

**LOS ANGELES COUNTY  
PROFESSIONAL PEACE OFFICERS ASSOCIATION  
BY-LAWS**

**As Amended November 15, 2010**

***PREAMBLE***

The following are the By-Laws of the Los Angeles County Professional Peace Officers' Association (PPOA), a non-profit corporation.

**ARTICLE I  
OBJECTIVES**

- Section 1: The specific purpose of the corporation is to represent employees in dealing with their employer concerning grievances, labor disputes, wages, rates of pay, hours, and other terms and conditions of employment; and to promote the professional interests of the members and to protect their individual and collective rights to such economic, educational and other benefits and services as the members may desire.
- Section 2: To seek the necessary legislation conducive to the well-being of its members and to further efficiency within the ranks of the several departments, to wit: the Los Angeles County Sheriff's Department, the District Attorney's Office and any other Department the Board of Directors deems appropriate.

**ARTICLE II  
NATURE**

- Section 1: Membership in this organization does not affect a member's duties or responsibilities to the service in the member's department. Rank does not exist in this organization, except as to representation for the purposes of eligibility for election.

**ARTICLE III  
MEMBERSHIP**

- Section 1: There shall be six classes of members - active, retired, service, associate, honorary and reserve deputy.
- (A) Active members are those who are on active duty within the Los Angeles County Sheriff's Department, the District Attorney's Office, and any other Department the Board of Directors deems appropriate, regardless of rank; or who are members of a bargaining unit certified to be represented by this Association, or others deemed appropriate by the Board of Directors.
- (B) Retired members are those who were on active duty within the County, and have retired.

(C) Service members are members on active duty within the County who have joined the Association for specific services, rather than for representation, or those classifications of employees the Board of Directors deem appropriate for membership in this Association.

(D) Associate members are members who have joined the Association for the specific and sole purpose of participating in the POPA Federal Credit Union, or other specific services approved by the Board of Directors.

(E) Honorary members are those persons who have been granted honorary status by a majority vote of the Board of Directors.

(F) Reserve Deputy members are those who are Reserve Deputies approved by the Sheriff's Department and who have joined the association for specific services, participation in the POPA Federal Credit Union, and limited representational benefits as determined by the Board of Directors. Reserve Deputy Members shall have no right to vote, shall hold no office, serve on no committees, nor shall such members have any rights to redemption upon dissolution of the Association.

Section 2: Membership in this Association shall be limited to all persons described in Section 1, above, or such other classifications of employees as the Board of Directors deems appropriate, or retired as such.

Section 3: Application for active, retired, or reserve deputy membership, in this Association shall be submitted to, and approved by, the Board of Directors of this Association; a majority vote of said Board of Directors shall either confirm or deny such application for membership. Service and associate membership shall become effective immediately upon application. Active members who retire shall retain their membership, without requiring Board approval at their time of retirement.

Section 4: Membership in this Association shall cease upon the resignation or dismissal of said member from the service in his or her position of employment as defined in Section 1 and 2 of this Article, except in cases of deferred retirement. If reinstated to active duty as outlined in Section 1 of this Article, former members may be reinstated to membership in this Association upon the approval of the Board of Directors, by a majority vote; upon written application for reinstatement as a member of this Association.

Section 5: (A) Any member of this Association may be suspended, expelled, or terminated by Board action for nonpayment of dues, or for any cause

detrimental to this Association, its members, its objectives, or purposes as set forth in these By-Laws.

(B) Any member shall be given at least fifteen (15) days prior notice of this expulsion, suspension, or termination, and of the reasons therefore.

(C) The member shall be permitted the opportunity to be heard, orally or in writing, by the Board of Directors or its designee, not less than five (5) days before the effective date of the expulsion, suspension, or termination. In the event the Board delegates such a hearing to its designee, the Board also must authorize that designee to make the final decision on whether such expulsion, termination, or suspension shall take place. The decision of the Board of Directors or its designee shall be final.

(D) Notice required under this Section may be given by any method reasonably calculated to provide actual notice. Any notice given by mail must be given by first-class or registered mail sent to the last address of the member shown on the Association's records.

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

Section 6: Honorary members shall hold no office in this Association nor shall they be permitted to vote in any Association election. Retired members may hold the office of Director on the Board. Retired members are permitted to vote for their representative on the Board of Directors, retired dues increases, and in matters that a majority of the Board of Directors determines directly affect retirees.

Section 7: Service members are entitled to all benefits of the Association established for that class of members by the Board of Directors. However, in no event shall the Board of Directors provide legal representation for job-related problems or representation in collective bargaining matters for service members. Service members shall have no right to vote, shall hold no office, nor shall such members have any rights to redemption or upon dissolution of the Association.

Section 8: Associate members are entitled only to participation in the POPA Federal Credit Union, and any other benefit established for that class of members by the Board of Directors. However, in no event shall the Board of Directors provide legal representation for job-related problems or representation in collective bargaining matters for associate members. Associate members shall have no right to vote, shall hold no office, nor

shall such members have any rights to redemption upon dissolution of the Association.

Section 9: The duly elected, qualified Sheriff, the Undersheriff, the Assistant Sheriffs and Chiefs of the Los Angeles County Sheriff's Department, and the District Attorney, the Chief Deputy District Attorney, the Chief and Assistant Chief of the Bureau of Investigation of the Los Angeles County District Attorney's Office shall also be eligible for membership, but are not permitted to hold any office, or vote.

Section 10: Notwithstanding Section 1 of this Article, or any other provision of this constitution or the By-Laws, no person shall be entitled to the rights and privileges (including without limitation the right to nominate and vote for Directors) of membership in this Association who is not current in dues. (This paragraph was previously part of Section 8)

#### **ARTICLE IV ADMINISTRATION**

Section 1: The powers of this Association shall be vested in its membership, but shall be exercised by the duly elected officers acting as the Board of Directors. The Board of Directors shall be composed of members representing those departments or groups as set forth in these By-Laws.

Members of the Board of Directors shall be selected as follows:

(A) One (1) from the Los Angeles County District Attorney's Office, selected from the ranks of Supervising Investigator or Lieutenant.

(B) Nine (9) from the Los Angeles County Sheriff's Department, one (1) of whom shall be selected from non-supervisory ranks (Deputy Sheriff, Bonus I and II, four (4) of whom shall be selected from supervisory ranks (Sergeants and Lieutenants), one (1) of whom shall be selected from the classification of Custody Assistant, one (1) of whom shall be selected from the classification of Law Enforcement Technician, Public Response Dispatcher, Civilian Investigator, Crime Analyst, or Court Services Specialist and one (1) of whom shall be selected from the classification of Security Officer or Security Assistant and one (1) from those classifications in Unit 614.

(C) One (1) from the group of retired members. Said Director shall be permitted to vote on any matter addressed by the Board of Directors, but not assume the offices of President, Vice-President, Secretary, or Treasurer.

(D) One (1) from the Administrative ranks (Captains and Commanders), irrespective of Department. Said Director shall be permitted to vote on any matter addressed by the Board of Directors, but not assume the offices of President, Vice-President, Secretary, or Treasurer.

All such representatives shall be nominated and elected by the members of their grade or group of grades or group only.

Section 2: (A) The Board of Directors, at their first regular meeting in December of each year, shall, by a majority vote, select from their number a member who shall act as President; another member who shall act as Vice-President another member of the Board who shall act as Secretary of the Corporation; and also another member of the Board who shall act as Treasurer.

(B) If the current Board of Directors is unable to, by a majority vote, elect a new President/Officer, then the newly elected Board Members will be sworn in and another vote shall be conducted for the unresolved positions.

(C) Should the Board of Directors find itself unable to elect a new President, the matter shall be referred to the membership for final action.

## **ARTICLE V ELECTION OF DIRECTORS**

Section 1: Candidates for election to the Board of Directors shall be nominated as follows: Original petitions shall be filed with the Association between September 1, and the close of business on September 15, or the first Monday after September 15, when it falls on a weekend, setting forth the names of the candidates, their rank, the department or group he or she represents, and the office for which they seek nomination. Such petition may be filed with respect to any position on the Board of Directors, which expires on such year. The petition shall be signed by not less than three (3) Association members of the grade or groups of grades and of the department or group for which the candidate seeks election and the petition must be signed by the candidate. Candidates seeking to fill those unexpired terms of office referred to in Section 5 of this Article shall so designate in their petition.

Section 2: By the first business day of November of each year, the Board of Directors shall direct the preparation of a separate printed ballot for each department or group bearing the names of the members nominated for office, the same to be mailed in a sealed envelope to each member, who shall proceed to ballot, voting for representatives for each of the grades appearing thereon. The ballot shall then be placed in an envelope, which

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shall be sealed, and returned to the Association offices via United States mail or be placed in a ballot box located at the Association offices no later than the close of business on the seventh (7th) business day of November.

The Board of Directors shall appoint an Election Committee consisting of three (3) active or retired members, who are neither members of, nor candidates for, the Board of Directors. The Election Committee shall have authority over eligibility to vote, validity of ballots, and the fairness of the election. The Election Committee shall proceed, in an open meeting, to canvass the ballots and count the votes on the tenth (10th) business day of November. The nominees for each grade or group receiving the greatest number of votes cast for each office shall be declared elected.

If the number of nominating petitions received from candidates equals, or is less than, the number of positions open in each category, no ballots will be mailed and the candidates shall be declared elected.

This section shall not exclude the possibility of electronic methods of voting, should the Board of Directors decide to do so by majority vote.

Section 3: Each member of the Board of Directors shall be elected for a term of two (2) years. Members of the Board of Directors shall be elected on alternate years as follows:

(A) Sheriff's Department: Two (2) supervisory representatives, one (1) Unit 621 representative from the classifications of Law Enforcement Technician, Public Response Dispatcher, Civilian Investigator, Crime Analyst, or Court Services Specialist one (1) Unit 621 representative from the Custody Assistant Classification and (1) Unit 614 representative, one (1) representative from the retired or deferred retired member group, irrespective of Department.

(B) District Attorney's Office: One (1) representative from the ranks of Supervising Investigator, or Lieutenant. Sheriff's Department: Two (2) supervisory representatives, one (1) non-supervisory representative and one (1) Unit 621 representative from the classification of Security Officer or Security Assistant; one (1) representative from the administrative ranks irrespective of Department.

Section 4: The newly elected Directors shall be sworn in by the immediate past President of the Board of Directors as delineated in Article IV, Section 2, at the Board meeting in December immediately succeeding the election and shall serve until one of the following occurs: (A) The term of office expires, or (B) Resignation as a member of the Board of Directors and the

resignation is accepted by the Board, or (C) Retirement from service, or (D) No longer an employee of the department, or (E) Dies or is declared incompetent, or (F) Is removed from office. Subsections (C) and (D) shall not be implemented against the retired representative.

In the absence of the immediate past President of the Board of Directors, the Vice President of the Board of Directors shall swear in the newly elected Directors. In the event that the President and Vice-President are to be sworn in at the same time, the President may designate any Board member to administer the oath of office.

Section 5: In the event that a member of the Board of Directors is promoted from a non-supervisory rank to a supervisory rank or from a supervisory rank to an administrative position or from an administrative to an executive position, the Director shall be ineligible to continue to serve and the Director's position shall be deemed vacant. The vacancy shall be filled in accordance with Article VII, Section 1 of these By-Laws.

Section 6: The Board of Directors, by unanimous vote, sitting as a duly constituted Board, may extend the filing period for elections to any position on the Board of Directors, when good and reasonable cause shall exist at any time, prior to the confirmation of the final results of any election for any position on said Board; except that the manner for filing, elections, and confirmation, shall be governed as set out in the previous sections of this Article.

## **ARTICLE VI REMOVAL AND RESIGNATIONS**

Section 1: (A) The Board of Directors shall by a two thirds (2/3) majority vote have the power to remove any member guilty of any acts inimical to the welfare of the Association, as provided by law.

(B) To initiate removal proceedings three (3) Directors shall present written requests for removal of any member, or any Director, to the Board of Directors at a regularly scheduled meeting.

(C) Written notice of intent to invoke the procedures contained in this Section, setting forth in detail the full nature of the charges, shall be furnished the accused. The Board of Directors shall conduct a hearing and make a decision within thirty (30) days of presentation of charges, during which time, the accused's rights and privileges shall be suspended. The accused may waive the thirty (30) day time period.

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(D) Directors may also be removed from office by a two-thirds (2/3) vote of the eligible members voting, of the grade or groups of grades from the Department or group which the Director was elected to represent. Such vote will be based upon written charges, which must be signed, by twenty-five (25) percent of the eligible members of the grade or groups of grades from the Department or group, which the Director was elected to represent.

Section 2: Directors may be removed from the Board of Directors by a 2/3 vote of the Board for unexcused absences as outlined in Article XIV, Section 6.

Section 3: Resignations from office may be accepted by a majority vote of the Board of Directors.

**ARTICLE VII  
VACANCIES**

Section 1: Vacancies may occur in the Board of Directors as a result of the events specified in Article V, Section 4 or 5, or Article VI, or for any other reason not specified, except those caused by expiration of term of office. The Board by two thirds (2/3) vote may fill a vacancy by appointing a delegate to serve until the next regularly scheduled election takes place. At that election the appointed delegate must run for any unexpired balance of the vacancy he/she was appointed to fill as outlined in Article V, Section 3 (A) and (B). If no appointment is made the vacancy shall be filled by special election. Special elections will be conducted using the same rules and number of weeks designated in Article V, Sections 1 and 2.

**ARTICLE VIII  
FINANCES**

Section 1: (A) Association checks and Association issued credit cards shall be used exclusively for Association obligations. Disbursement checks must be signed and counter signed by the following; the Treasurer, the President, the Vice-President, or the Executive Director, for amounts exceeding \$5,000.00. A summary of Association disbursements will be presented to the Board of Directors for review and approval at the regularly scheduled Board meeting each month.

Section 2: The books of the Association shall be audited at least annually by a qualified accounting firm approved by the Board of Directors.

**ARTICLE IX  
LEGAL COUNSEL**

Section 1: The Board of Directors shall have the power and authority to retain legal counsel and/or representatives.

**ARTICLE X  
AMENDMENTS**

Section 1: These By-Laws may be amended by approval of a majority of the eligible membership voting. Eligible members are defined as active members. A proposed amendment shall be submitted to the Board of Directors in writing, and signed by ten percent (10%) of eligible members.

The Board, by majority vote, may submit By-Laws changes to the membership without the need for signed petitions.

The Board of Directors shall consider placement of the amendment on the next regularly scheduled November ballot. Exceptions may be made by two-thirds consent of the Board of Directors, should the Board believe the amendment is not in the best interest of the organization.

## **ARTICLE XI RATIFICATION**

Section 1: These By-Laws shall be in full force and in effect immediately by adoption and shall supersede and render null and void any existing By-Laws of this Corporation and its predecessor unincorporated.

Section 2: Any amendments of these By-Laws shall be in full force and in effect immediately upon adoption, except when specified by the amendment for a different date, but in no case may be retroactive.

## **ARTICLE XII PROCEDURE**

Section 1: "Roberts Rules of Order" shall govern the conduct of all meetings as may be otherwise provided in this Constitution and By-Laws unless otherwise provided by law.

Section 2: The order of business shall include:

1. Call to Order.
2. Pledge of Allegiance.
3. Roll Call of Officers.
4. Approval of the minutes of the previous meeting.
5. Treasurer's Report.
6. Standing Committee Reports.
7. Reports and Unfinished Business.
8. Correspondence.
9. New Business.
  - a. Guest Speakers
10. Adjournment.

The order of such business shall be determined by the President.

## **ARTICLE XIII MEETINGS**

Section 1: Meetings of Board of Directors

(A) The Board of Directors shall have a regular meeting at least once a month at a time and place fixed by the Board. All members of the

Association are privileged to attend any regular meeting of the Board of Directors. The President or Vice-President can call a special meeting of the Board of Directors as the need arises.

(B) A quorum at all meetings of the Board of Directors shall consist of a simple majority of the Board of Directors.

(C) Any meeting of the Board of Directors may be held by conference telephone, video screen communication or other communications equipment. Participation in such a meeting shall constitute presence in person if both: (1) Each member participating in the meeting can communicate concurrently with all other members; and (2) Each member is provided the means of participating in all matters before the Board, including proposing or objecting to specific actions to be taken by the corporation.

(D) Any action that the Board of Directors is required or permitted to take may be taken without a meeting if all board members consent in writing to the action. Such action by written consent shall have the same force and effect as any other validly approved action by the Board of Directors. All such consents shall be filed with the minutes of the Board.

Section 2: Meetings of the Membership

(A) The Association shall conduct an annual general membership meeting on a date selected by the Board of Directors. Such meeting shall be held at a location chosen by the Board of Directors and announced to the membership no later than thirty (30) days in advance of the meeting date. Unless elected by written ballot, directors shall be elected at this meeting. Any other proper business may be transacted at this meeting, subject to these Bylaws.

(B) Special meetings of the membership may be called by the Board of Directors, the President, or, in his or her absence, the Vice-President, or shall be called on the petition of not less than 5 % of the members in good standing for any lawful purpose at any time. If a petition is used, it shall be presented to the President, or, in his or her absence, the Vice President, who must then call the special meeting of all members of the Association at a date which is at least 35 but no more than 90 days after receipt of the petition. Nothing in this section shall be construed as limiting the time at which a meeting of members may be held when the meeting is called by the Board of Directors. For a special meeting, no business, other than the business that was set forth in the notice of the meeting may be transacted.

(C) Meetings of the members shall be held at any place designated by the Board of Directors.

(D) Notice

1. Whenever members are required or permitted to take any action at a meeting, a written notice of the meeting shall be given to each member entitled to vote at that meeting. The notice shall specify the place, date, and the hour of the meeting. For the annual meeting, the notice shall state the matters that the Board, at the time notice is given, intends to present for action by the members. For a special meeting, the notice shall state the general nature of the business to be transacted and shall state that no other business may be transacted. The notice of any meeting at which directors are to be elected shall include the names of all persons who are nominees when notice is given.

2. Notice of any meeting of members shall be in writing and shall be given at least 10 but no more than 90 days before the meeting date. The notice shall be given either personally or by first-class, registered, or certified mail, or by other means of written communication, charges prepaid, and shall be addressed to each member entitled to vote, at the address of that member as it appears on the books of the corporation or at the address given by the member to the corporation for purposes of notice.

(E) One third (1/3) of the voting power shall constitute a quorum for the transaction of business at any meeting of members.

(F) Article XIII of these Bylaws shall govern procedure at all general membership meetings.

#### **ARTICLE XIV DUTIES OF OFFICERS/BOARD MEMBERS**

Section 1: The President shall, when present, preside at all meetings appoint an auditing committee; countersign checks; direct the Secretary to notify members of the dates of all regular or special meetings; appoint any other committees when necessary; and shall perform such other duties as may be necessary to carry out the provisions of these By-Laws or the wishes of the majority of the members of the Association. The President shall be an ex-officio member of all committees.

Section 2: The Vice-President shall assume and discharge the duties of the President in the case of the President's absence or disability, or when called upon by the President.

- Section 3: The Secretary shall sign the minutes of the meeting of the Board, and shall act in other ways as the Secretary of this Corporation.
- Section 4: It shall be the duty of the Board of Directors to carry out the objectives, aims, and purposes of this Association, and to afford all reasonable protection, aid, and assistance to each and every active member of the Los Angeles County Professional Peace Officers' Association in good standing, who in the performance of the member's duties is accused of any error, either of omission or commission, which may jeopardize the member's position in the Department.
- Section 5: The Board of Directors shall maintain offices in which the Association's records shall be filed.
- Section 6: Board members are expected to attend all monthly Board meetings. Four unexcused absences within a year will trigger a Board review. (As outlined in Article VI, Section 2.)

#### **ARTICLE XV DUTIES OF THE TREASURER**

- Section 1: The duties of the Treasurer or his/her designee shall be to receive and receipt all monies belonging to the Association, and without delay deposit same to the credit of the Association in banks or depositories approved by the Board of Directors, and to be the custodian of same; to issue checks only when properly signed in accordance with these By-Laws. The Treasurer will keep a record showing the amounts received and the amounts disbursed, and at the regular meeting each month report monthly receipts and disbursements and the amounts of all monies on hand belonging to the Association. The Treasurer of this Association shall be required to furnish a surety company bond of one hundred thousand dollars (\$100,000.00), the premium on which shall be paid by the Association.

#### **ARTICLE XVI EXECUTIVE DIRECTOR**

- Section 1: An Executive Director may be employed by the Board of Directors. The Executive Director will be an employee of the Association, and shall be employed under the conditions and responsibilities as specified by the Board of Directors.

#### **ARTICLE XVII DUTIES OF THE STAFF**

Section 1: The Executive Director is authorized to employ a Staff, subject to review by the Board. The duties of the Staff shall be to attend to all correspondence, to keep all records of whatsoever nature pertaining to the business of the Association; to furnish the Executive Director with a list of unfinished business, and to perform such other duties as may be prescribed by the Executive Director, President, or Board of Directors. The Staff shall have neither voice nor vote in any matters pertaining to the Association or any of its activities. The Staff shall be paid employees, not members of the Board of Directors, their salary and benefits to be paid by the Association.

Section 2: The Staff shall prepare minutes of all regular or special meetings of the Board of Directors or of the Association, and shall distribute them in a manner prescribed by the Board of Directors.

**ARTICLE XVIII  
DUES AND ASSESSMENTS**

Section 1: (A) The active members of the Association will pay dues equal to one percent of their top step basic salary and may authorize such as a payroll deduction.

Top step does not include POST bonus, longevity, or any other bonus.

Notwithstanding the foregoing, no member shall pay more than one percent of the top step monthly salary of a Sergeant.

(B) Retired members of this Association, who wish to avail themselves of any programs or benefits available to dues paying members, shall pay dues according to the following schedule by payroll deduction. Retired prior to January 1, 1980 \$ 2.50 per month

Retired January 1, 1980 or after Dues shall be equal to those of Service Members.

(C) Service and associate member's dues shall be established by the Board of Directors.

(D) Honorary members shall pay no dues.

(E) Reserve Deputy Dues shall be established by the Board of Directors.

Section 2: The Board of Directors may authorize a special monthly assessment of the membership when there is an imminent threat to the welfare of the membership or association. In no instance shall such assessment exceed

a twelve (12) month period without a vote of the membership. Further, the monthly assessment cannot exceed 10% of the current monthly dues.

## **ARTICLE XIX APPOINTMENTS**

- Section 1: The President, with the approval of the majority of the Board of Directors, immediately upon taking office each year, shall appoint such committees as shall be found necessary; standing committees shall be designated by the President, and approved by the Board of Directors, except as may be provided for elsewhere in the By-Laws.
- Section 2: The President shall appoint annually an auditing committee of three (3) members; said committee shall review the audit of the books of the Association and submit a written report of the findings to the Board of Directors.
- Section 3: Appointment of members to a Negotiations Committee of Units 612, 614, 621 and any other unit this organization is certified to represent shall be made by the President with the approval of the majority of the Board of Directors. The Negotiations Committee shall act within the budget established by the Board and shall be accountable to maintain their expenditures within said budget. The Chairperson of any Negotiations Committee shall be determined by a majority vote of the Board of Directors and should, generally, be an elected member of the Board of Directors from the units represented in negotiations. Removal of appointed members of a Negotiations Committee shall be accomplished through a written removal recommendation by the Chairperson of the Negotiations Committee or by any Board member, and with the approval of a majority of the Board of Directors. The President may temporarily and immediately postpone any negotiations he/she deems detrimental to the organization or conducted in bad faith by the Negotiations Committee. In such circumstances, the President shall call for an emergency meeting of the Board of Directors to be held within 2 working days of postponement. The Board of Directors shall then determine the appropriate course of action through a majority vote. If negotiations cannot be postponed, either through refusal by County representatives or any other reasonable cause, the President has the authority to override any Negotiations Committee decision he/she deems detrimental to the organization or conducted in bad faith by the Negotiations Committee.

## **ARTICLE XX COUNCIL OF DELEGATES**

Section 1: The Board of Directors shall create a Council of Delegates, representation on said Council to be determined by the Board of Directors, and said Council of Delegates to meet with the Board of Directors on a date and time set by the President, and, in any event, at least once a year.

**ARTICLE XXI**  
**CONSTRUCTION AND SEPARABILITY**

Section 1: Nothing in these By-Laws shall be construed to deprive any individual of any rights conferred by the Los Angeles County Employee Relations Ordinance.

Section 2: If any section or part thereof, of these By-Laws shall be declared invalid, the remaining sections, and part thereof, shall remain in full force and shall, until declared void or amended, govern this Association.