

Bylaws

Small Business Advisory Council

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Los Angeles Unified School District (LAUSD)

Small Business Advisory Council (COUNCIL)

Preamble

The purpose of the LAUSD Small Business Advisory Council is to provide a forum for small business affiliate organizations and small business trade associations to comment and provide feedback on the LAUSD policies and practices that affect or impact small business utilization and participation in the LAUSD contracts and projects.

The LAUSD Small Business Advisory Council is not a policy making body; however, the LAUSD uses external advisory committees to develop critical solutions to the District's procurement concerns, to disseminate information regarding specific LAUSD projects and programs, and to provide a forum for interactive discussions with interested parties.

Article I. Name

1. The name of this organization is the "LAUSD Small Business Advisory Council", hereafter referred to as the "Council."
2. Small Business Advisory Council elected Chair hereafter referred to as "Chair."
3. Small Business Advisory Council elected Vice-Chair hereafter referred to as "Vice-Chair."
4. Small Business Advisory Council elected Secretary hereafter referred to as "Secretary."
5. The LAUSD Small Business Manager hereafter referred to as the "LAUSD Liaison."

Article II. Membership

A. Criteria for Membership

1. An applicant must be a representative of either a small business affiliate organization or small business trade association representing at least fifteen (15) members, organized under the laws of California and have a small business interest in LAUSD contracting, procurement and projects (specifically in the areas of), Construction; Commodities and Goods; IT Goods and Services; and Professional Services.
2. All small business affiliate organizations or small business trade associations must submit a written request to become a member of the LAUSD Small Business Advisory Council to the LAUSD Liaison. The request for membership shall include the Primary and Alternate Representative's name; the name of the small business affiliate organization or trade association; the business affiliate organization or trade association's size, and the focus of the business affiliate organization or trade association. The request for membership on the Council will be reviewed, approved for a two year period, or denied by the LAUSD Liaison. Applications for membership will be

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accepted on a continuous basis. A renewal letter can be submitted in a place of a new membership application after two years, if there are no changes in the organization/association.

3. All small business affiliate organization or small business trade association representatives are reviewed and must submit a letter from the small business affiliate organization or trade association they are representing in order to verify its membership status.
4. Any member serving on the LAUSD Small Business Advisory Council shall be subject to removal from the Council. The LAUSD shall make the final decision for removal due to any of the following:
 - a. Dissolution as a member of a small business affiliate organization or small business trade association.
 - b. Six consecutive absences of the Primary or Alternate member at regularly scheduled meetings.
 - c. Potential conflicts of interest.
 - d. Other actions by a member that are not in keeping with the LAUSD's Code of Ethics.

Article III. Role of the Primary/Alternate Council Member

The role of the Council member is to provide input and feedback in an advisory capacity on the LAUSD policies and practices that affect or impact small business utilization and participation in the LAUSD contracts and projects.

1. It is the responsibility of the Primary/Alternate members to participate on a Council Committee.
2. It is the responsibility of the Primary/Alternate members to disseminate information resulting from the LAUSD Small Business Advisory Council meetings to their organization/association membership.
3. It is the LAUSD's responsibility to provide meeting minutes within ten (10) working days of a COUNCIL meeting.

Article IV. Operating Procedures

1. The Chair shall preside over all meetings. The Chair shall be responsible for the rulings in matters of procedure.
2. The Vice-Chair shall preside over meetings in the absence of the Chair.
3. The Secretary shall record and transcribe all meeting Minutes to provide to the LAUSD Liaison for distribution to the Council.
4. Except where otherwise expressed in these Bylaws, the Council shall adhere to and operate in accordance with Robert's Rules of Order.

Article V. Structure

A. The LAUSD Liaison:

1. May appoint a representative in his/her absence.
2. Shall facilitate the Council meeting date, time and location.
3. Shall disseminate the minutes and the agenda, and schedule special presentations.

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4. Shall accept an issue or concern from the full Council or Council Committees regarding LAUSD activities.
- B. The Chair, Vice-Chair and Secretary shall be elected by the primary council members to serve for a minimum of one (1) year -- not to exceed (2) fiscal year terms. Elections will be held every two years. Officers cannot serve consecutive terms.
- C. Standing Committees shall be composed of the following:
 1. Construction;
 2. Procurement and projects (specifically in the areas of), Commodities and Goods; IT Goods and Services; and Professional Services; and
 3. Outreach and Education (combined with Legislation).
- D. The Committee Chair shall:
 1. Serve as Committee Chair for a minimum of one (1) year. Prior to the selection, the current Chair of each Committee shall first solicit nominations of Council members interested and willing to serve as Committee Chair.
 2. Only designated Primary Council members are eligible to serve as a Committee Chair.
 3. Hold the position from July 1st through June 30th of the applicable fiscal year.
 4. Prepare the Committee agenda, schedule the meeting date, time and location, and oversee preparation of the minutes.
 5. Solicit agenda items from Committee members and submit all agenda items in writing to the Committee members no later than seven (7) calendar days prior to the scheduled Committee meetings.
 6. Present to the full Council a summary of all recommendations from the Committee meetings.
- E. Special Committees and Subcommittees:
 1. The recommendation to form a new Special and/or Subcommittee and the appointment of a Committee Chair must be approved by the Council Chair. The recommendation must be in writing and include the objective and duration of the special/subcommittee.
 2. The Special/Subcommittee Chair shall have the same role and responsibilities as a Committee Chair as detailed above.

Article VI. Council Motions and Voting Rights

1. The LAUSD Liaison shall not vote.
2. A quorum of the Council shall consist of over 50% of the voting members.
3. The right to make a motion or vote on issues before the Council is limited to the Primary/Alternate members. The Primary member will cast one vote for his/her member organization/association. The Alternate member is allowed to cast one vote only when the Primary member is absent. Motions involving policies and practices of the LAUSD shall be voted upon by Council members and shall be set forth as recommendations to the LAUSD made in an advisory capacity only.

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Article VII. Council Meeting Dates

The general meeting of the Council will convene monthly, except July and December. Specific meeting dates will be determined at the beginning of the fiscal year and provided to all Council members. The LAUSD Liaison retains authority to change meeting dates when necessary.

Article VIII. Council Minutes

Approval of minutes from the previous Council meeting shall be a regular agenda item. The meeting highlights shall not be official until approved by the Council.

Article IX. Conduct

1. All members shall observe the LAUSD policies concerning Sexual Harassment, Workplace Violence, Drug-Free Workplace, Incompatible Activities and Conflicts of Interest, Zero-Tolerance of Discrimination, Child Abuse and the Code of Ethics.
2. Any member serving on the Council shall be removed for:
 - a. Disruptive and/or abusive behavior.
 - b. Non-observance of the LAUSD policies and Small Business Advisory Council Bylaws
3. No Primary or Alternate member serving on the Council shall represent himself or herself as speaking for or acting on behalf of the Council or the LAUSD.
4. No Primary or Alternate member shall use their participation on the Council or Committee for personal gain or influence; as a means to obtain preliminary access to; or obtain privileges to contract opportunities; or contract administration.
5. Any member participating in discussions and recommendations related to a specific procurement or type of procurement shall be prohibited in any competition for award of a contract relative to the procurement or type of procurement.