

MACARTHUR PARK NEIGHBORHOOD COUNCIL BYLAWS

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**ARTICLE I
NAME OF ORGANIZATION**

The name of this organization shall be “MacArthur Park Neighborhood Council.” It shall also be referred to as “MPNC.”

**ARTICLE II
PURPOSE**

- A.** The mission of the MacArthur Park Neighborhood Council (MPNC) is to serve as a free, open, accessible and democratic forum for the promotion, exchange, formulation and implementation of ideas, programs, and proposals on issues that concern or impact the City, the community and its stakeholders. The MPNC shall advise the City of Los Angeles on issues concerning City governance, the needs of this Neighborhood Council, the delivery of City services to this Neighborhood Council, and on matters of a citywide nature; establish partnerships between the community and businesses; and enrich communication, education, pride and compassion within the community.
- B.** The purpose of the MPNC shall be to:
 - 1.** Promote MPNC stakeholder participation in community governance, decision-making, and the utilization of private and public services available to the neighborhood council area.
 - 2.** The MPNC shall not discriminate any individual, group or organization on the basis of race, religion, color, creed, national origin, ancestry, sex, sexual orientation, age, disability, marital status, homeowner/rental status, income, or political affiliation.
 - 3.** Provide a forum to all Stakeholders to identify community concerns and problems, find resources and develop solutions to resolve them.
 - 4.** Interact with City Department and other governmental agencies to monitor activities in the community to promote effectiveness, accountability, and timeliness in response to the concerns of community members.
 - 5.** Serve as a forum for City and other governmental agencies to present projects that will affect the community for community input, feedback and support.
 - 6.** Make advisory recommendations to the City of Los Angeles and other governmental agencies on issues of local, state or federal concern, land use, economic development and quality of life with suggestions for improving the delivery of City services.
 - 7.** Promote community participation throughout the MPNC area and the broader community of Los Angeles.
 - 8.** Serve as an advocate on behalf of the community to private and public agencies on issues where there is broad community support.
 - 9.** Work with other Los Angeles Neighborhood Councils on issues of common interest.
 - 10.** Work with organizations in the MacArthur Park Neighborhood Council (MPNC) area.

ARTICLE III BOUNDARIES

Section 1 Boundary Description

The boundaries of the MPNC shall be: Beginning at the intersection of Vermont Avenue and 7th Street, east on 7th Street to Wilshire Place; North on Wilshire Place to Sunset Place; East on Sunset Place to Hoover Street; North on Hoover Street to Wilshire Boulevard; West on Wilshire Boulevard to S Commonwealth Avenue; North on S Commonwealth Avenue to 6th Street; East on 6th Street to Rampart Boulevard; North on Rampart Boulevard to 3rd Street; East on 3rd Street to Alvarado Street; South on Alvarado Street to Olympic Boulevard; West on Olympic Boulevard to Vermont Avenue; and then north on Vermont Avenue to 7th Street.

Shared Assets:

- MacArthur Park is shared with Westlake South Neighborhood Council
- La Fayette Skate Plaza, Lafayette Recreation Center and Felipe De Neve Branch Library are shared assets with Rampart Village Neighborhood Council and Wilshire Center Koreatown Neighborhood Council.

Section 2 Internal Boundaries

The five (5) Districts within the MPNC boundary area represent a relatively equal proportion of population within the MPNC.

- A. District 1:** Beginning at the intersection of Westmoreland and 7th Street, east on 7th Street to Wilshire Place; then north on Wilshire Place to Sunset Place; then east on Sunset Place to Hoover Street; then north on Hoover Street to Wilshire Boulevard; then west on Wilshire Boulevard to Commonwealth Street; then north on Commonwealth Street to 6th Street; then east on 6th Street to Carondelet Street; then south on Carondelet Street to Hoover Street; then north on Hoover Street to 8th Street; then west on 8th Street to Westmoreland Avenue; and then north on Westmoreland Avenue to 7th Street.
- B. District Two:** Beginning at the of Carondelet Street and 6th Street, east on 6th Street to Alvarado Street;
Then south on Alvarado Street to Olympic Boulevard; Then west on Olympic Boulevard to Carondelet Street; and then north on Carondelet Street to 6th Street
- C. District Three:** Beginning at the intersection of Vermont Boulevard and San Marino Street, east on San Marino Street to Hoover Street; then south on Hoover Street to Olympic Boulevard; then west on Olympic Boulevard to Vermont Avenue; and then north on Vermont Avenue to San Marino Street
- D. District Four:** Beginning on the intersection of Vermont Avenue and 7th Street, east on 7th Street to Westmoreland Avenue; then south on Westmoreland Avenue to 8th Street; then east on 8th Street to Hoover Street; then south on Hoover Street to San Marino Street; then west on San Marino Street to Vermont Avenue; and then north on Vermont Avenue to 7th Street

- E. District Five:** Beginning at intersection of 6th Street and Rampart Avenue, north on Rampart Avenue to 3rd Street; then east on 3rd Street to Alvarado Street; then south on Alvarado Street to 6th Street; then west on 6th Street to Rampart Avenue

ARTICLE IV STAKEHOLDER

Neighborhood Council membership is open to all Stakeholders. A “Stakeholder” shall be defined as any individual who:

- (1) Lives, works, or owns real property within the boundaries of the neighborhood council; or
- (2) Is a Community Interest Stakeholder, defined as an individual who is a member of or participates in a Community Organization within the boundaries of the neighborhood council.

A “Community Organization” is an entity that has continuously maintained a physical street address within the boundaries of the neighborhood council for not less than one year, and that performs ongoing and verifiable activities and operations that confer some benefit on the community within the boundaries of the neighborhood council. A for-profit entity shall not qualify as a Community Organization. Examples of Community Organizations may include Chambers of Commerce, houses of worship or other faith-based organizations, educational institutions, or non-profit organizations.

[The definition of “Stakeholder” and its related terms are defined by City Ordinance and cannot be changed without City Council action. See Los Angeles Administrative Code Section 22.801.1]

ARTICLE V GOVERNING BOARD

Section 1 Composition

The MPNC Board of Directors (Board) shall consist of fifteen (15) members.

- A. District Residents Representatives (5)** – Stakeholders who live within the respective districts of the MPNC boundary area, as defined in Article IV, Section A of these bylaws. There will be one (1) resident representative from each of the five (5) districts.
- B. At-Large Stakeholder Representatives (10)** At-Large representatives as defined under Article IV.
- C.** The Board must, to the extent possible, reflect the diversity of the MPNC Stakeholders. Accordingly, no single Stakeholder group shall comprise a majority of the MPNC’s governing body unless extenuating circumstances are warranted and approved by the Department of Neighborhood Empowerment (“Department”)

Section 2 Quorum

At least eight (8) members of the Board must be present to hold an official meeting of the Board.

Section 3 Official Actions

Once a quorum has been established, a simple majority vote (greater than 50%) of the Board members present and voting, is necessary for formal actions, unless otherwise indicated in the bylaws. Voting by proxy is not permitted. In the event that quorum is not established, only non-agenda items, for up to two (2) minutes each per speaker, shall be permitted, to be terminated any time by the chairperson of the Board, with minutes to be taken of such non-agenda items.

Section 4 Terms and Term Limits

Each member shall be elected to serve a four (4) year term, with two (2) 4-year terms as a maximum limit for how a Board member may serve on the MPNC unless there’s a vacancy and there is no candidate running for such vacant position in a particular instance. Notwithstanding, any individuals that were previously removed from being a Board Member may not run for a Board member position until four (4) years have passed since the actual removal.

Section 5 Duties and Power

The Board Shall:

- A. Establish official policies and positions of the MPNC. Only polices and positions approved by a simple majority vote of the Board present, once a quorum has been established, shall be recognized as the official position of the MPNC.
- B. Review and recommend actions to the City and other governmental agencies.
- C. Adopt an annual budget for the MPNC, as provided under City rules and guidelines.

Section 6 Vacancies

If all Board seats are not filled after the general election, or are vacated due to resignation or removal for cause, the vacancy shall be filled by the following procedure:

- A. The Board shall declare the seat(s) vacant through a motion and develop an application form to be completed and submitted by interested stakeholder for consideration to fill the declared vacancy.
- B. The completed application(s) shall be submitted to the Secretary of the Board, or a designated member of the Board.
- C. A period of thirty (30) days after the Board has declared the seat vacant shall be allowed to conduct community outreach to publicize the vacancy to stakeholders and for interested stakeholders to submit a completed application form.
- D. At the end of the thirty (30) day period, the Secretary or the designated members of the Board shall then ensure that the matter is placed on the agenda for the next regular or special meeting of the Board.

- E. Any Categorical Representative position that becomes vacant either after a general election or due to resignation or removal, and which remains vacant after 90 days of community outreach to fill the position, will become an At-Large Representative position for the remainder of the term to facilitate efforts to appoint stakeholders to the position.
- F. When a vacant seat is filled by the aforementioned process, that seat shall be filled only through the next general election held to fill all seats on the Board. In no event shall a vacant seat be filled when the next general election is scheduled to be held with_ninety (90) days from the date the applicant (stakeholder proposing to fill the vacancy) tenders a written application to the Secretary.

Section 7 Absences

Board members are expected to attend all regular Board meetings. Any member accumulating three consecutive absences or a total of five (5) absences during the same fiscal year will be considered for removal from the Board at the next board meeting following the third consecutive absence. Any failure to attend a meeting due to MPNC Board Member related obligations (i.e., attending city-wide Neighborhood Council Training or Civic University) shall not constitute an absence. Any regular meeting of the Board or committee meeting, scheduled and noticed per the Brown Act, shall constitute a meeting for the purpose of determining Board Member attendance. For avoidance of doubt, consecutive absences may include a combination of regular Board meetings and committee meetings. The City Attorney’s Office will be consulted by the Board president prior to any Board action to remove a Board member.

- A. Board meetings shall start promptly at the posted time. Board Members arriving 20 minutes after the posted start time will be considered arriving late. A Board member accumulating five (5) late arrivals during the same fiscal year shall be issued a warning that the accumulation of a 6th late arrival will be grounds for consideration of removal from the Board.

Section 8 Censure

The purpose of the censure process is to place a Board member on notice of misconduct and to provide the Board member with an opportunity to correct the misconduct. The Neighborhood Council (“Neighborhood Council”) may censure any Board member at a regular or special meeting open to the public following a good-faith determination by the Neighborhood Council Board that the member has engaged in conduct that is contrary to rules and regulations applicable to the Board or that impedes the orderly business of Board operations. Grounds for censure include, but are not limited to, persistent disruptive conduct at meetings, violations or abuses of the Board’s bylaws or rules, violations of the Code of Conduct, acting on behalf of the Board without authorization, and misuse or abuse of the censure or removal process by acting in bad faith.

The Board shall use the following procedure when censuring a Board member:

1. A motion to censure a Board member may be initiated by any three (3) Board members. Those Board members shall not constitute a majority of the quorum of any Neighborhood Council body, such as a committee. The motion shall be delivered to any officer of the Board or a specific officer or member of the Board as may be specified in the bylaws or standing rules of the Neighborhood Council. The motion shall be in writing and provide the specific facts and grounds for the proposed censure including the date(s) and specific conduct relied upon for the motion. The motion shall not be based upon conclusions, e.g., “for alleged violations of the Code of Conduct” but shall contain factual statements that describe conduct only and is not intended to embarrass or humiliate the board member.
2. The Board member, group of Board members or committee responsible for setting the final Board agenda shall include the motion on the agenda of the next regular or special Board meeting scheduled at least thirty (30) days following the delivery of the proposed censure motion.
3. The Board member subject to censure shall be given a minimum of thirty (30) days prior-written notice, which may include email sent to the last email address on file with the Neighborhood Council, of any meeting at which the motion to censure will be considered. The notice shall provide the specific facts and grounds for the proposed censure as specified in 1 above. The Board shall also provide a copy of the notice to the Department of Neighborhood Empowerment a minimum of thirty (30) days prior to the meeting at which the motion to censure will be considered.
4. The Board member subject to censure shall be given a reasonable opportunity to be heard at the meeting, either orally or in writing, prior to the Board’s vote on a motion of censure.
5. The Board shall decide by a majority vote of those present and voting whether or not the Board member should be censured. The Board member who is the subject of the censure motion shall not be counted as part of the majority present and voting and shall not be allowed to vote. For the purpose of censure motions, abstentions shall not be counted as votes.
6. In no event shall a motion to censure a board member be heard by the Neighborhood Council within sixty (60) days of the next scheduled Board election or selection.

Section 9 Removal

Any Board member may be removed by the Neighborhood Council (“Neighborhood Council”) for cause, following a good faith determination by the Board that the member has engaged in conduct that is contrary to rules and regulations applicable to the Board or that impedes the orderly business of Board operations. A Board member shall not be subject to removal under this Policy, unless the member has been censured at least once pursuant to the Board of Neighborhood Commissioners’ (“Commission”) Censure Policy. Grounds for removal include, but are not limited to, persistent disruptive conduct at meetings, violations or abuses of the Board’s bylaws or standing rules, violations of the Code of Conduct, acting on behalf of the Board without authorization, and misuse or abuse of the censure or removal processes by acting in bad faith.

The Board shall use the following procedure when removing a Board member:

1. A motion to remove a Board member may be initiated by any three (3) Board members. Those Board members shall not constitute a majority of the quorum of any Neighborhood Council body, such as a committee. The proposed motion shall be delivered to any officer of the Board or a specific officer or member of the Board as may be specified in the bylaws or standing rules of the Neighborhood Council. The motion shall be in writing and provide the specific facts and grounds for the proposed removal action including the date(s) and specific conduct relied upon for the motion. The motion shall not be based upon conclusions, e.g., “for alleged violations of the Code of Conduct” but shall contain factual statements that describes conduct only and is not intended to embarrass or humiliate the board member. The motion to remove shall also include a copy of the prior censure motion and the date it was passed.
2. The Board member, group of Board members or committee responsible for setting the final Board agenda shall list and briefly describe the motion on the agenda of the next regular or special Board meeting scheduled at least thirty (30) days following the delivery of the proposed removal motion.
3. The Board member subject to removal shall be given a minimum of thirty (30) days prior written notice, which may include email sent to the last email address on file with the Neighborhood Council, of any meeting at which a motion to remove will be heard. The notice shall provide the specific facts and grounds for the proposed removal as specified in 1 above. The Board shall also provide a copy of the notice to the Department of Neighborhood Empowerment a minimum of thirty (30) days prior to any meeting at which a motion to remove will be considered.
4. The Board member subject to removal shall be given reasonable time to be heard at the meeting, either orally or in writing, prior to the Board’s vote on a motion for removal.
5. The Board shall decide whether or not the Board member should be removed by an affirmative vote of two-thirds (2/3) of the currently sitting Board members. The Board member who is the subject of the removal motion shall not be allowed to vote and shall not be counted when determining the two-thirds (2/3) majority vote. For the purpose of the removal motion, abstentions shall not be counted as votes.
6. In no event shall a motion to remove a Board member be heard by the Neighborhood Council within sixty (60) days of the next election or selection.
7. The Commission may review a Neighborhood Council’s removal decision if requested to do so by the affected Board member. Once the request is made for the Commission to review the decision to remove, the Neighborhood Council voting to remove the board member may not fill the vacancy created by the removal until the Commission has made a decision on whether the removal was proper or the Commission declines to review the matter. The Commission’s decision whether to hear or decline to hear the removal review request shall be sent in writing to the requestor and the Neighborhood Council within 30 days after the request for review is delivered.

8. A request for the Commission to review a Neighborhood Council's removal decision shall proceed as follows:

a. The request must be in writing and must be delivered to the Executive Assistant of the Commission or, in the absence of an Executive Assistant, to the President of the Commission within thirty (30) days of the date of the action by the Neighborhood Council to remove the Board member.

b. The request must state the basis for the review. The request shall not cite or present any evidence not considered by the Neighborhood Council but must address only procedural deficiencies.

c. If the Commission determines the request for review raises sufficient questions regarding procedural deficiencies and agrees to hear the review, it will be placed on the agenda of a regular or special meeting of the Commission within sixty (60) days of receipt of the request for review.

d. At the review the Commission will determine if the facts as presented support the removal motion and if the procedures set out in this policy were correctly applied.

e. If the Commission determines that there were either factual or procedural deficiencies, the Commission may either reinstate the Board member or return the matter to the Neighborhood Council for further consideration.

f. If the Commission returns the matter for further consideration and the Neighborhood Council does not act within sixty (60) days of the Commission's decision the Board member will be considered reinstated.

g. During the period of appeal the Board member shall not be counted as part of the Board for any quorum and shall not participate in any Board actions.

h. If the matter is returned to the Neighborhood Council for further consideration the Board member shall not be counted as part of the Board for any quorum and shall not participate in any Board actions until the Board takes action as requested by the Commission or until the expiration of the sixty (60) day time period.

9. This policy is not intended to restrict or eliminate a Neighborhood Council's ability to remove or render ineligible to serve, Board members who fail to attend meetings, join committees, maintain their stakeholder status, or perform other duties as may be described in the Neighborhood Council's bylaws and/or standing rules. Nor is it intended to limit a Neighborhood Council's ability to remove committee chairs or committee members according to the Neighborhood Council's bylaws and/or standing rules.

Section 10 Resignation

Any Board Member may resign by submitting a written resignation letter to the President or the Secretary or making an announcement of such resignation at a General Board meeting where minutes are taken.

Section 11 Community Outreach

The MPNC shall conduct outreach by:

- A. Having meeting, official records, and materials in English and other languages as appropriate, unless resources and/ or funds are not provide to do so.
- B. Informing the community of projects, events, and resources available to them.
- C. Communication with all MPNC Stakeholder on a regular basis in a manner ensuring that information is disseminated evenly and in a timely manner, consistent with Department of Neighborhood Empowerment (Department) guidelines. The Following will be observed:
 1. The Outreach Committee, as per Article VIII of these bylaws, will advertise meetings and events in advance using such methods as flyers, e-mail to a MPNC database list, voting members and organizations, door-to-door canvassing, advertisement in local periodicals, posting in public places, information booths at community events, and/ or other methods identified by the community or Stakeholders and deemed to be timely and effective.
 2. The Outreach Committee, as per Article VII of these bylaws, will oversee periodic outreach efforts to solicit new membership using such methods as flyers, e-mail to existing organizations and a MPNC database, door-to-door canvassing, advertisement in local periodicals, posting in public places, information booths at community events, and/ or other methods identified by the committee or Stakeholder and deemed to be timely and effective.

ARTICLE VI OFFICERS

Section 1 Officer of the Board

The Executive Officers are: a) President; b) Vice-President; c) Executive Secretary; d) Corresponding Secretary; e) Treasurer; f) Webmaster; and g) Parliamentarian

Section 2 Duties and Power

- A. **President** – Shall set and draft the agenda with approval of the Executive Committee and preside at all meeting; represent the council when necessary at civic and social events; Appoint a board member to represent the Council; May create committees and appoint committee chairs with the approval from the Board.; sign any documents reasonably necessary on behalf of the Council without Board approval; direct/assign new matters to various committees; and delegate responsibility to Officers, Board members and volunteers.
- B. **Vice-President** – Shall perform the duties of the President during the absence or inability of the President to act, or when requested to do so by the President and shall also be in charge of being the point of contact for lease and/or property space concerning the MPNC Board’s office, and all office, office supplies and inventory related items, including without limitation, being the liaison between the respective landlord or property owner or manager for MPNC

Board's office, office use requests by Board members, committee members or stakeholders, and annual inventory reporting.

- C. Executive Secretary** – The Executive Secretary or his/her designee shall prepare and maintain full and correct records of all meetings of the MPNC Board, which shall be prepared within five (5) days after the meeting. The Executive Secretary shall also perform such duties as may be assigned to him/her by resolution of the Board, including the minutes of executive committee, regular, and special board meetings in English, Spanish, and Korean, printing out meeting agendas, calling/emailing speakers on agendas for confirmation of attendance, facilitating and supervising any office use, key and /or other space related requests,. Further, the Executive Secretary shall be responsible for proofreading and adding translations to all meeting agendas drafted by the President before finalizing and then sending to Corresponding Secretary for distribution at least 72 hours prior to the respective Board meeting, while also submitting interpreter requests to the translation agency as needed for Board meetings on a timely basis as well.
- D. Corresponding Secretary** – The Corresponding Secretary shall give or cause to be given, in the manner prescribed in these Bylaws, proper posted notice of all meeting of the MPNC and shall perform such other duties as may be directed by majority of the Officers, while also being in charge of being the main manager of the MPNC's social media accounts and profiles, including, without limitation, providing regular updates about MPNC related items through social media accounts, posting agendas for meetings of the MPNC as requested and provided by a Board or committee member, through such social media accounts, and granting access to the Outreach Committee members as page or account admins for such social media accounts, but subject to the discretion of the majority opinion of the Officers. Further, when Committee officers have not yet been elected, the Corresponding Secretary shall post such committee meeting agendas temporarily as well.
- E. Treasurer** – Shall be charge with the responsibility of establishing an accounting system for the Council, maintaining the records of the Council's finances and book of accounts, and preparing any financial reports for the Department of Neighborhood Empowerment pursuant to the Plan for Citywide System of Neighborhood Council, and set forth in Article X of these Bylaws. Further, the Treasurer shall be responsible for keeping track of all inventory and submitting any inventory related reports to the city, while also overseeing the City Council budget-making process to ensure that resources are allocated equitably among Council District and within our community.
- F. Webmaster** – Shall be in charge with the responsibility of managing, operating, and updating the website for the MPNC while working in close supervision with the Executive Secretary,

including, without limitation, setting up of emails for MPNC; setting up libraries, archives and/or other forms of preserving institutional knowledge, items of action, events, meeting agendas, meeting minutes, Board/committee attendance lists, Board/committee directories, community organizations directory, third party representative directory, training guides, and inventories; and being the liaison between third party service providers and/or the City of Los Angeles concerning such website, email and/or other related services for the MPNC.

- G. Parliamentarian** – Shall be in charge of keeping track of time and calling time when time is up while also informing certain stakeholders and Board members that they are out of order if it is not their time to speak.

Section 3 Selection of Officers

The Board shall elect Officers for the Executive Committee from within its membership at its first Board meeting after a general election and at each subsequent one-year anniversary thereafter.

Section 4 Officer Terms

The Officers shall hold one (1) year terms. Officers serve at the will of the Board and may be removed by the Board for good cause.

ARTICLE VII COMMITTEES AND THEIR DUTIES

Section 1 Standing

The following standing committees shall be established by the Board:

- A. Executive Committee** – Consists of the Executive Officers. Chaired by the President of the Board. Approves agendas proposed by the President for Board meeting. Recommends actions to the Board.
- B. Outreach Committee** – Develops an on-going outreach plan and efforts to ensure the maximum participation by MPNC Stakeholder and implements the Stakeholder communication and outreach policy as stipulated in Article VI, Section 11. Shall attend to issues of art and cultural celebrations in the community. Shall attend to public works concerns such as potholes, sidewalks, crosswalks, as well as education and other issues that requested to do by the Board.
- C. Budget Committee** – Responsibilities to be delegated and designated by the Treasurer.
- D. Bylaws Committee** – Recommends advisory positions and stances on policymaking or local, state or federal issues to the Board; Monitors the City’s Early Alert Notification System, checking for and transmitting pertinent information to the Board and the Community; act as a liaison between the Board, the City Council and other governmental agencies but subject to the majority opinion of the Executive Officers. The committee shall also be responsible for considering amendment recommendations regarding the Board

bylaws and Standing Rules when necessary. The committee will be responsible for the preparations of the Board Elections.

- E. Zoning, Land Use and Planning Committee** - Shall review, take public input, report on and make recommendation of actions to the Board and membership on any zoning, land use, and planning issues affecting the MPNC. Shall attend to issues of tenants' rights and responsibilities, street and park clean-ups projects. Shall attend to matters concerning homelessness and shall work with the MPNC homelessness liaison therewith.
- F. Community Well-Being** - Shall attend to issues of health in the community. Shall attend to issues of public safety, including disaster preparedness, interface with LAPD and LAFD. Shall monitor services delivered by the Department Water and Power to the community. Shall work to facilitate and improve the delivery of City services to the community. Shall focus on resilience related policies, measures and awareness as well.

Section 2 Ad Hoc

Other standing or ad hoc Committees may be established as deemed appropriate by the Board to carry on the work of the MPNC.

Section 3 Committee Creating and Authorization

- A.** Committees may be chaired by and may include any MPNC stakeholder. MPNC stakeholders are encouraged to participate on Committees in which they are interested by contacting the Committee Chair and inquiring about opportunities to participate. Stakeholders who are members of Committees will be able to make motions and vote on issues attended to by the Committee.
- B.** Other than the Executive Committee, the size and composition of each Committee beyond what is specified in these bylaws is left to the discretion of each Committee and its Chair, with a maximum of four (4) Board members allowed as Committee members.
- C.** All committees must have executive members, i.e. Committee president, vice-president, and secretary.
- D.** Each committee will be responsible for notifying and posting their regular and special meetings per the same policies and regulations followed by the general Board.
- E.** Each Committee will keep meeting minutes in both English and Spanish when possible.
- F.** Each Committee will be responsible to plan and schedule their own meetings, events, and community outreach.

ARTICLE VIII MEETINGS

All "meetings," as defined by the Ralph M. Brown Act, shall be noticed and conducted in accordance with the Act, the Neighborhood Council Agenda Posting Policy, and all other applicable local, State, and Federal laws.

Section 1 Meeting Time and Place

The number of regularly scheduled meeting of the MPNC shall be set by the sitting Board, but shall not be less than one (1) meeting per calendar month. Special meetings of the Board, not

regularly scheduled, may be called by the President and/or a majority of the Board members and such meeting should be in full compliance with the Brown Act and any other rules that apply.

Section 2 Agenda Setting

The Regular Meeting agenda is prepared by the President with approval from the Executive Committee. In case of Special Meetings, the agenda can be prepared by the President and/or a majority of the Board members. The format to be used shall be the one attached hereto as Exhibit A and each Board Member comment, and each public non-agenda item comment shall be limited to 2 minutes.

Section 3 Notifications/Postings

Notice of all meeting agendas of the MPNC, in addition to being posted at the public posting locations listed in the Application for Certification or subsequently stated in Standing Rules adopted by the Board, shall be given in such manner as the Board may prescribe, but in no event, other than for special meeting, less than seventy-two (72) hours prior to the meeting. Special meetings will require twenty-four (24) notice prior to the meeting. The Board will follow the Board of Neighborhood Commissioner's Posting Policy, post agendas on its website (if applicable), and email to Stakeholders if it maintains such a database. All board and committee agendas shall also be email to the Department for posting on the Early Notification System (ENS) pursuant to Brown Act timelines.

Section 4 Reconsideration

The Board may reconsider and its action on item listed on the agenda if that reconsideration takes place immediately following the original action or at the next regular meeting. The Board, on either of these occasions. Shall: (1) Make a Motion for Reconsideration and, if approved, (2) hear the matter and Take Action. If the motion to reconsider and action is to be scheduled at the next regular meeting following the original action, then two (2) items shall be placed on the agenda for that meeting: (1) a Motion for Reconsideration on the described matter and (2) a Proposed Action should the motion to the reconsider be approved. A motion for reconsideration can only be made by a Board member who has previously voted on the prevailing side of the original action taken. If a motion for reconsideration is not made on the date the action was taken, then a Board member on the prevailing side of the action must submit a memorandum to the Secretary identifying the matter to be reconsidered and a brief description of the reason(s) for requesting reconsideration at the next meeting. The aforesaid shall be in compliance with the Brown Act.

Section 5 Keys

Executive Officers shall possess keys to the Board office and facilities and shall coordinate any use of the office and facilities. Only committee chairs may request key/access to the Board office and facilities and such requests shall be made at least seventy-two (72) hours prior. After each

use/entry, each committee chair must return the key(s) to the respective Executive Officer(s) within twenty-four (24) hours.

ARTICLE IX FINANCES

- A.** The Board shall review its fiscal budget and make adjustments as needed to comply with City laws and City administrative rules, and to keep in compliance with General Accepted Accounting Principles and the City’s mandate for the use of standardized budget and minimum funding allocation requirements.
- B.** The Board shall adhere to all rules and regulations promulgated by appropriate City officials regarding the Council’s finances, where the term “appropriate City officials” means those officials and/or agencies of the city of Los Angeles who have authority over Neighborhood Councils.
- C.** All financial accounts and records shall be available for public inspection and posted on the MPNC website, if available.
- D.** Each month, the Treasurer shall provide to the Board detailed reports of the MPNC’s accounts per the department requirements.
- E.** At least once each quarter, the President and least one (1) other individual other than the treasurer, who is designated by the Board, shall examine the MLNC’s accounts and attest to their accuracy before submitting the documentation to the Department for further review.
- F.** The MPNC will not enter into any contracts or agreements except through the Department.

ARTICLE X ELECTIONS

Section 1 Administration of Election

The MPNC’s election will be conducted pursuant to any and all City ordinances, policies and procedures pertaining to Neighborhood Council elections.

Section 2 Governing Board Structure and Voting

The number of Board seats, the eligibility requirements for holding any specific Board seats, and which Stakeholder may vote for the Board seats are noted in Attachment B.

Section 3 Minimum Voting Age

Except with respect to a Youth Board Seat, a stakeholder must be at least 16 years of age on the day of the election or selection to be eligible to vote. [See Admin. Code §§ 22.814(a) and 22.814(c)]

Section 4 Method of Verifying Stakeholder Status

Voters will verify their stakeholder status through written self-affirmation

Section 5 Restrictions on Candidates Running of Multiple Seats

A candidate shall declare their candidacy for no more than one (1) position on the Council Board during a single election cycle.

Section 6 Other Election Related Language

The Board shall appoint a Rules and Elections Committee which in turn will create a Nominations Subcommittee to recruit and qualify candidates for election to the Board.

**ARTICLE XI
GRIEVANCE PROCESS**

Any grievance by a stakeholder must be submitted in writing to the Board. The Board shall then refer the matter to an *ad hoc* grievance panel comprised of five (5) Stakeholders who are randomly selected by the MPNC Executive Secretary from a list of Stakeholders who have previously expressed an interest in serving from time-to time on such a grievance panel. The Secretary will coordinate a time and a place for the panel to meet with the person (s) submitting a grievance and to discuss way in which the dispute may be resolved. The panel will be subject to the Ralph m. Brown Act.

Thereafter, the panel shall promptly prepare a written report within fourteen (14) days after the conclusion of meeting with the disputing parties, to be forwarded by the Secretary to the Board outlining the panel’s collective recommendations prior to any meeting by the Board, but the matter shall not be discussed among the Board members until the matter is heard at the next regular meeting of the Board pursuant to the Ralph M. Brown Act.

This formal grievance process is no intended to apply to Stakeholders who simply disagree with a position or action taken by the Board at one of its meeting. Those grievances can be aired at Board meeting. The grievance process is intended to address matters involving procedural dispute, e.g., the Board’s failure to comply with Board Rules or these Bylaws, or its failure to comply with the City’s Charter, the Plan for Citywide System of Neighborhood Council (Plan), local ordinances, and /or state and federal law. The Neighborhood Council grievance review process will be conducted pursuant to any and all City ordinances, policies and procedures pertaining to Neighborhood Council grievances.

In the event that a grievance cannot be resolved through this grievance process, then matter may be referred to the Department for consideration or dispute resolution in accordance with the Plan.

ARTICLE XII PARLIAMENTARY AUTHORITY

The MPNC will conduct meeting in accordance with the Brown Act, these Bylaws, and the Standing Rules of Conduct adopted by Board. Where the Board has not adopted Standing Rules of Conduct for meeting, the Board shall follow Robert’s Rules of Order.

ARTICLE XIII AMENDMENTS

Amendments, changes, additions or deletions of the Bylaws may be proposed by a Board members or any stakeholder (s) during the public comment period of a regular meeting of the Board. The proposal to amend the bylaws must be formalized in writing and submitted to the Secretary for inclusion in the agenda for a vote of the Board in the next regular meeting. The proposed amendment shall then be placed on the agenda for public discussion at the next regular meeting, and shall only be approved by the Board through a two-thirds (2/3) vote of the total Board. Notwithstanding, in the event that a Board member is eligible for removal from the Board based on provisions contained in these Bylaws but cannot be officially removed from the Board until later, such member shall not be counted into the total number of sitting members on the Board.

Within fourteen (14) days following approval by the Board, a Bylaws Amendment Application shall be submitted to the Department for review and approval in accordance with the Plan.

Amendments shall become effective only upon approval by the Department pursuant to the Plan.

ARTICLE XIV COMPLIANCE

The Council, its representatives, and all Stakeholders shall comply with these Bylaws and with any additional Standing Rules or Procedures as may be adopted by the Board as well as all local, county, state and federal laws, including, without limitation, the policies approved by the Board of Neighborhood Commissioners, the Department’s rules and regulations, the City Governmental Ethics Ordinance (Los Angeles Municipal Code Section 49.5.1), the Brown Act, the Public Records Act, the Americans with Disabilities Act, and all laws and governmental policies pertaining to Conflicts of Interest.

Section 1 Code of Civility

The Board, its representative, and all Stakeholders shall conduct all MPNC business in a civil, professional and respectful manner. Board members will abide by the Commission’s Neighborhood Council Board Member Code of Conduct Policy.

Section 2 Training

Neighborhood Council Board Members, whether elected, selected or appointed, are required to complete all mandatory trainings in order to vote on issues that come before the Council. Trainings available to Board Members are created to ensure success during their period of service. All Board Members shall complete mandatory trainings as prescribed by the City Council, the Commission, the Office of the City Clerk, Funding Division, and the Department.

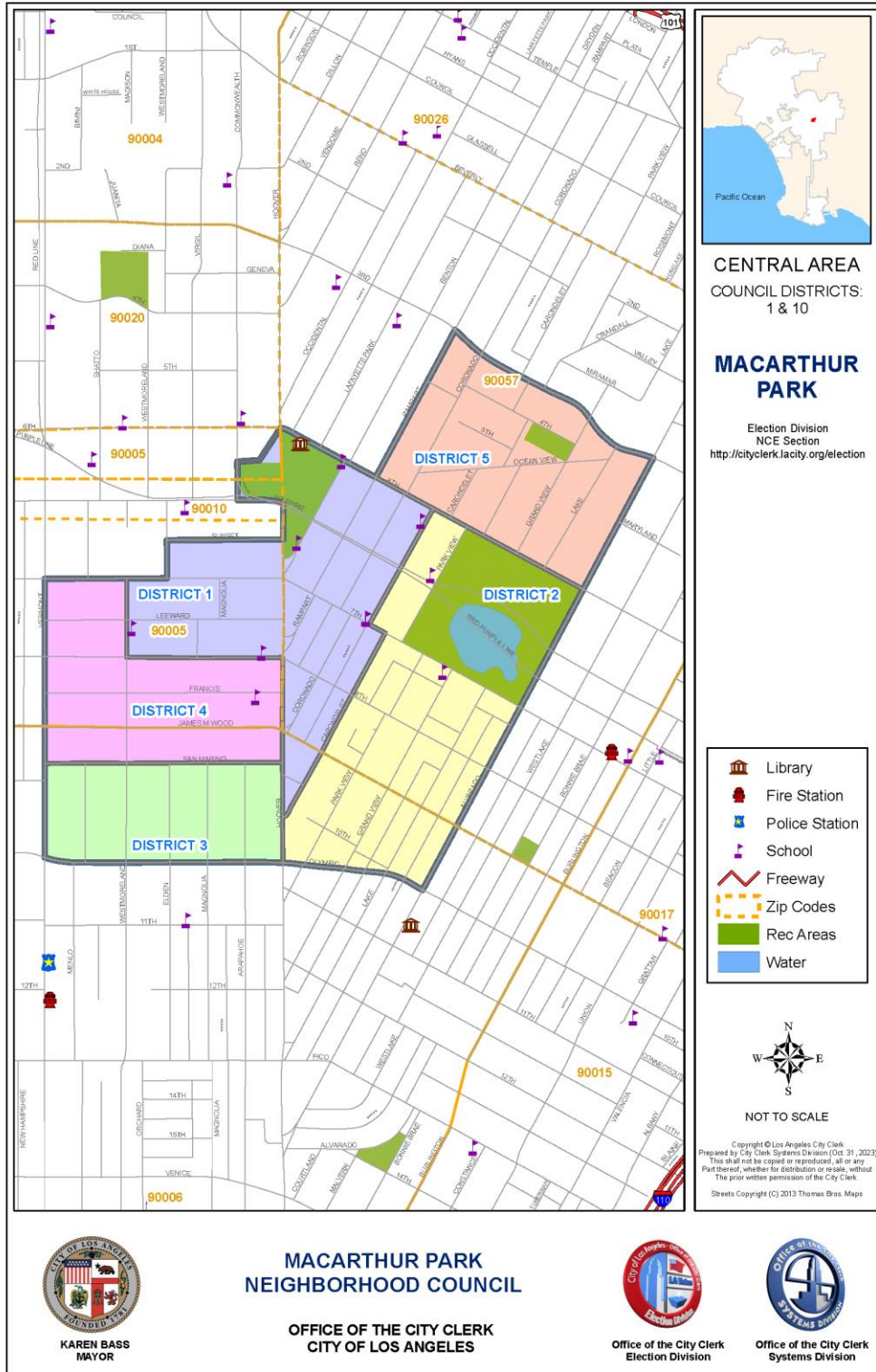
Board members not completing mandatory trainings provided by the City within 60 days of being seated or after expiration of the training, shall lose their Council voting rights on all items before the board.

Further, each year's outgoing Officers shall spend two (2) half days or one (1) full day training the next year's incoming Officers, and the Board Members shall do the same, so that for any incoming at-large representative position, the previous outgoing at-large representative is responsible for providing such training, and the same for incoming and outgoing district representatives as well.

Section 3 Self-Assessment

The Board shall conduct a self-assessment pursuant to the Plan for a Citywide System of Neighborhood Councils.

ATTACHMENT A – MAP OF THE MACARTHUR PARK NEIGHBORHOOD COUNCIL



MacArthur Park Neighborhood Council Bylaws
Department Approved Amendments: June 25, 2024

ATTACHMENT B – GOVERNING STRUCTURE AND VOTING

MacArthur Park Neighborhood Council – 15 Board Seats

BOARD POSITION	# OF SEATS	ELECTED OR APPOINTED?	ELIGIBILITY TO RUN FOR THE SEAT	ELIGIBILITY TO VOTE FOR THE SEAT
District Residential Representatives Term: 4 Years	5	Elected	Stakeholders who live within the respective 5 districts (1 for each district) of the council boundary area who are 18 years or older.	Stakeholder who are 16 years or older
At-Large Stakeholder Representatives Term: 4 Years	10	Elected	Stakeholder who are 18 years or older	Stakeholder who are 16 years or older.