address a true emergency such as a work stoppage, crippling activity, or other activity which severely impairs the public health, safety, or both
- One hour telephonic notice to media required

Dire Emergency Meeting

- A meeting called to address a crippling disaster, mass destruction, terrorist act, or threatened terrorist activity that poses an immediate and significant peril
- Notice may be contemporaneous with the meeting



Watch Out for Serial Meetings!

- A serial meeting is typically a series of communications (face-to-face/telephone/email), each of which involves less than a quorum of the body, but which taken as a whole involves a majority of the body's members

Watch Out for Serial Meetings!

(cont'd)

- Example: A chain of communications involving contact from member A to member B who then communicates with member C would constitute a serial meeting in the case of a 5-member body.

Tips for Avoiding Serial Meetings

- Ask: “Who else on the Commission have you contacted?”
- Review emails including the entire email chain. See who is copied. Ask for more information if you have a concern.
- Tell others who else you have contacted before you start the conversation.
- Keep a record just in case.

Exception to Serial Meeting Ban

- The Brown Act specifically allows a quorum of the body to converse by email or telephone for the sole purpose of scheduling a special meeting.
- However, the discussion must be strictly limited to scheduling. Members must not discuss the merits of what is to be taken up at the meeting.

Gov. Code §54958

Another Exception: Teleconference Meetings

- The prohibition against serial meetings specifically exempts teleconference meetings which are conducted in accordance with the procedures set forth in Government Code §54953(b).
- All other teleconference meetings are prohibited.

Teleconference Meeting



- A teleconference meeting is where one or more of the members of the body attend the meeting from a remote location via electronic means, connected by audio or audio/video.

Conducting a Teleconference Meeting

- At least a quorum of members must participate from locations within LA County.
- An agenda must be posted at each location.
- The address of each location must be listed in the notice and agenda.

Conducting a Teleconference Meeting (cont'd)

- Each location must be fully accessible to the public.
- Each location must be ADA-compliant.
- The public's right to testify at each location must be ensured
- All votes taken must be conducted by roll call.

The Agenda

- Agenda items must be adequately described
- Description must be sufficient to give the public a reasonable idea of what will be discussed
- Vague general language is not sufficient
- Generally 20 words or less

Gov. Code §54954.3(a)(1)

The Agenda (cont'd)

- All items to be discussed and/or acted upon must be on the agenda.
- If it is not on the agenda, do not discuss it!

Adding an Item to the Agenda

- After the agenda is posted, an item may be added only if one of the following occurs:
 - 1. Emergency
 - 2. Newly arising item
 - 3. Continued item

Adding an Item to the Agenda

(cont'd)

- 1. By a majority vote, the body determines that the matter in question constitutes an emergency
 - Must be a true emergency pursuant to Government Code §54956.5

Gov. Code §54954.2(b)(1)

Adding an Item to the Agenda

(cont'd)

- 2. By a 2/3 vote of the members present, or by a unanimous vote of those present if less than 2/3 are present, the body determines that immediate action must be taken and cannot wait until the next regularly scheduled meeting
 - The need to take immediate action must have come to the attention of the local **agency** after the agenda had already been posted

Gov. Code §54954.2(b)(2)

Adding an Item to the Agenda

(cont'd)

- 3. Where an item has been posted for a prior meeting, the item may be continued to a subsequent meeting that is held within 5 days of the meeting for which the item was properly posted.
 - Under these circumstances, the item need not be posted for the subsequent meeting.

Gov. Code §54954.2(b)(3)

Public Access to Agenda Materials

- “Back-up” documents associated with an agenda item that are distributed to all or a majority of the body must be made available to the public upon request without delay unless confidential.
- The Brown Act specifically requires that, if the documents are distributed less than 72 hours before the meeting, that they be made available for inspection by the public at a public office or location.

Public Access to Agenda Materials (cont'd)

- The agency must list the address of the designated office or location on the agenda.
- In addition, the agency may also post the documents on its website.

Public Access to Agenda Materials (cont'd)

- Sample Language (Board):

Supporting documentation is available at the Executive Office of the Board located at the Kenneth Hahn Hall of Administration, 500 West Temple Street, Room 383, Los Angeles, California 90012, and may also be accessible on the Board of Supervisors' website at <http://bos.co.la.ca.us/>

Public Access to Agenda Materials (cont'd)

- Sample Language (Commission):

Supporting documentation is available at the Executive Office of the Board located at the Kenneth Hahn Hall of Administration,
500 West Temple Street, Room B-50,
Los Angeles, California 90012

Public Access to Agenda Materials (cont'd)

- Public can make standing request for copies of agenda materials
 - Request must be made in writing
 - Request is effective for one year
 - Subject to fees for copying and postage
 - Failure to send packet can invalidate action

Meetings must be in L.A. County



- Limited exceptions, such as
 - Inspecting property outside the jurisdiction
 - Meeting with federal or state officials on a legislative or regulatory issue affecting the County

Gov. Code §54954(b)

Meetings must be in L.A. County (cont'd)

- Cannot be held in a place that discriminates
- Cannot be held in a place that charges a fees or requires a purchase Gov. Code §54961
- Must be held in a place that complies with the protections and prohibitions of the Americans with Disabilities Act

Gov. Code §54953.2

Conditions to Attendance Prohibited

- Cannot require a person to sign in, register his/her name, provide other information, etc., as a condition of attendance
- Any such document must clearly state that signing, registering, or completing the document is voluntary, and that the person may attend the meeting regardless if they sign in.

Gov. Code §54953.3

Public's Right to Record Meetings

- Members of the public are allowed to record meetings with an audio and/or video recorder or a camera
 - Unless it is a persistent disruption of the meeting
- Broadcasting is allowed
- Any tape or film made by the legislative body is a public record and must be made available for inspection

Public's Right to Comment

- Public must be allowed to comment:
 - On each agenda item before or during the body's consideration of the item, and
 - On any issue within the body's subject matter jurisdiction ("open mike" part of agenda)



Public's Right to Comment

(cont'd)

- Fair and reasonable rules may be adopted to assist the body in processing comments from the public. Gov. Code §54953.3
 - Regulating time and manner, such as reasonable time limits, is OK.
 - Regulating content is not OK.
- Chair may clear room in the event of public disruption and proceed with the press present. Gov. Code §54957.9

Responding to Public Comments

- Generally, it is a time to listen to what the public has to say and not to comment.
- Brief response permitted but no discussion, debate, or action.
- Refer to staff for:
 - Information
 - Request to report back
 - Direct to place matter on a future agenda.

Meeting in Closed Session

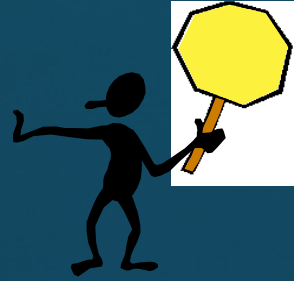


- Meeting in closed session is allowed **only** for specific matters as expressly authorized by statute.
- Closed session items must be described on the agenda.
Gov. Code §54954.5
- Special announcements must be made before and after the body meets in closed session. Gov. Code §54957.1 & Gov. Code §54957.7

Major Closed Session Topics

- Personnel matter (Gov. Code §54957)
- Anticipated or pending litigation, or initiation of litigation (Gov. Code §54956.9)
- Labor negotiations (Gov. Code §54957.6)
- Real property negotiations (Gov. Code §54956.8)
- Public security threat (Gov. Code §54957)

Caution!



- Discussions and actions in closed session must not go beyond the limited scope of the noticed closed session.
- Closed session discussions are confidential.

Penalties and Remedies

- Criminal Penalties
 - Knowing violations are a misdemeanor.
- Civil Remedies
 - Any interested person may bring a lawsuit.
 - Body has chance to cure and correct.
 - Certain illegal action may be voided.
 - Costs and attorney fees awarded.

FREQUENTLY ASKED QUESTIONS



Question #1: If there is no quorum at a meeting, what can the body do?

- Answer: GO HOME! There can be no meeting without a quorum. Pursuant to Robert's Rules of Order, the only action that can be taken in the absence of a quorum is to:
 - Fix the time to which to adjourn;
 - Adjourn;
 - Recess; or
 - Take measures to obtain a quorum.

HYPOTHETICAL #1:

- At last month's Commission meeting, there was no quorum. However, against County Counsel's advice, (gasp!) the commissioners and members of the public who were present still met to hear a presentation from a guest speaker. Does the Brown Act require that minutes be taken?

HYPOTHETICAL #1:

- No. First, there was no meeting since there was no quorum. **Second, the Brown Act does not require that minutes be taken.** If the Commission still wants a record, even an unofficial one, of what transpired, a summary would suffice.

HYPOTHETICAL #2:

- A Commission has a standing committee comprised of 2 of its 5 members, which meets monthly. A 3rd member of the Commission wants to attend and participate in the standing committee's meetings. May he?
- He may attend, but only as an observer; he may not participate. He must be neutral in expression and body language.

Gov. Code §54952.2(c)(6)

HYPOTHETICAL #3:

- May all five members of the Board of Supervisors attend a farewell party for a department head?
- Yes! Of course they can.
Attendance by a quorum at a purely social event is usually not a meeting as long as business is not transacted or discussed.

Gov. Code §54952.2(c)(5)

HYPOTHETICAL #4:

- If a Commission wants to cancel a noticed meeting due to a lack of a quorum, does a cancellation notice need to be posted at least 72 hours in advance?
- No. A meeting may be cancelled at any time for any reason. However, as a matter of courtesy, it should be done as soon as the decision to cancel is made.

HYPOTHETICAL #5:

- On the day of a Commission meeting, a member who is sick calls in and asks to participate from home via teleconference. Is this permissible?
- No. It was not properly noticed on the agenda.

HYPOTHETICAL #6:

- A Commission member who is on vacation wishes to participate by teleconference from a hotel in Miami. The address is properly noticed on the agenda and all of the other teleconference requirements are complied with. Is this permissible?
- Yes.

HYPOTHETICAL #7:

- A Commission member who is on vacation would like to participate in a Commission meeting while travelling in a car from Washington, D.C. to New York. Is this permissible?
- Probably not. The member is not in a noticed and posted teleconference location.

Robert's Rules of Order

- Often referred to as Robert's Rules, it is a manual of parliamentary procedure by U.S. Army officer Henry Martyn Robert.
- Generally, Robert's Rules of Order is a guide for conducting meetings and making decisions as a group.
- The purpose of the book is "to enable assemblies of any size, with due regard for every member's opinion, to arrive at the general will on the maximum number of questions of varying complexity in a minimum amount of time and under all kinds of internal climate ranging from total harmony to hardened or impassioned division of opinion."

Robert's Rules of Order

- The book states that it is "a codification of the present-day general parliamentary law."
- General "parliamentary law" refers to the common rules and customs for conducting business in organizations and assemblies.
- It does not refer to statutory legal requirements nor to common-law precedent derived from court judgments. In other words, the book is about procedures for meetings and not about what is "legal" (i.e. it is not a law book).

Robert's Rules of Order: The Basics

- Rules in the book are based on the rights of the majority, of the minority (especially a strong minority that is greater than one third), of individual members, of absentees, and of all these together.
- Some fundamental principles upon which the book is based include: one question at a time; one person, one vote; and a vote being limited to members present.

Robert's Rules of Order: The Basics

- A group that uses the book is called a **deliberative assembly**.
- The types of deliberative assemblies are a **mass meeting**, a **local assembly of an organized society** (local club or local branch), **a convention**, **a legislative body**, and a **board**.

Robert's Rules of Order: The Basics

- An organization may have rules which could include a **corporate charter**, a **constitution** or **bylaws, rules of order** (special rules of order and parliamentary authority), **standing rules**, and **customs**.
- To conduct business, groups have meetings or sessions that may be separated by more than or be within a quarterly time interval.

Robert's Rules of Order: The Basics

- The types of meetings are:
 - Regular meetings,
 - Special meetings,
 - Adjourned meetings,
 - Annual meetings,
 - Executive sessions,
 - Public session, and
 - Electronic meetings.

Robert's Rules of Order: The Basics

- A member of a deliberative assembly has the right to attend meetings, make motions, speak in debate, and vote.
- The process of making a decision is done through a **motion**, which is a proposal to do something.

Robert's Rules of Order: The Basics

- The formal steps in handling a motion are:
 - the making of a motion,
 - having a second,
 - stating the motion,
 - having debate on the motion,
 - putting the motion to a vote, and
 - announcing the results of the vote.
- Action could be taken informally without going through these steps by using unanimous consent.

Robert's Rules of Order: Procedure for Handling a Main Motion

- **NOTE:** Nothing goes to discussion without a motion being on the floor.

Obtaining and assigning the floor

- A member raises their hand when no one else has the floor
 - The chair recognizes the member by name.

How the Motion is Brought Before the Assembly

- The member makes the motion: *I move that (or "to") ...* and resumes his seat.
- Another member seconds the motion: *"I second the motion,"* or, *"I second it,"* or, *"Second."*
- The chair states the motion: *"It is moved and seconded that..."*

Robert's Rules of Order: Procedure for Handling a Main Motion

- Consideration of the Motion
 1. Members can debate the motion.
 2. Before speaking in debate, members obtain the floor.
 3. The maker of the motion has first right to the floor, if he claims it .
 4. Debate must be confined to the merits of the motion.
 5. Debate can be closed only by order of the assembly (2/3 vote) or by the chair if no one seeks the floor for further debate.

Robert's Rules of Order: Procedure for Handling a Main Motion

- **The Chair Puts The Motion to A Vote**

1. The chair asks: "*Are you ready for the question?*" If no one rises to claim the floor, the chair proceeds to take the vote.
2. The chair says: "*The question is on the adoption of the motion that ...*" Then continues, "*As many as are in favor, say 'Aye'.*" (Pause for response.) "*Those opposed, say 'Nay'.*" (Pause for response.) "*Those abstained please say 'Aye'.*"

- **The chair announces the result of the vote.**

1. "*The ayes have it, the motion carries, and ...*" (indicating the effect of the vote), or
2. "*The nays have it and the motion fails.*"

Robert's Rules of Order: How to Accomplish What You Want To Do In Meetings

MAIN MOTION

You want to propose a new idea or action for the group.

- After recognition, make a main motion.
 - Member: *"Madame Chairman, I move that _____."*

AMENDING A MOTION

You want to change some of the wording that is being discussed.

- After recognition, *"Madame Chairman, I move that the motion be amended by adding the following words _____."*
- After recognition, *"Madame Chairman, I move that the motion be amended by striking out the following words _____."*
- After recognition, *"Madame Chairman, I move that the motion be amended by striking out the following words, _____, and adding in their place the following words _____."*

Robert's Rules of Order: How to Accomplish What You Want To Do In Meetings

REFER TO A COMMITTEE

You feel that an idea or proposal being discussed needs more study and investigation.

- After recognition, *"Madame Chairman, I move that the question be referred to a committee made up of members Smith, Jones and Brown."*

POSTPONE DEFINITELY

- You want the membership to have more time to consider the question under discussion and you want to postpone it to a definite time or day, and have it come up for further consideration.
- After recognition, *"Madame Chairman, I move to postpone the question until _____."*

Robert's Rules of Order: How to Accomplish What You Want To Do In Meetings

PREVIOUS QUESTION

You think discussion has gone on for too long and you want to stop discussion and vote.

- After recognition, *"Madam President, I move the previous question."*

LIMIT DEBATE

You think discussion is getting long, but you want to give a reasonable length of time for consideration of the question.

- After recognition, *"Madam President, I move to limit discussion to two minutes per speaker."*

Robert's Rules of Order: How to Accomplish What You Want To Do In Meetings

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LIMIT DEBATE

You think discussion is getting long, but you want to give a reasonable length of time for consideration of the question.

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Robert's Rules of Order: How to Accomplish What You Want To Do In Meetings

POSTPONE INDEFINITELY

You want to kill a motion that is being discussed.

- After recognition, "*Madam Moderator, I move to postpone the question indefinitely.*"

OR

POSTPONE INDEFINITELY

You are against a motion just proposed and want to learn who is for and who is against the motion.

- After recognition, "*Madame President, I move to postpone the motion indefinitely.*"

Robert's Rules of Order: How to Accomplish What You Want To Do In Meetings

RECESS

You want to take a break for a while.

- After recognition, "*Madam Moderator, I move to recess for ten minutes.*"

ADJOURNMENT

You want the meeting to end.

- • After recognition, "Madame Chairman, I move to adjourn."

Resources

- California Attorney General <http://ag.ca.gov>
- League of California Cities www.cacities.org
 - Open and Public IV, A User's Guide to the Ralph M. Brown Act
- Robert's Rules Online: RulesOnline.com

Thank you!

The role of Planning Committee workgroups

What workgroup would you like to serve on?

- Access and Inclusion
- Governance/Membership
- Joint Committee on Legislation
- Parents/Consumers
- Workforce Pathways LA – Joint Committee on Workforce

- **Wrap Up, Announcements, and Public Comment**
 - Ariana Oliva, Vice Chair
- **Call to Adjourn**
 - Lisa Wilkin, Chair