

Foothill Trails District Neighborhood Council Bylaws

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ARTICLE I NAME

The name of this organization shall be the Foothill Trails District Neighborhood Council. It may hereinafter be referred to as “FTDNC”, “Neighborhood Council” or the “Council”. It shall be organized as an advisory body to the City of Los Angeles pursuant to Article IX of the City Charter and any ordinances or regulations promulgated there under.

ARTICLE II PURPOSE

A. The **PURPOSE** of the FTDNC is to participate as an advisory body on issues of concern to the stakeholders of the Council area as defined in these bylaws and in the governance of the City of Los Angeles.

B. The **MISSION** of the FTDNC, consisting of Lake View Terrace, La Tuna Canyon and Shadow Hills, is to promote greater local participation in government in order to make the Los Angeles City Council and city government more responsive to local needs and wishes. Specifically, to advocate for stakeholders regarding land use, planning and development, and all issues of concern to our stakeholders; to preserve the rural, recreational, ethnically diverse and environmentally sensitive nature of our area as an important low-density oasis within the city limits; and to acknowledge that the FTDNC comprises three (3) of the few remaining horse keeping areas within the entire city of Los Angeles. The Council will facilitate and encourage diverse interests in our community to work together in addressing common concerns and to promote and facilitate dialogue and collaboration with other neighborhoods in the City of Los Angeles.

B. The **POLICY** of the FTDNC is to endeavor to be the premier conduit between the voice of the community in Lake View Terrace, La Tuna Canyon, and Shadow Hills, and the City of Los Angeles and to enhance the quality of life in these areas. FTDNC participants will help set a standard for how area stakeholders will strive to promote and defend the interests of these communities. It is the policy of the FTDNC:

1. To provide an inclusive, open forum for public discussion of issues relevant to this Neighborhood Council;
2. To respect the dignity and expression of viewpoints of all individuals, groups, and organizations involved in this Neighborhood Council;
3. To remain non-partisan with respect to political party affiliations and inclusive in its operations including, but not limited to, the election process for governing body and committee members;
4. To utilize the Early Notification System (ENS) to inform the Neighborhood Council stakeholders about matters involving the City of Los Angeles (and our community) in a way that is tailored to provide opportunities for involvement in the decision-making process;
5. To establish procedures for communicating with all Stakeholders on a

regular basis in a manner ensuring that information is disseminated evenly and in a timely manner;

6. To encourage all Stakeholders to participate in the activities of this Neighborhood Council;
7. To prohibit discrimination against any individual or group in the FTDNC operations on the basis of race, religion, color, creed, national origin, ancestry, gender, sexual orientation, age, disability, homeowner/renter status, marital status, income, or political affiliation;
8. To have fair, open, and transparent procedures for the conduct of the Neighborhood Council business.

ARTICLE III BOUNDARIES

Section 1: Boundary Description

- A. NORTH – Begin at the N.E. Corner of the Los Angeles City/Los Angeles County border in Big Tujunga Wash on Attachment A – Map of Foothill Trails District Neighborhood Council. Follow the city/county border west to Paxton Street. Go west on Paxton to Foothill Boulevard.
- B. WEST – Go southeast on Foothill Boulevard to Osborne Street. Go southwest on Osborne Street to Glenoaks Boulevard. Go southeast on Glenoaks Boulevard to Montegue Street. Go east along the southern border of Hansen Dam Golf course to Wentworth Street. Go southwest on Wentworth to Sheldon St. Go southeast (paralleling Glenoaks Boulevard) past the southern tip of Stonehurst Recreation Center; then go east across country to the intersection of Stonehurst Street and Sunland Boulevard. Go south on Sunland Boulevard to Chivers Street. Go east in a straight line following the existing boundary of the Sun Valley Neighborhood Council, and then back west along its boundary until it intersects with the Hansen Heights Channel (storm drain). Go south behind the westward facing commercial properties on Sunland Boulevard to just north of the south facing properties of Vinedale Street. Go east behind (north of) the south facing properties on Vinedale Street. Go east behind (north of) the south facing properties on Vinedale Street to the ridgeline (a clear physical boundary) above Vinevalley Drive. Go southeast along the ridgeline to the northeast (upper right) corner of the western half of Verdugo Mountain Park.
- C. SOUTH – Go counterclockwise around the western half of the park; then go east along the Los Angeles/Burbank border (cutting through the eastern half of the park) until the border turns due north.
- D. EAST – Go north on the Los Angeles/Glendale city border to the 210 Freeway. Go west on the 210 Freeway until it crosses Wentworth Boulevard. Go northeast across

country along the southern edge of the Big Tujunga Wash to the joining of Oro Vista Avenue and Big Tujunga Road. Go due north across Big Tujunga Wash until reaching upper Oro Vista Avenue. Go due west to the furthest western point of Oro Vista Avenue, and then continue due west to the southernmost point of Riverwood Drive. Go due north behind any western (east-facing) homes on Riverwood Drive. Continue north behind any western (east-facing) homes on Ebey Canyon Road. Follow Ebey Canyon Road east (behind any south-facing homes) to Doane Canyon Road. Go south on Doane Canyon Road to the end of the road, and then continue south across Big Tujunga Wash to the intersection of Big Tujunga Road and Oro Vista Avenue. Go north-northeast on Big Tujunga Canyon Road to the northeast corner of the Los Angeles City/Los Angeles County border and the National Forest in Big Tujunga Wash. The boundaries may be adjusted in accordance with the Plan for a Citywide System of Neighborhood Councils ("Plan").

Section 2: Internal Boundaries – The District shall include six (6) areas designated as Areas 1 through 6. Each area shall contain approximately the same number of residential stakeholders per the latest US Census data.

- A. AREA ONE – Starting where Paxton Street cross the city/county border. Southwest to Foothill Boulevard. Southeast along Foothill Boulevard to Pierce Street. Northeast along Pierce Street to Van Nuys Boulevard. East along Van Nuys Boulevard to the city/county line. West along the city/county line to Lopez Canyon Road. Follow the city/county line southwest back to the starting point.
- B. AREA TWO – Starting at Pierce Street and Foothill Boulevard, go northeast along Pierce Street to Van Nuys Boulevard, and then east along Van Nuys Boulevard and Terra Vista Way to Tierra Bella. Go southwest along Terra Bella to Fenton Avenue, and then southeast along Fenton Avenue. to Kagel Canyon. Go northeast along Kagel Canyon to Kismet Street and then southeast along Kismet Street to Sunburst Street. Go southwest along Sunburst Street to the 210 Freeway. Go northwest along the 210 Freeway to Kagel Canyon Road, and then southwest along Kagel Canyon Road to Gladstone Street. Go west along Foothill Boulevard back to the starting point.
- C. AREA THREE – Starting at Tierra Bella Avenue and Fenton Avenue, go northeast along Fenton Avenue to the County Line, and east along the County Line to north end of Orcas Street. Go south along Orcas Street to the northern border of the Hansen Dam Basin. Go east, counterclockwise along the eastern border of the Hansen Dam Basin to Wentworth Street; then west, and then SOUTHWEST along Wentworth Street. to Bromont Avenue. Go northwest along the Southern border of the Hansen Dam Golf Course to Montegue St. Go southwest along Montegue Street to Glenoaks Avenue. Go northwest along Glenoaks Avenue to Osborne Street. Go northeast along Osborne Street to Foothill Boulevard. Go East along Foothill Boulevard to the 210 Freeway. Go northwest along the 210 Freeway to Sunburst Street, and then northeast along Sunburst Street to Kismet Street. Go northwest along Kismet Street to Kagel Canyon, and then southwest along Kagel Canyon to Fenton Avenue. Go northwest along Fenton Avenue back to Terra Bella.

- D. AREA FOUR – Starting at the city limit near the north end of Orcas Street, follow the city limit northeast to the FTDNC border at Big Tujunga Road. Go southeast along Big Tujunga Road to Oro Vista (excluding all habitable areas north of Big Tujunga Wash in Riverwood Ranch as described in FTDNC boundaries). Go southwest across country to 210 Freeway at Wentworth Street. Go southeast along the 210 Freeway to the intersection with Green Verdugo Fire Road; then west across country to the intersection of Teazole Canyon Road and Sunland Boulevard. Go north on Sunland Boulevard to Johanna Avenue. Go northwest along Johanna Avenue to La Canada Way. Go west along La Canada Way to Wheatland Avenue, and then north along Wheatland Avenue to McBroom Street. Go west along McBroom Street to Clyborn Avenue, and then north to Wentworth Street. Go northeast along Wentworth Street to the Western border of the Hansen Dam Basin. Go north, counter-clockwise around the Hansen Dam Basin to Orcas Street so as to include all properties on Woldrich Street. Then go north along Orcas Street back to the starting point.
- E. AREA FIVE – Starting at the intersection of McBroom Street and Clyborn Avenue, go east along McBroom Street to Wheatland Avenue. Go south along Wheatland Avenue to La Canada Way, and then east along La Canada Way to Johanna Avenue. Go southeast along Johanna Avenue to Sunland Boulevard, and southwest along Sunland Boulevard to Teazole Canyon Road. Go southeast across country to the intersection of Green Verdugo Fire Road and the 210 Freeway. Go southwest across country passing south of Ormond Street and Sunland Park Drive until reaching Sunland Boulevard at the intersection of the Hansen Heights Flood Control Channel and Sunland Boulevard. Go north along Sunland Boulevard to a point halfway between Chivers Avenue. and Stonehurst Street. From there, go northwest passing south of Elinda Place and Stonehurst Recreation Center to the intersection of Sheldon Street and Wentworth Street. Go northeast along Wentworth Street to a point due north of Clyborn Avenue. Go south to the intersection of Clyborn Avenue and McBroom Street, and then southeast along McBroom Street back to the starting point
- F. AREA SIX – Starting where the Foothill Freeway crosses the city line. Go west and northwest along the Foothill Freeway to a point directly south of Oro Vista Road (in Sunland). Go west across country passing north of all properties on Elben Street, Del Arroyo Drive and Ledge Avenue, and along the border of the Sun Valley Neighborhood Council to the point where the FTDNC border intersects with the Hansen Heights Channel (storm drain). Go south behind the westward facing commercial properties on Sunland Blvd. to just north of the south facing properties of Vinedale Street. Go east behind (north of) the south facing properties on Vinedale Street to the ridgeline (a clear physical boundary) above Vinevalley Drive. Then go southeast along the ridgeline to the northeast (upper right) corner of the western half of Verdugo Mountain Park. Go counter-clockwise around the western half of the park, and then go east along the Los Angeles/Burbank border (cutting through the eastern half of the park) until the border turns due north. Go north along the city border to the 210 Freeway back to the starting point.

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

The Board of Directors (hereinafter “the Board”) shall be the Governing Body of the Council within the meaning of that term as set forth in the Plan.

Section 1: Composition – The Board shall consist of fifteen (15) Stakeholders elected, selected or appointed by the Board and/or Stakeholders. The composition of the Board shall be as follows:

- A. Area Representatives
 1. There shall be twelve (12) Area Representative Board Members. Two (2) representatives shall be elected from each of the six (6) areas.
 2. The Area Representatives shall be charged with representation of all Stakeholders within their respective areas.
 3. These Area Representatives shall be elected by stakeholders who live, work or own property within the boundaries of the entire FTDNC.
- B. At-Large Representatives
 1. There shall be two (2) At Large Board Member positions to be filled by any Stakeholder who lives, owns, or works within the entire FTDNC.
 2. At-Large Representatives shall be elected by Stakeholders who live, work or own property within the boundaries of the entire FTDNC.
- C. Community Interest Representative

1. This Board member seat may be filled by any person who is a stakeholder, and/or declares a stake in the neighborhood as a community interest stakeholder, defined as a person 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.
 2. The Community Interest Representative shall be elected by all stakeholders, including those who affirm their stakeholder status as Community Interest stakeholders.
- D. Ex-Officio Members - Up to five (5) Ex-Officio non-voting members shall be selected by a majority of the fifteen (15) elected Board members to represent the interests of various segments of the FTDNC community. Ex-Officio seats shall be flexible to represent the broad range of interests in the Council, such as, but not limited to: a representative from business, education or faith. In selecting Ex-Officio members, the Board shall solicit nominations from groups representative of the various segments and shall encourage groups in each segment to work together to nominate a consensus candidate. The Board shall select a representative(s) from among the various segments. Ex-Officio members of the Board shall not participate in, or attempt to influence, Board decisions after the close of public comment on that agenda item and while voting members of the Board are engaged in deliberations.

No single community Stakeholder group shall comprise a majority of the FTDNC’s Board unless extenuating circumstances are warranted and approved by the Department of Neighborhood Empowerment (“Department”).

Section 2: Quorum – A quorum shall be eight (8) members of the Board. No floating quorums are allowed.

Section 3: Official Actions – A simple majority vote by the Board members present, not including abstentions, at which there is a quorum shall be sufficient for the Board to take action unless otherwise specified in these Bylaws. An abstention is not considered a vote and is therefore, not counted in determining the result.

Section 4: Terms and Term Limits – All Board members shall serve a term of two (2), and no representative shall serve more than eight (8) consecutive years. During their term, each Board member must maintain the status upon which they were elected for membership, i.e., an Area Representative must remain a Stakeholder of that Area.

Section 5: Duties and Powers – The primary duties of the Board shall be to govern the Council and carry out its objectives. No individual member of the Board shall speak for the

Board, or otherwise publicly represent a Board position, unless authorized to do so by official action of the Board. The Board may, by official action, delegate to any individual the authority to present before any public body a standing Council position previously adopted by the Board, or a statement that the Council has had insufficient time to develop a position or recommendation on a matter before that body. Such authority may be revoked at any time by the Board.

Section 6: Vacancies – Any vacancy on the Board shall be filled by a stakeholder who satisfies the eligibility requirements for holding the open seat.

In the event that a seat remains vacant for more than 28 days, the eligibility requirements may be amended in the following manner:

1. An Area Representative seat may be filled as if it were an At-Large Representative.
2. If less than one-third (1/3) of the entire Board are Community Interest Representatives, an At-Large seat may be filled as if it were a Community Interest Representative.

Any stakeholder interested in filling the vacancy shall submit a written application to the Executive Board. The vacancy shall only be filled if an applicant is elected by two-thirds (2/3) vote of the Board, present and voting, at the General Board Meeting. The elected applicant's term shall be limited to the remainder of the term for the vacated seat.

Section 7: Absences – Unexcused absences at two (2) consecutive Board meetings or three (3) Board meetings in a calendar year constitute grounds for removal of a Board member. An excused absence will be left to the discretion of the President.

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 of Governing Board Members – 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 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 – A Board member may resign in writing to the President or Recording Secretary.

Section 11: Community Outreach – The Board shall establish a system of outreach to find and obtain nominees for subsequent elections to the Board. The Board may choose to design such a system through the committee process. The purpose of this outreach is to put forth reasonable effort to inform and give Stakeholders desiring to participate on the Board an opportunity to become a Board member, in compliance with the Department's election procedures and the Plan.

ARTICLE VI OFFICERS

Section 1: Officers of the Board - The officers of the Board (“Officers”) shall include the following positions which altogether comprise the Executive Committee: President (as chair), Vice-President for Administration, Vice-President for Communication and Outreach, Treasurer, Recording Secretary, Corresponding Secretary, and Parliamentarian.

Section 2: Duties and Powers – The duties of Officers are as follows and also include such additional duties as may be adopted by official actions of the Board:

- A. The President shall prepare all Executive Board meeting agendas and General Board meetings agendas after consultation with, and majority vote of, the Executive Board; preside at all meetings of the Board and Executive Board; be responsible for the posting, or delegate the posting, of the General and Executive Board meeting agendas; represent the interests of the Council before the City Council and City departments, boards, and commissions, or delegate such representation as warranted; serve as spokesperson for the Council in the press and before the public as directed by the Board, or delegate such a function as warranted; be a signatory for the expenditure of funds.
- B. The Vice President for Administration shall chair the Rules and Elections Committee; serve as President in the absence of the President; be responsible for the operational and logistical needs of Board members and Council Committees; manage, or delegate the management of, any individual or service under the employ of the FTDNC; be a signatory for the expenditure of funds in the absence of the President; and manage the office.
- C. The Vice President for Communication and Outreach shall chair the Outreach Committee; manage communication networks, including the FTDNC’s website and social media pages; routinely inform the public of Council activities; actively solicit interest and participation in Council activities.
- D. The Treasurer shall chair the Budget and Finance Committee; have charge, custody and responsibility for all funds of the Council; be a signatory for the expenditure of funds; perform all duties incident to the office of Treasurer and such other duties as may be assigned by the Board.
- E. The Recording Secretary shall be responsible for recording the minutes of each General, Special and Executive Board meeting; keep a current roster of active Board members; maintain and archive these records; make the record of each meeting available to the public by suitable means. The Recording Secretary may delegate a person to take minutes at a meeting if the Secretary’s attention will be needed on a matter before the Board.
- F. The Corresponding Secretary shall be responsible for maintaining the contact lists of FTDNC Board members, committees and committee members; maintain a current roster of active Stakeholders; responsible for writing letters at the

direction of the Board and in consultation with the President; responsible for other correspondence duties at the direction of the Chairperson, including but not limited to correspondence with other Los Angeles Neighborhood Councils and the various Los Angeles City Government agencies.

- G. The Parliamentarian shall be responsible for monitoring the progression of the General and Executive Board meetings; advise the Board on parliamentary procedures and Rules of Order; advise the speakers on time limits during presentations; and maintain order at General and Executive Board meetings using all legal methods available.

Section 3: Selection of Officers – The Board shall elect the Officers of the Board from among its elected and/or appointed members. Officers shall be elected annually. Upon the resignation and/or removal of any Officer, the Board may elect (as per the Department’s requirements) a qualified successor at the next General meeting of the FTDNC. Unless it is the Treasurer seat, the President shall assume the duties of the vacated Officer seat until a successor is elected.

In even number years, when the Council elections are conducted by the City, the election of Officers, including President, VP for Administration, VP for Communications and Outreach, Treasurer, Recording Secretary, Corresponding Secretary, and Parliamentarian shall be elected from and among the Board members at the first General meeting following the certification of the election results.

In odd number years, when the City does not conduct Council elections, new Officers shall be selected from among the Board Members on the anniversary month at the General Meeting of the last previous officer selection.

Section 4: Officer Terms – Officers shall serve one (1) year terms. Officers shall serve at the pleasure of the Board and may be removed by a two-thirds (2/3) vote of the entire Board after consultation with the Department and the giving of fifteen (15) days’ notice containing the reason for the removal prior to the Board vote. Notice shall be given by any method reasonably calculated to provide actual service. The Officer may be heard orally or in writing during the General Meeting before the Board vote and may request that a Department representative be present at that time before such vote is taken.

ARTICLE VII COMMITTEES AND THEIR DUTIES

The FTDNC Board shall create a system for the election, selection, or appointment of Stakeholders to committees, sub-committees, and/or ad hoc committees, as the need arises. The Recording Secretary shall note the creation or disbanding of any committees in the General Board meeting minutes

Section 1: Standing Committees – All rules and regulations about the committees and their duties will be found in the Standing Rules of the FTDNC.

Section 2: Ad Hoc Committees – All rules and regulations about the committees and

their duties will be found in the Standing Rules of the FTDNC.

Section 3: Committee Creation and Authorization – All rules and regulations about the committees and their duties will be found in the Standing Rules of the FTDNC.

ARTICLE VIII MEETINGS

All meetings of the Board and committees of the Council shall be conducted according to the applicable provisions of the Ralph M. Brown Act and the Neighborhood Council Agenda Posting Policy. The FTDNC will at all times comply with the law; and then, if not inconsistent with the law, the bylaws; and then, if not inconsistent with the law, any applicable Standing Rules.

Section 1: Meeting Time and Place – Meetings shall be held at the principal office of the FTDNC unless otherwise provided by the Board or at such place within the FTDNC boundaries, which has been designated from time to time by resolution of the Board of Directors.

Section 2: Agenda Setting – The President shall prepare General Board meeting agendas after consultation with, and a majority vote of, the Executive Board.

Section 3: Notifications/Postings – Notice of all meetings shall be given in accordance with the Brown Act and applicable Department posting policies, including the Neighborhood Council Agenda Posting Policy.

Section 4: Reconsideration – The Board may reconsider and amend its action on items 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 for Reconsideration and, if approved, (2) hear the matter and take an action. If the Motion to Reconsider an action is scheduled for the next 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 reconsider be approved. Only a Board Member who voted on the prevailing side of the original action taken can make a Motion for Reconsideration. 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 regular meeting. The aforesaid shall all be in compliance with the Brown Act.

ARTICLE IX FINANCES

A. The Treasurer shall establish and oversee a system of bookkeeping and accounting for the Council in compliance with Generally Accepted Accounting Principles and conforming to all applicable local, state and federal laws. The Treasurer may request authorization from the Board to retain a financial professional to assist in creating a bookkeeping and annual accounting system. The Treasurer may also request the assistance of the Department when implementing the same. The Treasurer, however,

shall be ultimately responsible for the maintenance of the system of bookkeeping and accounting, and for the protection of all Council assets.

B. All receipts, disbursements, funds handling, accounting, and financial reporting for the Council shall comply with Department requirements.

C. The Council Treasurer shall oversee and be charged with the full custody and control of all Council funds and assets. The Council's financial statements, books and accounts shall be open for inspection and copying by any member of the public upon a written request to the Board. The FTDNC shall comply with the Public Records Act.

D. The Treasurer shall make a written report to the Board on the Council's finances at every regular meeting of the Board and at such other times as the Board may request.

E. The Treasurer shall prepare and file all documents and returns required by the City of Los Angeles and shall make the Council's financial records available for review by any authorized agency of the City of Los Angeles. The Treasurer shall be responsible for preparing or coordinating preparation of a financial statement for the Department quarterly report. The Treasurer shall also coordinate and cooperate with the Department on establishing a process and/or system by which the Council's finances and book of accounts can be reviewed by the Department pursuant to the Plan.

G. The FTDNC agrees to comply with all financial accountability requirements specified by City Ordinance 174006, and in the Plan, and as stated in the City's Certification Application. The FTDNC further agrees to comply with all financial reporting requirements prescribed by the Department.

ARTICLE X ELECTIONS

Section 1: Administration of Election – The Council's election will be conducted pursuant to any and all City ordinances, policies and procedures pertaining to 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 verify their Stakeholder status through written self-affirmation.

Section 5: Restrictions on Candidates Running for Multiple Seats – A candidate shall declare their candidacy for no more than one (1) position on the Neighborhood Council Board during a single election cycle.

Section 6: Other Election Related Language – Not applicable.

ARTICLE XI GRIEVANCE PROCESS

Any grievance by a Stakeholder must be submitted in writing to the Recording Secretary of the Board. Within five (5) business days of receipt, the Recording Secretary shall refer the matter to an ad hoc grievance committee comprised of three (3) Stakeholders randomly selected by the Recording Secretary from a list of Stakeholders who have previously expressed interest in serving on such a committee. Within five (5) business days, the Recording Secretary will coordinate a time and a place for the committee to meet with the person(s) submitting the grievance, to discuss ways in which the dispute may be resolved. Within fifteen (15) business days of the committee meeting with the person(s) submitting the grievance, a written report shall be prepared by the committee and forwarded to the Recording Secretary, outlining the committee's collective recommendations for resolving the grievance. The Recording Secretary shall schedule the item to be heard at the next regular meeting of the Board. The Board may receive a copy of the committee's report and recommendations prior to the Board meeting, but the matter shall not be discussed among the Board members until the matter is heard at a meeting of the Board pursuant to the Brown Act. 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, e.g., Board failure to comply with Board Rules or these Bylaws, or failure to comply with the City's Charter, the Plan, local ordinances, and/or State and federal law. In the event a grievance cannot be resolved through this grievance process, the matter may be referred to the Department for consideration or dispute resolution in accordance with the Plan. The Neighborhood Council grievance review process will be conducted pursuant to any and all City ordinances, policies and procedures pertaining to Neighborhood Council grievances.

ARTICLE XII PARLIAMENTARY AUTHORITY

The Council shall use the Rosenberg's Rules of Order when conducting Council meetings.

Additional rules and/or policies and procedures regarding the conduct of the Board meetings may be developed and adopted by the Board.

ARTICLE XIII AMENDMENTS

The Board or any Stakeholder(s) may propose amendments, changes, additions or deletions to these Bylaws by attending the Executive Board Meeting and submitting their request in writing to each of the Executive Board Members. The proposed amendment shall be placed on the next General Board Meeting agenda for public discussion and Board vote. A recommendation for amendment or adjustment of these Bylaws must be

approved by a two-third(s) vote of the entire Board. Thereafter, and within fourteen (14) days after a vote recommending adjustment or amendment to the Bylaws, a Bylaws Amendment Application shall be submitted to the Department according to the Department application process. No amendment is effective until approved by the Department as provided in the Plan.

ARTICLE XIV COMPLIANCE

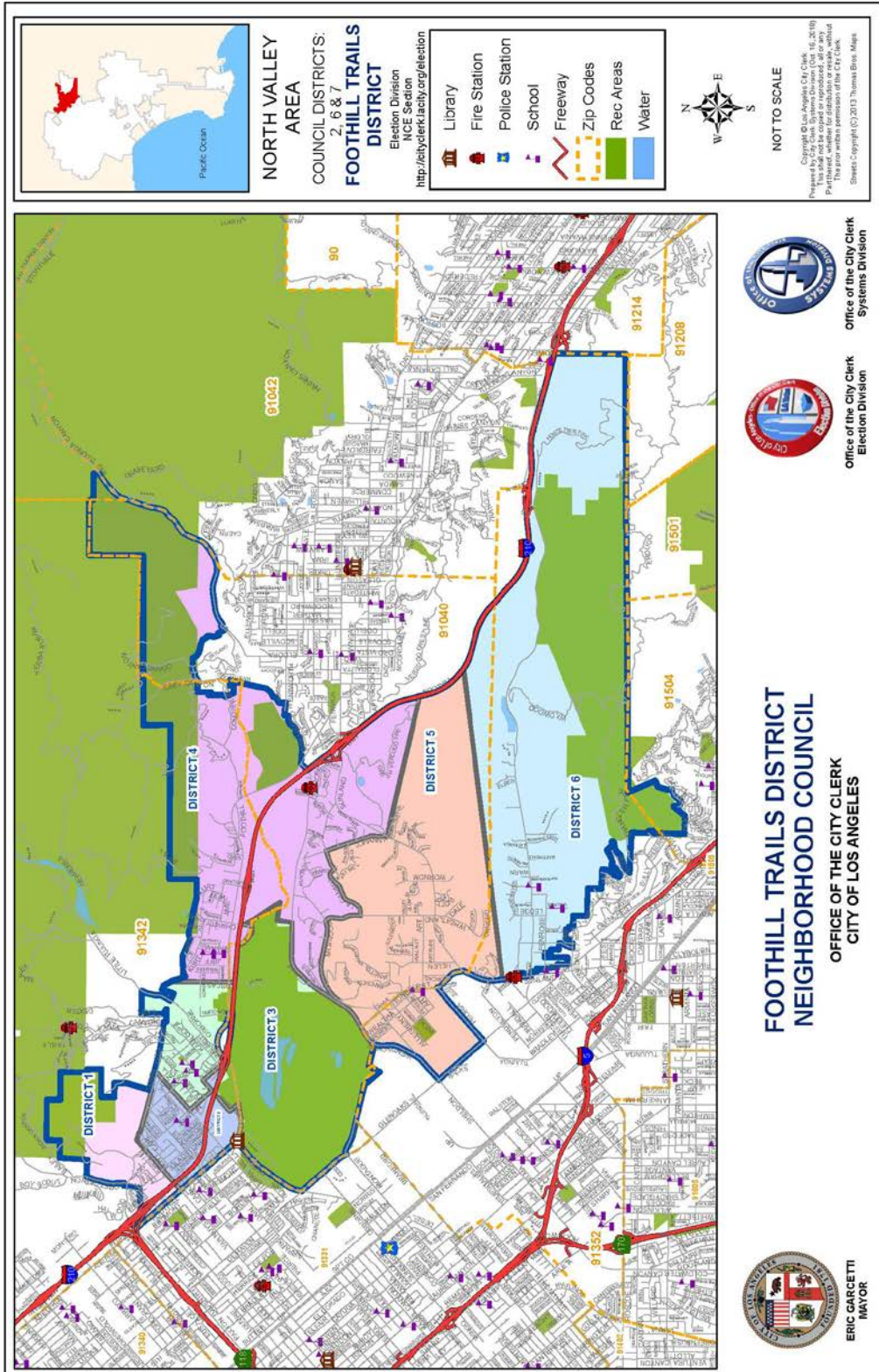
The FTDNC shall be subject to any or all applicable section of the City of Los Angeles Governmental Ethics Ordinance (*Los Angeles Municipal Code Section 49.5.1*). All applicable laws of local, state, and federal government shall be the minimum ethical standard for the FTDNC, its Board of Directors, and Stakeholders.

Section 1: Code of Civility – The Council, its representatives and all Stakeholders will endeavor to conduct Council business in a professional and respectful manner. Board members will abide by the Commission’s Neighborhood Council Board Member Code of Conduct Policy.

Section 2: Training – All Board members must take the Brown Act, Conflicts of Interest, Ethics Training and all other trainings mandated by the Department within ninety (90) days of certification of the election results. All Officers of the FTDNC shall take the Funding Training before the next General Meeting after election of the officers. Any Board member or Officer that has not fulfilled the required training must suspend their voting privileges until the requirement is completed. All board members must take ethics and funding training prior to making motions and voting on funding related matters.

Section 3: Self-Assessment – All rules and regulations about Council Self-Assessment will be found in the Standing Rules of the FTDNC.

ATTACHMENT A – Map of Foothill Trails District Neighborhood Council



ATTACHMENT B – Governing Board Structure and Voting

Foothill Trails District Neighborhood Council – 15 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	2	Elected	A stakeholder, who lives, works or owns property within the boundaries of FTDNC and is at least 18 years old.	A stakeholder, who lives, works or owns property within the boundaries of FTDNC and is at least 16 years old.
Area 1 Representatives Term: 2 years	2	Elected	A stakeholder who lives, works or owns property within the area s/he wishes to represent and is at least 18 years old.	A stakeholder, who lives, works or owns property within the boundaries of FTDNC and is at least 16 years old.
Area 2 Representatives Term: 2 years	2	Elected	A stakeholder who lives, works or owns property within the area s/he wishes to represent and is at least 18 years old.	A stakeholder, who lives, works or owns property within the boundaries of FTDNC and is at least 16 years old.
Area 3 Representatives Term: 2 years	2	Elected	A stakeholder who lives, works or owns property within the area s/he wishes to represent and is at least 18 years old.	A stakeholder, who lives, works or owns property within the boundaries of FTDNC and is at least 16 years old.
Area 4 Representatives Term: 2 years	2	Elected	A stakeholder who lives, works or owns property within the area s/he wishes to represent and is at least 18 years old.	A stakeholder, who lives, works or owns property within the boundaries of FTDNC and is at least 16 years old.
Area 5 Representatives Term: 2 years	2	Elected	A stakeholder who lives, works or owns property within the area s/he wishes to represent and is at least 18 years old.	A stakeholder, who lives, works or owns property within the boundaries of FTDNC and is at least 16 years old.
Area 6 Representatives Term: 2 years	2	Elected	A stakeholder who lives, works or owns property within the area s/he wishes to represent and is at least 18 years old.	A stakeholder, who lives, works or owns property within the boundaries of FTDNC and is at least 16 years old.
Community Interest Representative Term: 2 years	1	Elected	A stakeholder, who lives, works or owns property within the boundaries of FTDNC; or is a community interest stakeholder. and is at least 18 years old.	All stakeholders, including those who affirm their stakeholder status as Community Interest stakeholders and are at least 16 years old.