

Bylaws
Silver Lake Neighborhood Council
Certified February 11, 2003

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Article I Name

Upon certification, the name of the Neighborhood Council will be Silver Lake Neighborhood Council (SLNC), an officially recognized advisory council hereby part of the Los Angeles Citywide system of Neighborhood Councils.

Article II Purpose

A. **Mission:** The SLNC will work to honor diversity, build community, forge bonds with neighboring communities, and promote participation in city governance and decision-making processes to improve the quality of life for all of Silver Lake’s Stakeholders.

B. **Purpose:**

1. To fairly and faithfully represent the interests of all Stakeholders.
2. To provide an inclusive forum for discussion of Community issues.
3. To be a source of information for the Community on Community issues and governmental matters.
4. To educate, encourage, and facilitate in helping make government work better for the Community.
5. To participate in the City budget-making process to assure that resources are allocated equitably among all communities and within our own community.
6. To work to improve the delivery of City services to the community.
7. To advocate for the community on issues of community agreement.
8. To support the efforts of existing community groups and to encourage cooperation among these groups.
9. To maintain lines of communication with adjacent Neighborhood Councils and community groups and to work together with them on matters of mutual concern.
10. To participate in the planning and development process to assure a balance among diverse Stakeholder interests.
11. To sponsor community projects that enhance the beauty, vitality and cohesion of the community.
12. To acknowledge, support, preserve and improve the environmental integrity and rich cultural heritage of Silver Lake.
13. To organize and support social functions and cultural events that bring people together and lift the human spirit.
14. To conduct other business and act as is typical of other certified Neighborhood Councils.

Article III Boundaries

Section 1: Boundary

Description

The boundaries for the SLNC are as follows. This description begins at the southwest corner and travels in a generally clockwise fashion:

- Begin at the intersection of the Hollywood (101) Freeway and Hoover Avenue
- North on Hoover Street to Fountain Avenue
- East on Fountain Avenue to Hyperion Avenue
- North on Hyperion Avenue to the Los Angeles River
- South on the Los Angeles River to Fletcher Drive
- Southwest on Fletcher Drive to Riverside Drive
- Southeast on Riverside Drive to Gleneden Street
- Southwest on Gleneden Street to Riverside Terrace
- South on Riverside Terrace to the Glendale (2) Freeway
- Southwest on the Glendale (2) Freeway to its terminus at Glendale Boulevard
- South on Glendale Boulevard to Clifford Street
- West on Clifford Street to its end
- South along the property lines starting between the properties located at 2246 Clifford Street and 1854 N McCollum Street in a straight line to the intersection of Effie St/W. Effie St service road/2412 W. Effie Street
- South on property lines between Coronado Street and Waterloo Street to Berkeley Avenue
- West on Berkeley Avenue to Coronado Street
- South on Coronado Terrace to Mayberry Street
- East on Mayberry Street to Waterloo Street
- South on Waterloo Street to Scott Avenue
- East on Scott Avenue to the property line between Coronado Terrace and Waterloo Street
- South along this property line until Marathon Street
- East on Marathon Street to the property line between Coronado Terrace and Waterloo Street
- South along this property line to Kent Street
- West on Kent Street to Coronado Terrace
- South on Coronado Terrace to the Hollywood (101) Freeway
- West on the Hollywood (101) Freeway to Hoover Street (starting point)
- Note: Alessandro Elementary School is shared with Elysian Valley Riverside Neighborhood Council. Mayberry Street Elementary School is shared with Echo Park Neighborhood Council. Tommy Lasorda Field of Dreams is shared with Echo Park Neighborhood Council.

Section 2: Internal Boundaries

There are seven (7) Geographical Regions in the SLNC. The boundaries of the SLNC are set forth in Attachment A – Map of Silver Lake Neighborhood Council.

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]

All stakeholders, when running as a candidate or voting, must specify a qualifying address within the SLNC’s boundaries to participate. Stakeholder claims cannot be based on participation occurring outside of SLNC’s boundaries.

The SLNC and its Governing Board will encourage all Stakeholders to participate in its activities and will not discriminate in any of its policies, recommendations or actions against any individual or group on the basis of race, religion, color, creed, national origin, ancestry, sexual orientation, gender identity and expression, age, disability, gender, marital status, homeowner/renter status, income, or political affiliation.

Article V Governing Board

Section 1: Composition

The Governing Board (Board) will consist of twenty-one (21) Board members. Fourteen (14) members will be elected from seven (7) Geographical Regions, two (2) members per Region. The Regions are identified by number. Seven (7) members will be elected At-Large. All seats will require minimum age of 18.

Section 2: Quorum

The quorum for a Governing Board meeting to take action on an item shall be eleven (11) Board members with Board members from at least four (4) of the Geographical Regions.

Section 3: Official Actions

The Board shall take Official Action by a simple majority vote of those Board members present, not including abstentions (provided there is a quorum). Votes by Stakeholders on Recall of Board Members, Referendums or Grievance Appeals are binding unless overturned by a four-fifth (4/5) vote of the full Board. There shall be no proxy voting.

Section 4: Terms and Term Limits

Board members shall serve a two (2) year term commencing after being seated. Board members may serve a maximum of four (4) consecutive terms. Members that have served four (4) consecutive terms may not serve again until two (2) years after their last day of service. There is no limit to the number of four (4) consecutive terms with two (2) year hiatuses that any person can serve.

Section 5: Duties and Powers

The Governing Board shall make available, at least once every 6 months, a summary report of Board activities.

The SLNC and its Governing Board may not endorse candidates for political office or spend money under its control to support or oppose candidates for office. There are no restrictions on individual SLNC or Board members making personal endorsements, working for or against, or contributing personal funds for or against candidates, as long as this is being done as a member of the public and not on behalf of the SLNC.

Section 6: Vacancies

When there is a vacancy on the Board, the Board will fill the vacancy by appointment. In such a case, the Board will make a public announcement to solicit applicants. The Board will appoint a person to fill the vacancy from the list of solicited candidates in a timely fashion and in a process consistent with the Brown Act and the Department of Neighborhood Empowerment (Department) guidelines. The appointee must qualify for the position under the provisions of Attachment B and will hold office only until the next election.

Section 7: Absences

- A. If a board member misses three (3) Regular Meetings of the Governing Board meetings within any twelve-month period, the board co-chairs shall inform the board member by email of:
1. the Absence Policy of Article V, Section 7,
 2. request the presence of the board member at the next scheduled SLNC Executive Committee Meeting following the last missed board meeting to discuss the cause of the missed meetings,
 3. hear from the board member at that SLNC Executive Committee Meeting.
 - i. If the board member does not appear at the SLNC Executive Committee meeting or appears but does not provide serious extenuating circumstances causing the missed meetings, the board member will be deemed removed as of the last missed Board meeting.
 - ii. If the board member appears at the SLNC Executive Committee meeting and provides serious extenuating circumstances causing the missed meetings, the Executive Committee may give the board member an opportunity to correct the behavior, by instructing that the board member shall be deemed removed from the board immediately if the board member fails to attend the next Regular Meeting of the Governing Board. If the board member fails to follow the instructions of the Executive Committee, the board member will be deemed removed as of the board member's last missed Board meeting.
 4. Co-Chairs are required to inform the Department of Neighborhood Empowerment to seek advice from the City Attorney of 7.A.1-3 having been met prior to taking any action on the removal of a Board member.
 5. Refer to Standing Rule #37.

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:

- A. 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.
- B. 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.
- C. 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.
- D. 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.
- E. 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.
- F. 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:

- A. 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.
- B. 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
- C. 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.
- D. 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.
- E. 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.
- F. 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.

- G. 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.
- H. A request for the Commission to review a Neighborhood Council's removal decision shall proceed as follows:
1. 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.
 2. 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.
 3. 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.
 4. 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.
 5. 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.
 6. 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.
 7. 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.
 8. 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.
- I. 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

If a Board Member resigns, the office will be filled in accordance with Section 6 Vacancies.

Section 11: Community Outreach

- A. The SLNC shall communicate on a regular basis with Stakeholders through Community postings, notices in local newspapers, and by e-mail.

Article VI Officers

Section 1: Officers of the Board

The Officers will consist of two (2) Co-Chairs, a Vice-Chair, a Secretary, and a Treasurer.

Section 2: Duties and Powers

The basic duties of the Officers are the following:

- A. **Co-Chairs:** The Co-Chairs will preside at meetings, prepare agendas for meetings, and will perform other duties as prescribed by the Board. The Co-Chairs will divide these duties equitably between themselves. In the case of a dispute between the Co-Chairs regarding their respective roles, the Board will determine the role that each Co-Chair shall play in the performance of their duties.
- B. **Vice Chair:** The Vice Chair will perform duties in the absence of one (1) or both of the Co-Chairs, and will perform other duties as prescribed by the Board. Developing and coordinating Visions meeting as outlined in Standing Rule #41. Developing and coordinating Board Report as outlined in Bylaws Article V, Section 5.
- C. **Secretary:** The Secretary will prepare and maintain full and correct minutes and records of all meetings; will maintain a complete and accurate archive of past meetings that will be kept on file at the SLNC Office and made readily available to all Stakeholders upon request; will receive materials and prepare information as necessary for informed and efficient meetings; and will give, as prescribed by the Ralph W. Brown Act and these Bylaws, proper notice of all meetings of the Board and of the SLNC.
- D. **Treasurer:** The Treasurer, under the control and direction of the SLNC, will establish an accounting system that complies with Generally Accepted Accounting Principles, and will provide and maintain full and complete records of all the assets and liabilities of the SLNC.
- E. **Assistance Secretary:** See Standing Rules #19 and #37 – Assistant Secretary will support the roles of Secretary and Treasurer.

Subject to limitations and controls imposed by the Board, the Treasurer will have custody of all funds, financial documents, and other financial assets of the SLNC.

Section 3: Selection of Officers

The Silver Lake Neighborhood Council (SLNC) shall elect its Officers at the first scheduled Regular

Meeting following the seating of the newly elected Board. The Department of Neighborhood Empowerment (DONE) designates the date of seating as the certification date of the election, per the City Clerk. Newly elected board members are considered seated once the election has been certified by the Office of the City Clerk and thus hold the duties and obligations of an elected person to the SLNC. All Officers may serve without having previously served on the Board. If there are more than two (2) candidates running for a single seat or position, the following procedure for plurality voting will be used to reduce the field of interested persons:

1. Nomination of candidates: Person A, Person B, Person C (or more)
2. Polling of the Governing Board, each member selects (1) nominated candidate by Roll Call Vote
3. Seating of Officers positions requires a majority vote. If majority is not reached, then a second poll will be taken, followed by another vote until majority is reached in order to seat the position.
4. The process will be repeated, if required, for the remaining Officer positions of Co-chair, Vice Chair, Secretary, Treasurer, Second signer (non-officer position), Assistance to the Secretary (non-officer position), and Parliamentarian (non-officer position).

To fill the seat or position of Officers a majority vote is required.

Section 4: Officer Terms

The term for all Officers will be one (1) year. Term limits for Officers are the same as for Board members - four (4) consecutive Board terms. The Officers serve at the will of the Board and may be removed by a two-thirds (2/3) vote of the full Board. Officer resignations must be submitted in writing to either of the Chairs. In case of removal or resignation, the Board shall elect a replacement for the remaining term of office by majority vote no later than the next scheduled Board meeting.

Article VII Committees and Their Duties

The Board will establish Standing and Ad Hoc Committees as deemed necessary for the accomplishment of the SLNC's Mission and Purpose, as stated in Article II. Any Standing Committees added by Amendment to these Bylaws are subject to the Department approval. A list of all Standing and Ad Hoc Committees can be found in the Silver Lake Neighborhood Council Standing Rules.

Section 1: Standing Committees – See Standing Rules.

Section 2: Ad Hoc Committees – Additional Ad Hoc Committees may be established at the Board's discretion to deal with temporary issues.

Section 3: Committee Creation and Authorization

Non-Board Members are strongly encouraged to serve on Committees. At least one (1) Board Member must sit on each Standing Committee. The Committees will select their own chairs.

Article VIII Meetings

Board meetings are convened and run by the Board to conduct Board and SLNC business. Meetings will be noticed and conducted in accordance with the Ralph W. Brown Act and the Neighborhood

Council Agenda Posting Policy. In particular, meetings shall be open to all Stakeholders. Stakeholders will be given an opportunity to speak on agenda items and on non- agenda items relevant to the SLNC. No secret ballots will be allowed at SLNC meetings. The Board shall comply with the requirements of the Brown Act on matters not on the agenda of Board meetings.

Section 1: Meeting Time and Place

All meetings shall be held within the Council boundaries at a location, date and time set by the Board. A calendar of regular meetings shall be established by the Board at its first regular meeting of each calendar year. The Principal Office of the SLNC will be designated by the SLNC Governing Board and will be within the geographical boundaries of Silver Lake.

Special meetings may be called at a previously scheduled Board meeting by a majority of those voting. Between scheduled meetings, a Special meeting may only be called by either of the Board Co-Chairs. Special meeting are held to conduct business that requires immediate attention.

Section 2: Agenda Setting

Agendas shall be prepared by the Co-Chairs, allowing for input from other Board members and the Community. Agendas for such meetings may be devoted to regular business, to discussion of specific issues, to Recall, Referendum, Grievance Appeal and Bylaw Amendments, as well as to workshops and social gatherings.

Section 3: Notifications/Postings

Agendas shall be posted on the Early Notification System (ENS), and in a public location at least seventy-two (72) hours in advance of all (except Special, which will posted at least twenty-four (24) hours) meetings. Agendas shall also be posted on its website and emailed out to Stakeholders if the Council maintains such a database. Regular and Special meeting agendas shall also be emailed to the Department.

Section 4: Reconsideration

The Board may reconsider and amend actions 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 two (2) days, shall: 1) make a Motion to Reconsider and, if approved, 2) hear the matter and take an action.

If the Motion to Reconsider is to be scheduled at the next meeting following the original action, then two (2) items shall be placed on the agenda for that meeting: 1) a Motion to Reconsider on the described matter and, 2) a Proposed Action should the Motion to Reconsider be approved.

A Motion to Reconsider can only be made by a Board member who has previously voted on the prevailing side of the original action. If a Motion to Reconsider 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 regular meeting.

Referendum: A Referendum is a vote by the Community to reconsider a matter previously voted up or down by the Board, or to consider a matter presented to the Board but on which the Board has not, in a timely manner, taken a position. Such action requires a petition containing at least

five hundred (500) Stakeholder signatures.

Upon receipt of this petition, the Board will convene a meeting. At this meeting, a two-third (2/3) majority of at least two hundred (200) Stakeholders is required for the Referendum to pass. The Board may overturn a Community-passed Referendum with a four-fifth (4/5) majority of the full Board.

The aforesaid shall be in compliance with the Brown Act.

Article IX Finances

- A. The SLNC's financial records and account books will be open and available for inspection by Stakeholders and the general public.
- B. The Treasurer will present a quarterly financial report to the Board, will submit accounting statements to the Department at least once each year, and will prepare an annual budget for approval by the Board.
- C. All expenditures by the SLNC must be within the annual budget previously approved by a majority of the Board.
- D. Specific expenditures of \$250 or more must have pre-approval by a majority of the Board. Specific expenditures of less than \$250 can be made without pre-approval by a majority of the Board.
- E. The Council will not enter into any contracts or agreements except through the Department.
- F. In the event that the SLNC becomes inactive or dissolves, all funds will be returned to the City.

Article X Elections

Section 1: Administration of Election

The SLNC'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 Stakeholders 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 establish their Stakeholder status by providing written self-affirmation on a form

provided by the City Clerk.

Section 5: Restrictions on Candidates Running for 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 Election Committee shall be activated 8 months prior to the next SLNC election. An Election Committee, consisting of seven (7) Stakeholders (one (1) from each Region) will be selected by the Board. Any Stakeholder may vote and serve on the Election Committee unless and until the Stakeholder has declared his or her candidacy for the Governing Board. Board Members who declare their candidacy for the next election of the Governing Board may serve on the Election Committee only as non-voting members through Election Day. Board members may not make up a majority of the Committee.

At least one Board Member selected by the Governing Board shall actively serve on the Election Committee. If that Board Member declares that he or she is running in the next election for the Governing Board, that Board Member shall be a non-voting advisor to the Election Committee.

If there is a vacancy on the Election Committee for one of the seven regional representatives selected by the Board, either the Board or the Election Committee may fill the vacancy. Both the Board and the Election Committee shall actively seek to find a Stakeholder to fill the vacancy for that region.

The Election Committee will assure that the elections are conducted in a fair and open manner. The Election Committee may continue to function as a committee until a year after the election. During such time, the Election Committee may vote for leadership positions just like any other committee of the Neighborhood Council. The Election Committee will dissolve one year after the election, and the Board shall begin to select the seven (7) Stakeholders to serve on the Election Committee for the next election.

Article XI Grievance Process

The Neighborhood Council Grievance Portal allows stakeholders to file grievances or complaints against a Neighborhood Council board that they believe has failed to follow any of the following:

- A bylaw or standing rule of the Neighborhood Council
- A section of the Los Angeles Administrative Code
- A section of the Plan for the Citywide System of Neighborhood Councils
- An applicable policy of the Board of Neighborhood Commissioners
- A rule or regulation promulgated by the Department of Neighborhood Empowerment
- Any other City Code, executive directive, rule or regulation applicable to Neighborhood Councils.

Grievances can only be filed against the Neighborhood Council body as a whole and must be filed within 30 days from the date of the event giving rise to the Grievance. Any Grievance alleging a violation relating to Neighborhood Council funding must be filed within 90 calendar

days of the date the expenditure is made.

The following allegations are not considered grievances and will not be accepted:

- An Alleged violation of state or federal law;
- An allegation of wrongdoing by an individual member of a Neighborhood Council board or committee; or
- An allegation involving an action or inaction by a Neighborhood Council board or committee; or
- A policy dispute or disagreement regarding the position of a Neighborhood Council board or committee.

If you suspect a Neighborhood Council has done something that could rise to a level of a grievance, we highly recommend that you contact the Neighborhood Council board to inform them first. Often, the Neighborhood Council was unaware of the situation and will happily take corrective action.

Grievances are first reviewed by the Department to ensure they are valid grievances and filed within the timeline. They are then sent to the Neighborhood Council for resolution and can then go to a Peer Grievance Panel of Neighborhood Council appointees in a region who are not connected to the grievance.

We recommend that any conflicts that may rise to a grievance be resolved through communication between the grievant and Neighborhood Council first. This communication can be directly between the parties, or through an intermediary, such as the Office of the City Attorney's Dispute Resolution Program.

If you would like to file a grievance, please ensure that you have all of the information and supporting documentation for the alleged violation. You may also submit up to 3 witness statements on this form. All of the information and documentation, including the witness statement forms, must be submitted at the same time. We will not take additional information after your grievance is submitted.

Please note that all information on the grievance is subject to the California Public Records Act and will not be confidential. Also, the Department will not process more than 3 grievances filed by the same person in any calendar year and no more than 5 grievances filed by the same individual in any 3 year period. In addition, the Department will not process any grievance relating to a previously filed grievance except those that the Department, in its sole discretion, determines relate in fact and circumstance. For more details on the entire Neighborhood Council grievance process, click [here](#). Section 22.818, Article 3 of Chapter 28 of the Los Angeles Administrative Code.

If you have any questions, please contact our Neighborhood Council Support Help Line at NCsupport@lacity.org or by calling (213) 978-1551.

Article XII Parliamentary Authority

The Board will follow all local, state, and federal laws, as well as its own Bylaws. When not in conflict with such laws, the Board shall adopt its own rules for conducting meetings. Where the Board has not adopted its own rules for conducting meetings, the Board shall follow Robert's Rules of Order Newly Revised.

Article XIII Amendments

Any Stakeholder may propose an Amendment, providing the Stakeholder has a petition signed by at least one (100) Stakeholders supporting this Amendment. The Board may also propose Amendments by majority vote.

The proposed Amendment must be in writing, provide supporting arguments, and be presented for placement on the agenda of the next regular Board or Special Board meeting for discussion.

The Board will make the proposed Amendment, together with a summary of the discussion on the amendment, available to the Community at least fourteen (14) days before a meeting to decide the matter. The Amendment must be approved by a two-thirds (2/3) vote of members present at a duly noticed general or special board meeting.

Within fourteen (14) days after an Amendment is approved, a Bylaw Amendment Application must be submitted to the Department along with a copy of the existing Bylaws for review and approval by the Department.

Article XIV Compliance

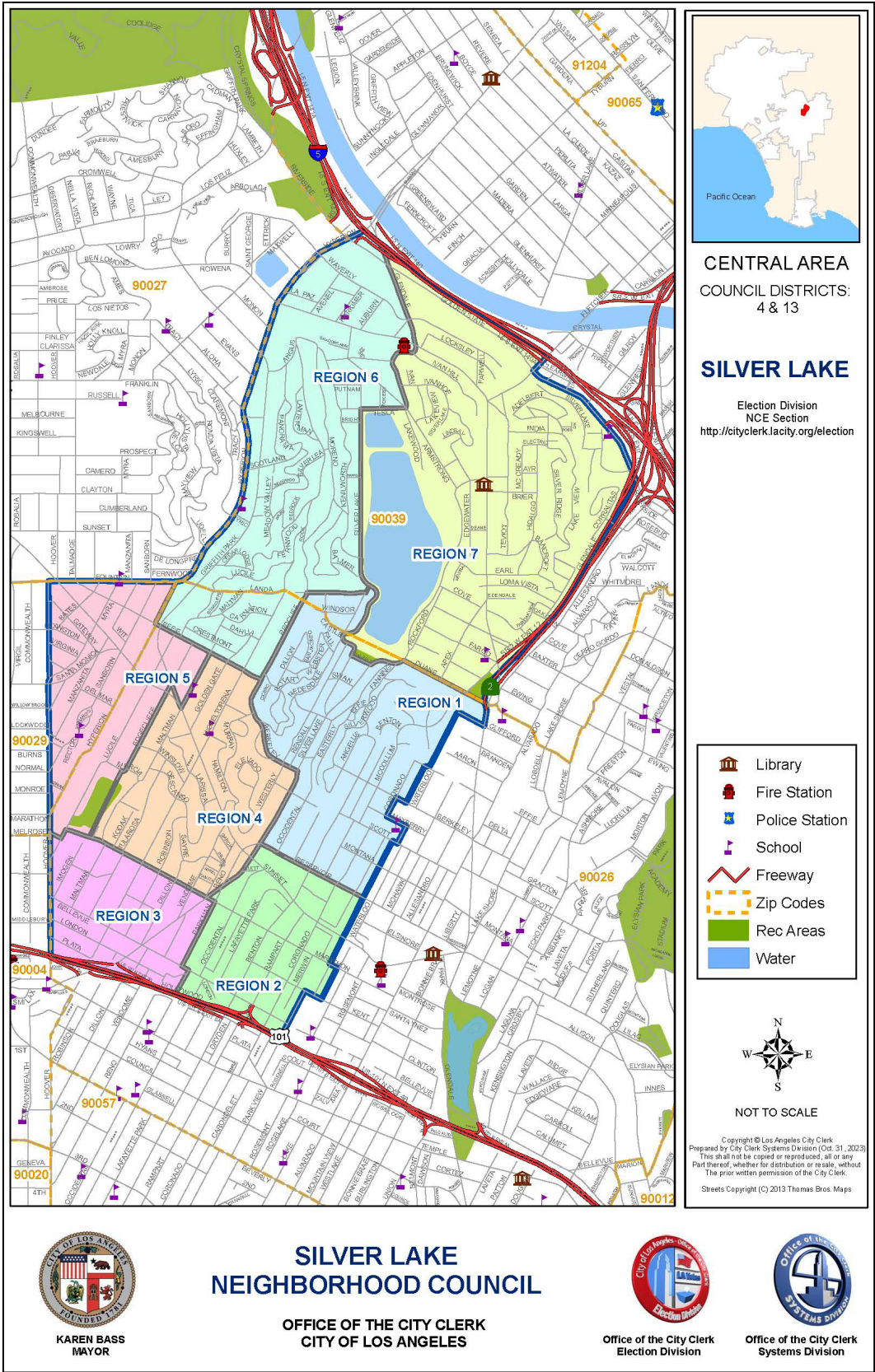
The SLNC and its Governing Board will comply with all DONE guidelines, and with all local, state, and federal laws, including but not limited to the Ralph W. Brown Act regarding Open Meeting Forum Laws, all applicable Conflict of Interest Laws, the Political Reform Act, and all applicable regulations including the City of Los Angeles Governmental Ethics Ordinance. In the event of a conflict with these Bylaws, Los Angeles City Charter, Los Angeles City Code, and DONE regulations supersede SLNC bylaws.

Section 1: Code of Civility – The SLNC and its Board will endeavor to conduct business in a professional, respectful and democratic 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.

Section 3: Self-Assessment – Intentionally left blank.

ATTACHMENT A – Map of Silver Lake Neighborhood Council



ATTACHMENT B – Governing Board and Structure

Silver Lake Neighborhood Council – 21 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: 2 Years	7	Elected	Stakeholders who are 18 years or older at the time of the election.	Stakeholders who are 16 years or older on the day of the election or selection.
Region 1 Representative Seat 1 & 2 Term: 2 Years	2	Elected	A Stakeholder in Region 1 who is 18 years or older.	A Stakeholder in Region 1 who is 16 years or older on the day of the election or selection.
Region 2 Representative Seat 1 & 2 Term: 2 Years	2	Elected	A Stakeholder in Region 2 who is 18 years or older.	A Stakeholder in Region 2 who is 16 years or older on the day of the election or selection.
Region 3 Representative Seat 1 & 2 Term: 2 Years	2	Elected	A Stakeholder in Region 3 who is 18 years or older.	A Stakeholder in Region 3 who is 16 years or older on the day of the election or selection.
Region 4 Representative Seat 1 & 2 Term: 2 Years	2	Elected	A Stakeholder in Region 4 who is 18 years or older.	A Stakeholder in Region 4 who is 16 years or older on the day of the election or selection.
Region 5 Representative Seat 1 & 2 Term: 2 Years	2	Elected	A Stakeholder in Region 5 who is 18 years or older.	A Stakeholder in Region 5 who is 16 years or older on the day of the election or selection.
Region 6 Representative Seat 1 & 2 Term: 2 Years	2	Elected	A Stakeholder in Region 6 who is 18 years or older.	A Stakeholder in Region 6 who is 16 years or on the day of the election or selection.
Region 7 Representative Seat 1 & 2 Term: 2 Years	2	Elected	A Stakeholder in Region 7 who is 18 years or older.	A Stakeholder in Region 7 who is 16 years or on the day of the election or selection.