

**COUNTY OF LOS ANGELES
QUALITY AND PRODUCTIVITY COMMISSION**



Administrative Policy Manual

Policy No.: 10.0

Approved: December 13, 2004

Distribution: Commissioners

SUBJECT: QUORUM AND VOTING RULES

PURPOSE: To establish the method by which Commission action is taken.

GOVERNANCE: Section 3.51.070 of the Los Angeles County Code authorizes the Quality and Productivity Commission to “adopt rules and regulations for the internal government of its business.” This section authorizes the Commission to adopt rules governing quorum and voting requirements, so long as such rules are not inconsistent with specific statutory or ordinance requirements.

- RULES:**
1. The Quorum requirement is a simple majority of members (including ex-officio) currently serving on the Commission (not counting vacancies).
 2. To take an action requires the affirmative/negative of a simple majority of those voting Aye or No. Abstentions do not constitute a vote and do not count toward a majority vote.
 3. A motion to table requires a two thirds majority vote.
 4. Any matter not specifically addressed by Commission policy should be governed by Roberts Rules of Order.