

**CIVIL + HUMAN RIGHTS AND  
EQUITY DEPARTMENT**

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**COMMISSION ON CIVIL RIGHTS**

**HELENA MARISSA MONTES**  
CHAIR

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**KEITH PARKER**  
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**COMMISSION ON CIVIL RIGHTS**

**[DRAFT] RESOLUTION DELEGATING AUTHORITY TO REQUEST SUBPOENAS**

**WHEREAS**, As set forth in Section 22.1210(e) of the Los Angeles Administrative Code and Section 51.05 of the Los Angeles Municipal Code, the Los Angeles Commission on Civil Rights (“Commission”) has the authority to request subpoenas, on behalf of the General Manager of Civil, Human Rights, and Equity Department (“Department”) relevant to inquiries, investigations, and enforcement actions of the Los Angeles Civil and Human Rights Law (LAMC § 51.00 et seq.); and

**WHEREAS**, the Commission desires to keep distinct its role in the Administrative Appeal process from the Department’s role in the investigation of violations of the Los Angeles Civil and Human Rights Law; now, therefore, be it

**RESOLVED, THAT THE LOS ANGELES COMMISSION ON CIVIL RIGHTS** delegates to the Commission Secretary the authority to request subpoenas on behalf of the General Manager of the Civil, Human Rights, and Equity Department relevant to the inquiries, investigations, and enforcement actions of the Los Angeles Civil and Human Rights Law. Should the Commission Secretary be unavailable for any reason, the Chair of the Commission is delegated the same authority.

Adopted on April \_\_\_\_, 2023.

ATTESTED BY:

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HELENA MARISSA MONTES, CHAIR

\_\_\_\_\_  
ABIGAIL TAPANG ZELENSKI, VICE-CHAIR

\_\_\_\_\_  
JAMES K. WILLIAMS  
COMMISSION EXECUTIVE ASSISTANT II

Vote: \_\_\_ - \_\_\_ Approved  
Ayes:  
Noes:  
Absent: