

CITY-APPROVED MODIFICATIONS TO THE
BYLAWS FOR THE
Porter Ranch Neighborhood Council

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Table of Contents

Article I	NAME.....	3
Article II	PURPOSE.....	3
Article III	BOUNDARIES.....	4
	Section 1: Boundary Description	
	Section 2: Internal Boundaries	
Article IV	STAKEHOLDER.....	4
Article V	GOVERNING BOARD.....	4
	Section 1: Composition	
	Section 2: Quorum	
	Section 3: Official Actions	
	Section 4: Terms and Term Limits	
	Section 5: Duties and Powers	
	Section 6: Vacancies	
	Section 7: Absences	
	Section 8: Censure	
	Section 9: Removal	
	Section 10: Resignation	
	Section 11: Community Outreach	
Article VI	OFFICERS.....	9
	Section 1: Officers of the Board	
	Section 2: Duties and Powers	
	Section 3: Selection of Officers	
	Section 4: Officer Terms	
Article VII	COMMITTEES AND THEIR DUTIES.....	10
	Section 1: Standing	
	Section 2: Ad Hoc	
	Section 3: Committee Creation and Authorization	
Article VIII	MEETINGS.....	10
	Section 1: Meeting Time and Place	
	Section 2: Agenda Setting	
	Section 3: Notifications/Postings	
	Section 4: Reconsideration	
Article IX	FINANCES.....	11

CITY-APPROVED MODIFICATIONS TO THE
 BYLAWS FOR THE
Porter Ranch Neighborhood Council

Article X	ELECTIONS.....	12
	Section 1: Administration of Election	
	Section 2: Governing Board Structure and Voting	
	Section 3: Minimum Voting Age	
	Section 4: Method of Verifying Stakeholder Status	
	Section 5: Restrictions on Candidates Running for Multiple Seats	
	Section 6: Other Election Related Language	
Article XI	GRIEVANCE PROCESS.....	12
Article XII	PARLIAMENTARY AUTHORITY.....	13
Article XIII	AMENDMENTS.....	13
Article XIV	COMPLIANCE.....	14
	Section 1: Code of Civility	
	Section 2: Training	
	Section 3: Self-Assessment	
ATTACHMENT A	– Map of Neighborhood Council.....	15
ATTACHMENT B	- Governing Board Structure and Voting.....	16

CITY-APPROVED MODIFICATIONS TO THE
BYLAWS FOR THE
Porter Ranch Neighborhood Council

**ARTICLE I
NAME**

The name of this Neighborhood Council shall be the Porter Ranch Neighborhood Council (PRNC), an officially recognized council hereby part of the Los Angeles citywide system of Neighborhood Councils.

**ARTICLE II
PURPOSE**

Section 1: The PURPOSE of the council is to promote more stakeholder's participation in government and make the government more responsive to local needs. Neighborhood councils shall include representatives of the many diverse interests in communities and shall have an advisory role on issues of concern to the neighborhood. Also, the PURPOSE of the PRNC is to provide a forum for stakeholders to address issues related to their quality of life. PRNC shall serve as an advocate for issues of concern to our community. PRNC shall have such powers as granted by the Los Angeles City Charter.

Section 2: The MISSION of the PRNC is to provide an inclusive open forum for public discussion of issues and to advise the City of Los Angeles on issues concerning City governance, the needs of this neighborhood council, the delivery of City services, and on matters of citywide nature. Also to initiate, execute, and support projects for the physical, social and cultural improvement of the Porter Ranch community.

Section 3: The POLICY of the PRNC shall be: To respect the dignity and expression of views of all individuals, groups, and organizations involved in this neighborhood council.

- a. To remain non-partisan in regards to candidates and political party affiliation and inclusive in our operations including, but not limited to, the election process for the governing body and committee members.
- b. To encourage all Community Stakeholders to participate in activities of our Neighborhood Council.
- c. To prohibit discrimination against any individual or group in our operations on the basis of race, religion, color, creed, national origin, ancestry, sex, sexual orientation, age, disability, marital status, homeowner/renter status, income, or political affiliation.
- d. To have fair, open and transparent procedures for the conduct of our Neighborhood Council business.
- e. To communicate with all Community Stakeholders on a regular basis in a manner ensuring that information is disseminated evenly and in a timely manner.
- f. To facilitate communication between the City of Los Angeles and Community Stakeholders on issues of concern to the community and/or Stakeholders.

CITY-APPROVED MODIFICATIONS TO THE
BYLAWS FOR THE
Porter Ranch Neighborhood Council

**ARTICLE III
BOUNDARIES**

Section 1: Boundary Description: The PRNC includes a geographic area with boundaries as follows:

Northern Boundary: City of Los Angeles boundary line from Browns Canyon Road in the west to the Northeast corner of Porter Ridge Park in the east.

Eastern Boundary: The Eastern side of Aliso Canyon Park from the Northeast corner of Porter Ridge Park to Hesperia Avenue. Hesperia Avenue to the 118 Freeway.

Southern Boundary: The North side of the 118 Freeway from the Eastern side of Aliso Canyon Park to the East side of De Soto Avenue.

Western Boundary: The East side of De Soto Avenue North of the 118 Freeway to Browns Canyon Road. East side of Browns Canyon Road North to the City of Los Angeles boundary line.

Aliso Canyon Park is a public area shared with the Granada Hills North Neighborhood Council. The boundaries of the PRNC are set forth in Attachment A – Map of the Porter Ranch Neighborhood Council.

Section 2: Internal Boundaries: Not applicable.

**ARTICLE IV
STAKEHOLDERS**

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]

CITY-APPROVED MODIFICATIONS TO THE
BYLAWS FOR THE
Porter Ranch Neighborhood Council

**ARTICLE V
GOVERNING BOARD**

Section 1: Composition: There shall be eleven (11) PRNC members of the Board of Directors (Board). Ten (10) Board seats shall be “At-Large,” and one (1) seat shall be “Open At Large”. Board seats shall be open to stakeholders who are at least eighteen (18) years of age. All stakeholders are eligible for candidacy to the Board. No single stakeholder group shall comprise a majority on the Board, unless extenuating circumstances exist, and are approved by the Department.

There shall be an additional one (1) Non-Voting “Youth” seats open to stakeholders who are at least fourteen (14) years of age no more than 17 at the time of the election or selection. “Youth” candidates to be appointed by the board per Article V Section 6 guidelines.

Section 2: Quorum: Presence of six (6) Board members shall constitute a quorum. Youth seats will not be counted towards a quorum.

Section 3: Official Actions: Official action is any action which results in Board approval or disapproval of any resolution, positions, or decisions with respect to items of interest, which will then become the official or representative voice on said item for the PRNC. For meetings where only six (6) Board members are present, official action may be taken if four (4) of the six (6) Board members pass a motion. Simple majority vote by the Board Members present and eligible to vote, including abstentions.

Section 4: Terms and Term Limits: Board members shall serve a four (4)-year term. Members shall be elected during alternate 2-year periods. The intent of the Board is to establish a staggered election system where approximately half of the Board is elected at each City conducted election. Beginning with the Board seated in 2021, no Board member shall serve for more than two (2) consecutive terms, including partial terms. A past Board member may run for a seat on the Board and serve on the Board, if elected or selected by the Board to fill a vacant seat, but only after having been off the Board for at least two full consecutive years since the last month this person served on the Board.

There shall be an additional one (1) Non-Voting “Youth” seats open to stakeholders who are at least fourteen (14) years of age no more than 17 at the time of the election or selection.

Section 5: Duties and Powers: The primary duties of the Board will be to govern the PRNC and carry out its objectives. All Board members must provide proof of stakeholder status each year to the Secretary of the Board, at least 30 calendar days prior to the date in which officer elections will be held, with up-to-date documentation, and must within 30 calendar days notify the Board if their stakeholder status is invalidated, lapses, or changes. Failure to provide such information will initiate censure proceedings against the Board member, and if no qualifying documentation is produced within 30 calendar days of the censure, the Board member will be removed from the Board. Any removed Board member may reapply for a vacant seat at any time, provided that proof of stakeholder status is submitted with the application.

Section 6: Vacancies: Any vacancy on the Board prior to the every two (2) year election shall be filled by the

CITY-APPROVED MODIFICATIONS TO THE
BYLAWS FOR THE
Porter Ranch Neighborhood Council

following procedure:

- A. The Board shall inform the community of the vacant Board seat and shall give Stakeholders no less than 30 calendar days from the announcement to submit applications for consideration.
- B. Any Stakeholder interested in filling a vacant seat on the Board shall submit a written application to the Secretary by the prescribed deadline.
- C. The Secretary shall then ensure that the matter is placed on the agenda for the next Board meeting after the submittal deadline.
- D. If only one (1) Stakeholder files an application for a vacant seat, then a vote of the Board shall be taken, and the applicant installed by a majority vote of the Board present and eligible to vote, including abstentions. If the candidate does not receive a majority approval, then the Board shall re-advertise the open position per Article V Section 6(A) above and repeat the process. If more than one (1) Stakeholder files an application for an empty seat, then a vote shall be taken by the Board. A majority vote of the Board members present and eligible to vote, including abstentions, is required to select the candidate to fill the vacancy. If no applicant receives said majority vote, then a second round of voting will be held for the two (2) applicants receiving the highest number of votes. If one of the two applicants received the same number of votes as a third applicant, then all three applicants shall move on to the second round of voting. This voting process will continue for a third and a fourth round. If no applicant is selected by the fourth round of voting, then the Board secretary will write the names of the remaining applicants on identical pieces of paper, put them in a bowl, and the President or her/his designee will blindly pick a paper from the bowl. The candidate whose name is on the selected paper will be invited to fill the vacancy.
- E. The “Youth” seat is by appointment of the Board and each term is 24 months up to a maximum of two (2) consecutive terms. A PRNC board quorum is required to select the candidate to fill the “Youth” seat(s).

Section 7: Absences: A Board member is deemed Absent from a specific meeting if he/she is present for less than 50% of that meeting duration from the time the meeting is called to order to the time it is adjourned or actually adjourned, whichever takes place earlier. A Board seat shall be declared vacant by the Board President via written communication to the Board if and when a Board member commits one of the following:

- (A) The Board member is absent from three (3) consecutive General Meetings
- (B) The Board member is absent from four (4) General Meetings in any 12 consecutive months

Absences from Special Board meetings, or any ad hoc and committee meetings, are not included. The seat shall then be filled by a new member in accordance with the procedure noted in Article V section 6. Notification of a Board member absence should be reported to the secretary prior to the general meeting so a quorum can be established.

CITY-APPROVED MODIFICATIONS TO THE
BYLAWS FOR THE
Porter Ranch Neighborhood Council

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.

CITY-APPROVED MODIFICATIONS TO THE
BYLAWS FOR THE
Porter Ranch Neighborhood Council

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.

CITY-APPROVED MODIFICATIONS TO THE
BYLAWS FOR THE
Porter Ranch Neighborhood Council

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 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

CITY-APPROVED MODIFICATIONS TO THE
BYLAWS FOR THE
Porter Ranch Neighborhood Council

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: Board member resignation must be submitted in writing to the Executive Committee and should include the Secretary. The position shall then be deemed vacant. Any member of the board who ceases to be a stakeholder is required to submit their resignation to the Executive Committee and should include the Secretary. If the stakeholder status of a board member is challenged, then the department will contact the board member, verify the stakeholder status using its procedure. That position shall be filled per Article V Section 6.

Section 11: Community Outreach: The Board shall utilize its electronic newsletter to reach out to the Community to find and obtain nominees for subsequent election to the Board. The purpose of this outreach is to put forth a reasonable effort to inform and give every Stakeholder desiring to participate on the Board an opportunity to become a Board member. To that end, prospective Board members shall be given notice at least thirty (30) days prior to any election, for purposes of soliciting Stakeholder support.

**ARTICLE VI
OFFICERS**

Section 1: Officers of the Board: The Executive Officers of the Board shall include positions entitled President, Vice-President, Secretary, and Treasurer. No Board member may serve in more than one officer position with the exception that an officer may also serve as the Second Signer and/or Bank Cardholder. The PRNC may also elect to select an Alternate Signer.

Section 2: Duties and Powers:

- A. The President shall preside at all board meetings and direct all activities of the Board.
- B. The Vice President shall be in charge in place of the President if the President is unable to serve.
- C. The Secretary shall keep minutes of all Board and PRNC meetings. An Alternate Secretary to the PRNC may also be selected or appointed by the Board to serve in the absence of the primary Secretary of the Board or to take minutes at committee meetings, as needed. If the Alternate Secretary is not a member of the Board, he/she shall not have any rights as a Board member, including the right to vote. If the president or Vice President are absent or recused themselves, the Secretary will be the presiding officer in charge.
- D. The Treasurer shall maintain the records of the PRNC's finances and implement the proper financial procedures as prescribed by the office of the City Clerk. If the President, Vice President and Secretary are absent or recused themselves, the Treasurer will be the presiding officer in charge.

Section 3: Selection of Officers: The Executive Board positions shall be filled by majority vote of the Board

CITY-APPROVED MODIFICATIONS TO THE
BYLAWS FOR THE
Porter Ranch Neighborhood Council

present and eligible to vote, including abstentions, at the first meeting following an election of the Board.

Section 4: Officer Terms: Officers shall serve the full period between two consecutive Board elections.

**ARTICLE VII
COMMITTEES AND THEIR DUTIES**

Section 1: Standing: President is the authorized speaker for the board to government agencies and/or the media on behalf of the PRNC board and Vice President as the alternate speaker. President, may, at his discretion assign one or more board member(s) to speak on behalf of the Board. At the first meeting following a Board election, the Board shall vote on a list of Standing committees to be formed. All standing committees shall be chaired by a member of the Board selected by the President of the Board and approved by a majority vote of the Board. Each Committee Chair may appoint Co- Chair and/or one secretary, each of whom could be another Board member or a stakeholder. The committees should meet quarterly, times and places selected by the committee chair. Interested stakeholders can become committee members by appointment of the Committee Chair.. Each committee's purpose shall be defined by the committee members with a mission statement.. All standing committees shall be dissolved at the time of Executive Officer election as defined in Article VI, Section (3). A committee may have no more than three (3) Board members and an unlimited number of Stakeholders.

Section 2: Ad Hoc: Ad Hoc committees shall be established at the discretion of the Board President to address specific issues as needed. The chair and definition of each Ad Hoc committee shall be designated by the Board President as needed to be confirmed by a majority vote at the next general board meeting. The term of the Ad Hoc committee shall be determined by the Board President, but may not extend past the next Board election unless it is re-established by the Board President selected after said election. Agenda posting and public notification must comply by DONE requirements.

Section 3: Committee Creation and Authorization:

Youth Committee: The youth committee chair shall be appointed by the President. Youth committee shall be dissolved at the time of Executive Officer election as defined in Article VI, Section (3).

Youth committee may have adult “Supervisors” but no more than three (3) Board members. LAPD Live Scan / background check shall be required to supervise a youth committee.

**ARTICLE VIII
MEETINGS**

Section 1: Meeting Time and Place: All meetings, as defined by the Ralph M Brown Act (“Brown Act”), shall be noticed and conducted in accordance with the Brown Act and the Neighborhood Council Agenda Posting

CITY-APPROVED MODIFICATIONS TO THE
BYLAWS FOR THE
Porter Ranch Neighborhood Council

Policy. Meetings of the Board shall be held at least once per month, excluding emergencies, with the understanding that the Board may skip one monthly meeting in any 12 consecutive months. The date and location for meetings may change from time to time but will be noticed on agendas pursuant to the Brown Act and the Neighborhood Council Agenda Posting Policy.

Section 2: Agenda Setting: The President of the Board will plan the agenda in full compliance with the Brown Act.

Section 3: Notifications/Postings: Notification/Postings of all meetings shall be posted on the a) Porter Ranch Neighborhood Council website (www.prnc.org) b) one (1) community location voted on by the Board and c) the City's Early Notification System (ENS) website.

Section 4: Reconsideration: The Board may reconsider and amend its action on items listed on the agenda if that reconsideration takes place following the original action at the same meeting, or at the next regular meeting. Reconsideration of funding decisions can only be made at the same meeting when that decision was made. A Board member, on either of these two (2) days, shall: (1) Make a Motion for Reconsideration and, if approved by a Board vote, (2) the Board shall hear the matter and Take an Action. If the motion to reconsider an action is to be scheduled at the next meeting following the original action, then two 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 reconsider be approved. A motion for reconsideration can only be made by 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 regular meeting. The aforesaid shall all be in compliance with the Brown Act.

**ARTICLE IX
FINANCES**

Section 1: PRNC Funds: The PRNC receives a set annual budget from the City, which may change from year to year. The City sets the procedures by which the budget may be expended. The PRNC shall comply with all financial accountability requirements as specified by the City of Los Angeles and shall comply with all financial reporting requirements as prescribed by the City of Los Angeles, Department of Neighborhood Empowerment, and the office of the City Clerk.

Section 2: The Treasurer of the PRNC shall keep track of the PRNC budget, shall implement the City Clerk's rules and procedures for maintaining the PRNC finances, and shall be the primary holder of the PRNC Bank card. The Treasurer must be certified by the City Clerk.

Section 3: Roles & Responsibilities: The Treasurer shall have the following roles and responsibilities:

- A. Stay up to date on the City's rules and requirements for NC Treasurers
- B. Lead the PRNC budgeting process for each fiscal year

CITY-APPROVED MODIFICATIONS TO THE
BYLAWS FOR THE
Porter Ranch Neighborhood Council

- C. Keep track of the PRNC budget and provide monthly budget updates to the Board during the regular meetings
- D. Submit all payment requests to the City Clerk's office for PRNC expenditures
- E. Take responsibility for all purchases made on the PRNC Bank card and ensure that all purchases are made in conformance with the City's rules and procedures.

Section 4: Support: The Treasurer may request authorization from the Board to retain a financial professional to assist in implementing the Treasurer's roles and responsibilities. However, the Treasurer shall maintain the responsibility for the PRNC primary Bank card and its use.

Section 5: The PRNC budget and monthly financial reports shall be made publicly available and shall be made accessible through the PRNC website for public access.

**ARTICLE X
ELECTIONS**

Section 1: Administration of Election: The PRNC's election will be conducted pursuant to any and all City ordinances, policies and procedures set forth by the Department of Neighborhood Empowerment and the City Clerk's Office.

Section 2: Governing Board Structure and Voting: The number of Board seats, the eligibility requirements for holding any specific Board seats, and which stakeholders may vote for the Board seats are noted in Attachment B. Each Stakeholder shall be entitled to one (1) vote for each open position on the Board.

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 prove/verify stakeholder status for the PRNC elections by providing any documentation required by the City to confirm stakeholder status. Voters must submit required documentation in accordance with the City Election Procedures applicable at the time.

Section 5: Restrictions on Candidates Running for Multiple Seats: None.

Section 6: Other Election Related Language:

Youth Seats are only by Board Vote and appointment and is excluded from the elections and ballots rules. Board will follow Article V Section 6 for appointment.

CITY-APPROVED MODIFICATIONS TO THE
BYLAWS FOR THE
Porter Ranch Neighborhood Council

**ARTICLE XI
GRIEVANCE PROCESS**

Section 1: Purpose: This formal grievance process is not intended to apply to Stakeholders who simply disagree with a position or action taken by the Board at one of its meetings. Those grievances can be aired at Board meetings. This grievance process is intended to address matters involving procedural disputes. The Board's failure to comply with Board Rules or PRNC Bylaws, or its failure to comply with the City's Charter, 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.

Section 2: Overview: Any grievance by a stakeholder must be submitted in writing to the PRNC Board Secretary. The Secretary shall then refer the matter to an ad hoc grievance panel comprising three (3) Board members randomly and anonymously selected by the Secretary. The Secretary will coordinate a time and place for the panel to meet with the person(s) submitting a grievance and to discuss ways in which the dispute may be resolved.

Section 3: The Panel's Report: Thereafter, a panel member shall promptly prepare a written report to be forwarded by the Secretary to the Board outlining the panel's collective recommendations for resolving the grievance. The Board may receive a copy of the panel's report and 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 'Brown Act'. At that meeting the Board by a majority vote of the members present and eligible to vote, including abstentions, shall decide to accept or reject the panel's recommendations.

Section 4: Dispute Resolution: In the event that a grievance cannot be resolved within 60 calendar days, through this grievance process, then the matter may be referred to the Department for consideration or dispute resolution in accordance with the Plan for a Citywide System of Neighborhood Councils (Plan).

**ARTICLE XII
PARLIAMENTARY AUTHORITY**

PRNC business shall be conducted in accordance with the Brown Act, any applicable local, state and federal law, and these PRNC Bylaws (if not in conflict with the above mentioned laws), then Robert's rules of Order (if not in conflict with the above mentioned laws and Bylaws).

**ARTICLE XIII
AMENDMENTS**

Section 1: the Process: A proposal to amend these bylaws must be formalized in writing and submitted by the Board member or Stakeholder making the request to the Chair of the Rules and By-Laws committee. If the

CITY-APPROVED MODIFICATIONS TO THE
BYLAWS FOR THE
Porter Ranch Neighborhood Council

Rules and By-Laws committee is inactive, the request shall be submitted to the Board President. If the submitted amendment does not violate City Rules, the proposed amendment will be noticed on the agenda for public discussion and a vote at the next Board meeting. An amendment or adjustment to these Bylaws requires a two-thirds (2/3) vote of the Board present.

Section 2: Verification: Thereafter, and within fourteen (14) days after a vote recommending amendments or adjustment to the Bylaws, a Bylaw Amendment Application shall be submitted to the City for review and approval. No amendment shall be valid, final, or effective until approved by the City.

**ARTICLE XIV
COMPLIANCE**

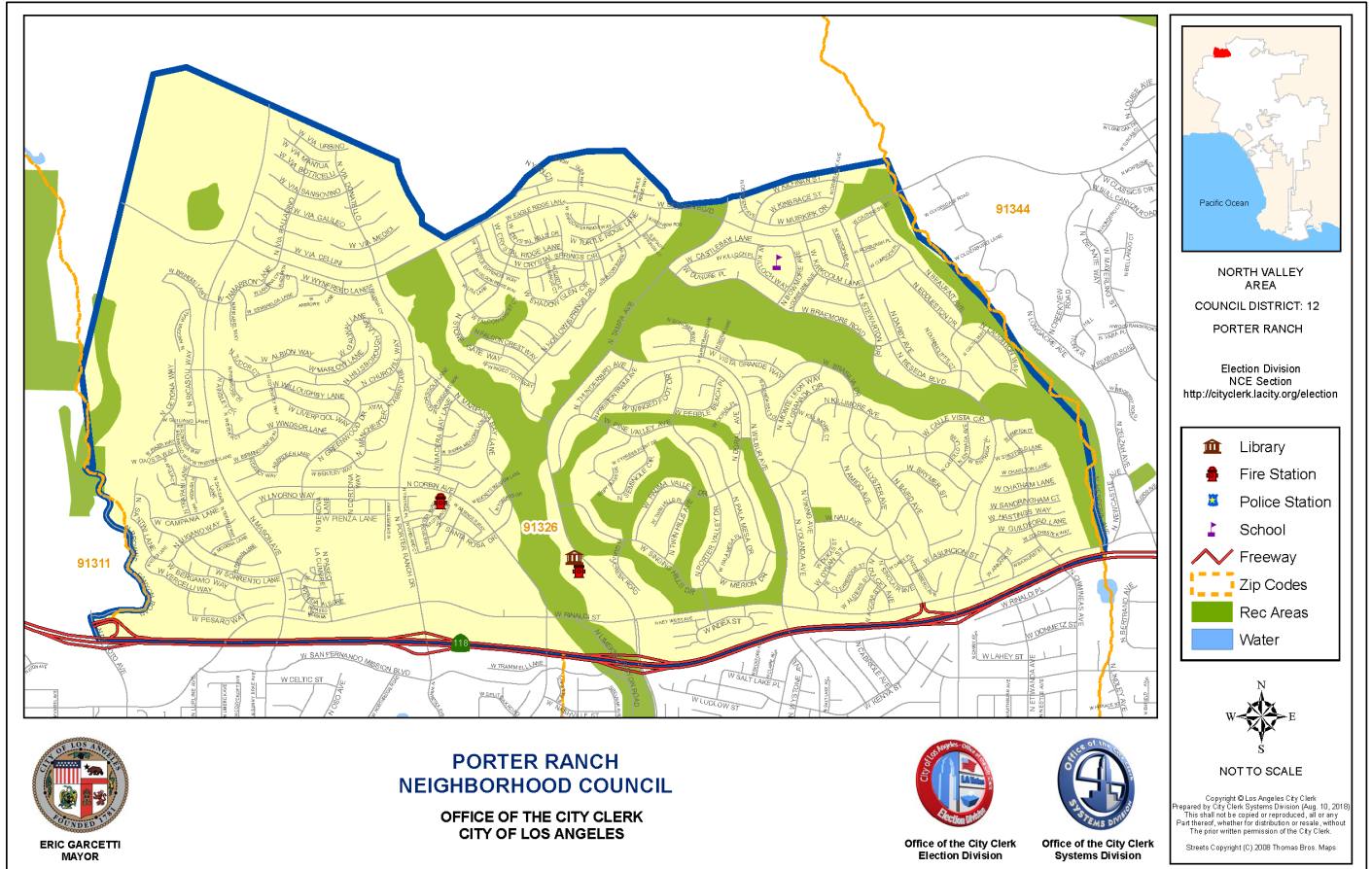
Section 1: Code of Civility: The PRNC, its representatives, and all Stakeholders will refrain from violating Board Rules and shall be subject to any or all applicable sections of the City of Los Angeles Governmental Ethics Ordinance (L.A.M.C. Section 49.5.1), and will abide by all applicable federal, state, and local laws. Board members will abide by the City's Neighborhood Council Code of Conduct Policy.

Section 2: Training: Attendance of a Department or City Ethics Commission financial disclosure/ethics training, funding, and all other mandatory trainings offered by the City of LA and EmpowerLA will be required of all Board members within thirty (30) days of assuming office. A board member cannot vote until they have been certified by the Department. All board members must take ethics and funding training prior to making motions and voting on funding related matters.

Section 3: Self-Assessment: There shall be an annual meeting of the Board to assess the accomplishments of the previous year and to plan for and set goals of accomplishments for the forth coming year. Time and place will be planned by the President of the Board.

CITY-APPROVED MODIFICATIONS TO THE BYLAWS FOR THE Porter Ranch Neighborhood Council

ATTACHMENT A – Map of Porter Ranch Neighborhood Council



CITY-APPROVED MODIFICATIONS TO THE
 BYLAWS FOR THE
Porter Ranch Neighborhood Council

ATTACHMENT B – Governing Board Structure and Voting
 Porter Ranch Neighborhood Council – 12 Board Seats

BOARD POSITION	# OF SEATS	ELECTED OR APPOINTED?	ELIGIBILITY TO RUN FOR THE SEAT	ELIGIBILITY TO VOTE FOR THE SEAT
At-Large Representatives Term: 4 Years	10	Elected	Stakeholders, 18 years or older, who: <ul style="list-style-type: none"> • live within the PRNC boundaries, • work, • own real property within the PRNC boundaries, or • own a City-registered business with a physical location within the PRNC boundaries. 	Stakeholders, 16 years or older, who: <ul style="list-style-type: none"> • live within the PRNC boundaries, • work, • own real property within the PRNC boundaries, or • own a City-registered business with a physical location within the PRNC boundaries.
At- Large Youth Seat	1	Appointed	Stakeholders who are 14-17 years on the day of selection	Lives or goes to school within the PRNC boundaries. Youth Seat is appointed by the board

CITY-APPROVED MODIFICATIONS TO THE
 BYLAWS FOR THE
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<p>Open At-Large Representatives Term: 4 Years</p>	<p style="text-align: center;">1</p>	<p style="text-align: center;">Elected</p>	<p>Stakeholders who are 18 years or older who:</p> <ul style="list-style-type: none"> • live within the PRNC boundaries, • work, • own a City-registered business with a physical location within the PRNC boundaries, • own real property within the PRNC boundaries, or • declare a stake within the PRNC boundaries as a community interest stakeholder as defined by Article IV of these By-Laws. 	<p>Stakeholders who are 16 years or older who:</p> <ul style="list-style-type: none"> • live within the PRNC boundaries, • work, • own a City-registered business with a physical location within the PRNC boundaries, • own real property within the PRNC boundaries, or • declare a stake within the PRNC boundaries as a community interest stakeholder as defined by Article IV of these By-Laws.
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As an 12-member Board, each with a 4-year term, Board elections are staggered such that five (5) Board seats are filled during one election and the other six (6) Board seats are filled during the next election and the youth seat is an appointed seat.