

**CITY OF LOS ANGELES**  
INTER-DEPARTMENTAL CORRESPONDENCE

Date: January 30, 2024

To: The City Council

From: Matthew W. Szabo, City Administrative Officer



Subject: **REQUEST OF THE BLACK PLANNERS OF LOS ANGELES TO REGISTER AS  
A QUALIFIED MINORITY ORGANIZATION PURSUANT TO EMPLOYEE  
RELATIONS RESOLUTION NO. 1 (C.F. NO. 23-1090)**

## RECOMMENDATION

The City Administrative Officer (CAO) recommends that the City Council approve the request of the Black Planners of Los Angeles (BPLA) to register with the Office of the City Clerk as a Qualified Minority Organization pursuant to Employee Relations Resolution No. 1.

## SUMMARY

On November 3, 2023, the City Council adopted the report of the Personnel, Audits, and Hiring Committee to instruct the CAO to report back to the Council on the request of the BPLA to register with the City Clerk as a Qualified Minority Organization pursuant to Employee Relations Resolution No. 1 (C.F. No. 23-1090). That Resolution allows members of a minority group organization time off to meet with City representatives in matters related to the social, economic, educational, employment, promotional advancement and welfare of minority employees in City service.

Following a review of the filing request by the BPLA (Attachment 1) and the organization's Constitution and Bylaws (Attachment 2), staff of the CAO has determined that the BPLA meets the requirements for recognition under Employee Relations Resolution No. 1. Therefore, the request of the BPLA for registration with the Office of the City Clerk as a Qualified Minority Organization should be approved.

## FISCAL IMPACT

There are no direct costs associated with the recognition of the BPLA as a Qualified Minority Organization pursuant to Employee Relations Resolution No. 1.

MWS:MCB:PAG:MHA:0724121

Attachments

**BLACK PLANNERS OF LOS ANGELES**

PO Box 83464; Los Angeles, CA 90083

Attn: Kyle Winston, President

black.planners.la@gmail.com

September 6, 2023

The Honorable City Council  
City of Los Angeles  
City Hall - 200 North Spring Street  
Los Angeles, CA 90012

**Re: Registration as a “Qualified Minority Organization”**

Dear Honorable Council:

Pursuant to Employee Relations Resolution #1 (Council File: 93-1083-S11), BPLA is requesting registration as a “Qualified Minority Organization.”

Respectfully submitted,



Kyle Winston, President  
**Black Planners of Los Angeles**

Encl. Qualified Minority Organization Filing  
Constitution and Bylaws

cc: Vince Bertoni, Director of Los Angeles City Planning  
Matthew W. Szabo, City Administrative Officer  
Holly L. Wolcott, City Clerk  
Petty Santos, Executive Officer for the Office of the City Clerk

**FILING WITH THE CITY CLERK TO REPRESENT CITY EMPLOYEES IN EMPLOYEE  
RELATIONS MATTERS - PURSUANT TO EMPLOYEE RELATIONS RESOLUTION #1  
(COUNCIL FILE 141050-S11)**

**Name of Organization:** Black Planners of Los Angeles  
("BPLA")

**Business Mailing Address:** PO Box 83464; Los Angeles, CA 90083

**Persons Authorized to Represent The Organization:** *See Table Below:*

<b><u>Name</u></b>	<b><u>Title</u></b>	<b><u>Authorized Subjects</u></b>
<b>Kyle Winston</b>	President	All Matters
<b>Terri Osborne</b>	1st Vice President	All Matters
<b>Joe Luckey, III</b>	2nd Vice President	All Matters
<b>Theodore Irving</b>	3rd Vice President	All Matters
<b>Umaymah Rashid</b>	4th Vice President	All Matters
<b>Walidah Williams</b>	Secretary	Recording and Correspondence, EEO
<b>Leitha L. Young</b>	Public Relations	Public Relations, EEO
<b>Jason Patrick Douglas</b>	1st Director at Large	When Authorized by the Association
<b>Lamont Cobb</b>	2nd Director at Large	When Authorized by the Association
<b>Angela Williams</b>	Director at Large (Appointed)	When Authorized by the Association

**Objectives of the Organization:** BPLA is an advocacy organization for the betterment of Black Los Angeles employees working within the planning profession and the fair representation of communities impacted by planning policies, especially marginalized, historically underserved, and disadvantaged communities. COPY OF BYLAWS ARE ATTACHED.

**UNDERSIGNED AGREES THAT THE ORGANIZATION WILL PROMPTLY NOTIFY THE CITY CLERK IN WRITING OF ANY CHANGES IN THE FOREGOING AND FURTHER STATES AND AFFIRMS THAT (A) THE ORGANIZATION INCLUDES EMPLOYEES OF THE CITY IN ITS MEMBERSHIP AND (B) MEMBERSHIP IS NOT DENIED BECAUSE OF SEX, RACE, RELIGIOUS CREED, COLOR, NATIONAL ORIGIN OR ANCESTRY.**

Kyle Winston, President  
Black Planners of Los Angeles  
September 6, 2023

**BLACK PLANNERS OF LOS ANGELES****CONSTITUTION & BYLAWS***ADOPTED: SEPTEMBER 6, 2023***ARTICLE I: NAME**

This organization shall be known as: Black Planners of Los Angeles (“BPLA”).

**ARTICLE II: DEFINITIONS**

The following terms are defined as:

- Association
  - Black Planners of Los Angeles.
- Member
  - An applicant approved for membership in the Black Planners of Los Angeles who maintains a good standing according to these Bylaws.
- Board
  - The Board of Directors which consist of elected officers, elected and appointed directors at-large, and past presidents of the Black Planners of Los Angeles.

**ARTICLE III: STATEMENT OF PURPOSES*****Section III.a General Purpose:***

BPLA is an advocacy organization for the betterment of Black Los Angeles employees working within the planning profession and the fair representation of communities impacted by planning policies, especially marginalized, historically underserved, and disadvantaged communities.

***Section III.b Objectives:***

The purposes for which this organization is formed are:

- To advance the status of Black employees in City government;
- To advance the employment, educational, economic, and social welfare of its members;
- To encourage the promotional advancement of Black employees in the City of Los Angeles;
- To promote the concept of equal employment opportunity and affirmative action as basic principles of the employment process;
- To cooperate and work with other employee organizations to achieve mutual goals;

- To recognize outstanding achievement of Black people and those who support their advancement;
- To assist in the personal growth and development of Black people within the planning profession and the community;
- To promote the highest standards of professional planning within the City of Los Angeles;
- To advocate for the needs of marginalized, historically underserved, and disadvantaged communities in the development of planning regulations; and
- To increase public awareness of the importance of planning and to help foster transformative and reparative planning processes to address historic negative outcomes created by discriminatory urban planning and public policy.

**ARTICLE IV: MEMBERSHIP**

The membership of the Association shall consist of three types:

- Regular
- Associate
- Honorary

***Section IV.a******Regular Member:***

Regular members shall be designated as those members currently in service at a City Department or retired. Each Regular member shall have the right to cast one vote on elections of officers or on issues put to the Association for vote. Any Regular member shall be eligible for office, elective or appointive, within the Association.

***Section IV.b******Associate Member:***

Associate members shall be designated as persons who work for other elected offices or government agencies and have shown a deep interest and involvement in the objectives of the Association. They shall be entitled to all rights and privileges of Regular membership, except that they shall not be entitled to certain elective offices. Associate members may run for director at large and public relations officer, or be appointed as a voting member of the Board.

***Section IV.c******Honorary Member:***

Honorary members shall be designated as those individuals who have been awarded such a membership by the Association's voting membership, due to their outstanding concern and involvement in the betterment of Black communities. They shall not vote or hold office, but may be appointed as a voting member to the Board.

***Section IV.d******Member Application:***

Regular and associate members shall be required to submit an application to the Board.

***Section IV.e******Member Dues, Fees, and Assessments:***

Each regular and associate member must pay, within the time and on the conditions set by the voting membership, the dues, fees, and/or assessments in amounts to be fixed periodically by the voting membership. Those members who have timely paid the

required dues, fees, and assessments and who are not suspended shall be members “in good standing.”

No dues, fees, and/or assessments shall be required unless the voting membership has taken action by a majority vote.

***Section V.f******Suspension of Membership:***

A member of the Association may be suspended based on the good faith determination by the Board, or a committee or person authorized by the Board to make such a determination, that the member has failed in a material and serious degree to observe the Association's rules of conduct, or has engaged in conduct materially and seriously prejudicial to the purposes and interests of the Association. A person whose membership is suspended shall not be a member during the period of suspension as determined by the Board.

***Section V.g******Termination of Membership:***

A membership shall terminate immediately on occurrence of any of the following events:

- Resignation of the member, on notice to the Board;
- A regular member who is no longer employed by the City of Los Angeles;
- Failure of the member to pay dues, fees, or assessments as set by the Board within ninety (90) days after they become due and payable;
- Occurrence of any other event that renders the member ineligible for membership, or failure to satisfy membership qualifications.

In addition to the foregoing basis for immediate termination of membership, a member may be expelled after notice and hearing based upon the good faith determination by the Board, or a committee or person authorized by the Board to make such a determination, that the member has failed in a material and serious degree to observe the rules of conduct of the Association, or has engaged in conduct materially and seriously prejudicial to the mission, purposes and/or interests of the Association.

***Section V.h******Procedure for Expulsion or Suspension:***

If grounds appear to exist for expulsion or suspension of a member, the procedures below shall be followed:

- The member shall be given thirty (30) days notice, by any method reasonably calculated to provide actual notice, of the proposed expulsion or suspension and the reasons therefore. Any notice given by mail shall be sent by first-class, registered, or certified mail to the member's last address as shown in the Association's records.
- The member shall be given an opportunity to be heard, either orally or in writing, at least seven (7) days before the effective date of the proposed expulsion or suspension. The hearing shall be held, or the written statement considered, by the Board or by a committee or person authorized by the Board to determine whether the expulsion or suspension should take place.
- The Board, committee, or person shall decide whether or not the member should be suspended, expelled or sanctioned in some other way. The decision of the Board, committee or person shall be final. If a member is suspended or expelled,

all membership rights of the member shall immediately cease. Dues pre-paid by the member prior to his or her suspension or expulsion shall not be refunded.

- Any action challenging an expulsion, suspension, or termination of membership, including a claim alleging defective notice, must be commenced within one (1) year after the date of the expulsion, suspension, or termination.

***Section Vi******Voting:***

Members entitled to vote at any general membership meetings shall be those members in good standing seventy-two (72) hours in advance of the vote. At a meeting, voting may be by voice or ballot, except that any election of officers must be by ballot if demanded by any member at the meeting before the voting begins. Each member entitled to vote shall be entitled to cast one vote on each matter submitted to a vote of the members. Cumulative voting is prohibited. If a quorum is present, the affirmative vote of a majority of the voting power represented at the meeting, entitled to vote and voting on any matter, shall be the act of the members, unless otherwise required. In any election of Directors, the candidates receiving the highest number of votes are elected. Each member shall have the right to vote for as many nominees as there are vacancies on the Board to be filled by the members.

**ARTICLE VI: BOARD OF DIRECTORS*****Section VI.a******Duties:***

Elected officers, appointed officers, and past presidents shall constitute the Board.

The Board shall:

- Govern the Association;
- Designate time and place of its meetings, including agendas;
- Authorize appointment of members to committees or the Board;
- Receive and consider resolutions, petitions, and recommendations from members;
- Make decisions and policies for the benefit of the Association;
- Override any action of the President upon 3/4 approval of the Board of Directors;
- Perform any other duties necessary to carry out the Association's purposes.

***Section VI.b******Elected Officers***

Only City Department employees who are regular members at the time of election and remain in good standing are eligible to hold the following offices for a term not to exceed two (2) years:

- President
- 1st Vice President
- 2nd Vice President
- 3rd Vice President

- 4th Vice President
- Recording Secretary

Regular or associate members in good standing are eligible to hold the following offices for a term not to exceed two (2) years:

- Public Relations Officer
- 1st Director at Large
- 2nd Director at Large

***Section VI.c******Appointed Officers***

The Board may appoint two (2), additional directors at large. The term of office of all appointed Board members shall be for one (1) year commencing January 1. Regular, associate, or honorary members appointed to these positions may be removed by action of the Board or by a motion brought to the Board for action.

***Section VI.d******Legacy Directors***

Former presidents shall be entitled to lifelong membership on the Board, with payment of dues, fees, and/or assessments waived. Legacy directors shall not contribute to quorum at regular or special meetings of the Board. Former presidents removed through expulsion shall not be granted the aforementioned privileges.

***Section VI.e******Attendance***

In the event that any director misses more than three (3) regularly scheduled board meetings without prior consent of the president, the president may, with the advice and consent of the Board, send correspondence to the absent director that documents these absences and notifies them of their removal from office. Any notice given by mail shall be sent by first-class, registered, or certified mail to the member's last address as shown in the Association's records.

***Section VI.f******Removal***

In the event that any officer of the Association fails to perform the responsibilities assigned by these Bylaws in an appropriate manner, the president may request that the Board consider the removal of that officer. The officer pending removal shall be sent written notice and given the opportunity to appear with any statements or evidence as to why the office should not be vacated. The Board shall consider these facts prior to acting on the Director's request.

A motion to remove any officer shall require an affirmative vote from two-thirds of the Board, provided that an agenda containing the proposed removal action was communicated to all board members not less than seven (7) days before the Board meeting at which action is proposed.

***Section VI.g******Resignations:***

Any director may resign by giving written notice to the president, the secretary, or the Board. Such a written resignation will be effective on the later of: (i) the date it is delivered; or (ii) the time specified in the written notice that the resignation is to become effective.

***Section VI.h******Vacancies***

In the event that a Board position is vacated by the holder due to extended illness, absence, death, or inability to perform the duties prescribed in these Bylaws, the president may, with the advice and consent of the Board, declare the position vacant.

If there is a vacancy on the Board, the Board may fill such vacancy by appointing a new, “interim” director to complete the unexpired term of office as soon as practicable after the vacancy occurs. In the case that the Board determines that an appointment for an unexpired term should not be made, a majority vote of the Board members may call for a special election by the Association.

If the number of directors then in office is less than a quorum, additional directors may be elected to fill such vacancies by (i) the unanimous written consent of the directors then in office, (ii) the affirmative vote of a majority of the directors in office at a meeting, or (iii) a sole remaining director.

**ARTICLE VII:****NOMINATIONS AND ELECTIONS*****Section VII.a******Elections Committee***

An elections committee consisting of no less than three (3) members or non-member employees of the City, who are not running for office, may be appointed by the president with the approval of the Board no later than August 1 of each year. The Committee shall be responsible for nominations and the conduct, and tally of annual elections. Elections shall take place prior to January 1 of each year.

***Section VII.b******Nomination of Directors by Members:***

The elections committee shall provide a clear and reasonable process and timetable, in accordance with the requirements of these Bylaws, for members to identify prospective nominees to the Board and participate in an election to vote for nominees.

Furthermore, the elections committee shall formulate procedures that allow a reasonable opportunity for a nominee to communicate to members the nominee's qualifications and the reasons for the nominee's candidacy, a reasonable opportunity for the nominee to solicit votes, and a reasonable opportunity for all members to choose among the nominees.

At any general membership meeting to elect officers, any member present at the meeting in person may place names in nomination.

***Section VII.c******Election Results***

If after the close of nominations, the number of people nominated is not more than the number of officers to be elected, the Board may without further action declare that those nominated and qualified to be elected have been elected and publish the results before January 1.

The candidate for each position receiving the largest number of qualified votes shall be declared elected, the outcome published, and all candidates notified in writing before January 1. Prior to notification, the Board shall certify all election results as complete and accurate by majority vote.

***Section VII.d******Elected Board Members :***

The president shall serve a two (2)-year term commencing on January 1 of odd years. The

1st vice president, 2nd vice president, public relations officer, and 1st director at large shall each serve a two (2)-year term commencing on January 1 of odd years. The 3rd vice president, 4th vice president, secretary, and 2nd director at large shall each serve a two (2)-year term commencing January 1 of even years.

## **ARTICLE VIII: DUTIES OF DIRECTORS AND OFFICERS**

### ***Section VIII.a***

#### ***President:***

The president shall preside at all meetings; represent the Association with elected officials, City Department management, and at official functions; establish and nurture relationships with related organizations; communicate Association concerns to the Board; have check signing authority; and coordinate and be responsible for the work and performance of all the other officers.

The president shall have the sole ability to appoint, with the advice and consent of the Board, Committees as deemed necessary to carry out the Association's purposes

The president shall establish a two (2) year strategic plan for the Association within three (3) months of taking office for approval by the Board.

### ***Section VIII.b***

#### ***Vice-President(s):***

The vice-president shall assist the President in any manner requested by the Association or by the President, and shall act in the latter's incapacity or absence, in order of rank.

Responsible duties may include, but are not limited to: developing, maintaining, and presenting legislative reviews; develop and maintain Association rosters and calendars; prepare and distribute meeting announcements and minutes; propose updates of bylaws and operational guidelines; developing materials, seminars, and symposia for members' professional development; and developing curriculum for outreach and engagement with the community and cultivate an interest in the planning profession.

### ***Section VIII.c***

#### ***Recording Secretary & Treasurer:***

The secretary shall keep the minutes of the membership and Board meetings, be entrusted with the records of the minutes of the Association, and have ready information concerning past meetings for the members and the officers. The Secretary shall maintain the Association's membership roster. The secretary may also coordinate Board meetings, activities of the various committees, and write correspondence on behalf of the Association.

As required, the president shall authorize one (1) vice president in addition to the Secretary to be responsible for funds of the Association. The secretary and authorized vice president shall be able to receive and disburse funds as directed by the Board, make monthly financial reports to the membership, keep all financial records current, and have check signing authority

### ***Section VIII.d***

#### ***Public Relations Officer:***

The public relations officer shall create and maintain channels of communication between the community; other employee organizations; Los Angeles City Planning's Employee Workforce Action Committee (EWAC); Los Angeles City Planning's Office of Racial Justice, Equity, and Transformative Planning (ORJETP); Engineers, Architects, and Associates (EAA); Southern California Association of Governments (SCAG); American Planning Association (APA); and the Association and perform other duties regarding

publicity as directed by the Board.

***Section VIII.e      Director at Large:***

The director at large shall assist the president in any manner requested by the voting body, the Board, or the president.

**ARTICLE IX: COMMITTEES**

***Section IX.a      Establishment of Committees:***

The president with approval of the Board shall establish any committee necessary to accomplish goals of the Association. All committees shall serve exclusively at the pleasure of the Board.

***Section IX.b      Committee Chairpersons:***

The president with approval of the Board shall appoint committee chairpersons as necessary. Committee chairpersons shall select committee members and shall schedule and conduct meetings as needed to achieve committee objectives. Committee chairpersons shall submit to the Board written committee objectives and plans for each year.

***Section IX.c      Subcommittees:***

Committees may conduct their functions by means of subcommittees appointed by the committee chairpersons.

**ARTICLE X: MEETINGS**

***Section X.a      Regular Board Meetings:***

Board meetings shall be scheduled at least once a month on a date prescribed by a majority of the Board.

***Section X.b      Regular General Membership Meetings:***

General membership meetings shall be scheduled at least once a month on a date prescribed by a majority of the Board.

***Section X.c      Annual General Membership Meetings:***

Annual general membership meetings shall be scheduled at least once a year on a date prescribed by a majority of the Board. The Association shall consider amendments to the Constitution and Bylaws, conduct elections if not conducted in a virtual format in advance of the annual general membership meeting, celebrate Honorary members, and conduct other important business as deemed necessary by action of the Board.

***Section X.d      Special Board Meetings:***

The president, or a majority of the Board, may call a special Board meeting subject to twenty-four (24) hours notice. This meeting may take the form of an in-person meeting, a conference call, or an email at the discretion of the president.

***Section X.e      Special General Membership Meetings:***

Special meetings of the general membership may be called upon 2/3 approval of the entire Board subject to seventy-two (72) hours notice. This meeting may take the form of

an in-person meeting, a conference call, or an email at the discretion of the president.

**ARTICLE XI: QUORUM*****Section XI.a***                    ***General Membership Meetings:***

The quorum at general membership meetings shall consist of at least one-tenth of the total membership of the Association, exclusive of the Board.

***Section XI.b***                    ***Board Meetings:***

A quorum of Board meetings shall be a simple majority of the Board.

**ARTICLE XII:                    CONSTITUTION AND BYLAWS**

The Constitution and Bylaws shall be amended on approval of a majority vote of the Association during a general membership meeting.