

**EMPOWERMENT CONGRESS WEST AREA NEIGHBORHOOD
DEVELOPMENT COUNCIL (ECWANDC)
BYLAWS**

**Revised by ECWANDC and
Approved by the Department of
Neighborhood Empowerment
July 1, 2022**

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**ARTICLE I
NAME**

The Name of this organization shall be **Empowerment Congress West Area Neighborhood Development Council (ECWANDC)**. The ECWANDC grew out of the “Campaign for a New Eighth District” initiated by Councilman Mark Ridley-Thomas on January 23, 1992, to enhance the quality of life for residents. Starting in 2002, the ECWANDC is now part of a citywide system of neighborhood councils established under Article IX of the Los Angeles City Charter to promote more citizen participation in government and make government more responsive to local needs.

**ARTICLE II
PURPOSE AND MISSION**

ECWANDC is a vehicle for individuals/stakeholders to shape the policies and decisions which affect their lives. The mission of the ECWANDC is to continuously improve the quality of life for stakeholders and ensure a safe, healthy and economically sustainable community. The neighborhood council is dedicated to:

- a. Working with stakeholders and City officials to identify community concerns, develop solutions and advocate for the necessary resources and/or public policies to meet the needs of the community.
- b. Promoting and increasing civic engagement and community participation in government through the timely access to information, decision making and opportunities for leadership;
- c. Making government more responsive to the needs of the community and facilitating the delivery of City services and City government responses to ECWANDC’s issues and request for assistance
- d. Fostering a sense of community and supporting dialog, interaction and cooperation among the diverse socio-economic and ethnic stakeholders that make up the community
- e. Collaborating with other communities and neighborhood councils on common issues and concerns.

**ARTICLE III
BOUNDARIES**

Section 1: Geographic Boundaries

The geographic boundaries are as follows:

Northern Boundary

Jefferson Blvd at Culver City Boundary east to Obama Blvd.; Obama Blvd east to Chesapeake; on Southside Chesapeake south to Coliseum; Coliseum east to Crenshaw; Crenshaw North to Obama Blvd. Obama Blvd east to Arlington Ave.

Southern Boundary

Vernon Ave. (Northside of street) west to the City border; the City border north to Stocker Street; Stocker Street west to La Brea (Northside); the city border west at La Brea to Jefferson Blvd.

Western Boundary

Culver City Eastern Border, at Jefferson Blvd. to La Brea

Eastern Boundary

Arlington (Westside of Street) between Obama Blvd and Vernon Ave.

Section 2: Area Boundaries

ECWANDC shall be divided into a three sub-regions or areas to ensure broad representation and participation from the various neighborhoods as follows:

Area 1: the communities as bordered by La Brea on the west, Crenshaw on the east, Coliseum on the north to Chesapeake and Obama Blvd, Santo Tomas to the South.

Area 2: the communities as bordered by Jefferson Blvd at the Culver City line on the west, La Brea and Santo Tomas on the east, Stocker to the south.

Area 3: the communities as bordered by Crenshaw (from Stocker Street to Obama Blvd) and the City border (from Stocker Street to Vernon) on the west, Arlington on the east, Obama Blvd on the north and Vernon Ave. on the south.

ARTICLE IV STAKEHOLDER

Section 1: Definition and Eligibility

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 ECWANDC 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 ECWANDC Neighborhood Council.

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

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

ARTICLE V GOVERNING BOARD

Section 1: Composition

Each candidate for membership on the Board of ECWANDC shall be a stakeholder at the time of their nomination for election to the Board. Each Board member must maintain stakeholder status throughout the duration of his/her term of office. Failure to do so will result in the forfeiture of his/her seat.

The Board will consist of fifteen (15) elected and appointed members.

a. Elected Positions

1. Chairperson
2. Co-Chairperson
3. Two (2) - Area Representatives per area for a total of six (6) area representatives

A stakeholder is eligible to hold the area representative seat for the geographic area in which he/she holds stakeholder status.

b. Appointed Positions

1. Four (4) At-Large Representatives
2. Secretary

3. Treasurer
 4. Media Coordinator
- c. ECWANDC shall strive for stakeholder diversity when selecting its Board. The at-large positions shall be used to encourage broad stakeholder representation, including but not limited to the following priority criteria if not reflected in the elected positions:
1. **Youth representative**: any stakeholder between the age 14-17 at the time of the election or appointment.
 2. **Small Business**: any business owner or employee of a business within the boundaries with less than 10 employee
 3. **Ethnic diversity**: representing the various ethnic and racial populations within the area
 4. **Community Service Organization**: any stakeholder who is an employee or board member of a community based 501 c3 non-profit organization that provides services within the ECWANDC boundaries
 5. **Faith Based Organization**: any stakeholder who is an affirmed member of a faith-based organization in the ECWANDC boundaries
 6. **Public school**: any stakeholder who is an employee or parent representative of a school within the ECWANDC boundaries
- d. At no time, however, shall a single stakeholder group comprise a majority of the Board unless extenuating circumstances exist and are approved by the City of Los Angeles Department of Neighborhood Empowerment (DONE).

Section 2: Quorum

Eight (8) members of the Board shall constitute a quorum.

Section 3: Official Action

A quorum must be present in order to take official action on a matter. No proxy voting allowed. Unless otherwise stated in these by laws, the board shall take official action by a simple majority of those present and voting, not including abstentions.

Section 4: Terms and Term Limits

- a. Board terms shall be two (2) years unless the individual is filling a vacancy as outlined in Section 9 of this article.
- b. All incumbents shall remain in office pending the outcome of the bi-annual elections.
- c. In accordance with Los Angeles City policy, there shall be no term limits placed on the term of office.

Section 5: Duties and Powers

The Board shall be established through an area wide election and board appointments to serve as the Governing Body. The Board shall guide and coordinate the achievement of the goals, objectives and activities of the Neighborhood Council. The work of the Board shall include:

- a. Establish rules for its proceedings and operation
- b. Convene no less than 10 board meetings annually
- c. Convene no less than 10 general meetings annually
- d. Communicate the issues, position and recommendations of the community to the city council and other officials
- e. Maintain an accurate record of all meetings, proceedings, correspondence and report of expenditures

- f. Ensure compliance with city policy, Public Records Act, Brown Act and all other appropriate regulations in the conduct of business
- g. Develop and oversee the expenditure of funding against an annual budget in accordance with city guidelines and general accounting standards
- h. Conduct outreach activities to generate community participation in the council and other city decision making processes
- i. Establish standing and ad-hoc committees as deemed necessary

All Board Members: Within a 12 month period, membership on the board shall require attendance at and participation in all board and general meetings and on at least one standing or ad hoc committee. Board members shall:

- Monitor issues within the Neighborhood Council boundaries
- Participate in at least two (2) council supported or sponsored events and activities
- Attend other scheduled community and planning meetings
- Actively support outreach and the promotion of community participation and engagement
- Fulfill the fiduciary duties and responsibilities of the neighborhood council as defined by all appropriate regulations and city guidelines.

In addition to the duties listed above,

a. **Area Representatives**

- Identify and monitoring issues within their respective area within the Neighborhood Council boundaries
- Post notices at the specified postings
- Serve as the liaison to and for stakeholder groups and/or organizations in their respective geographic area

b. **At-Large Representatives**

- Identify and monitoring issues within their respective area within the Neighborhood Development Council boundaries
- Post notices at the specified postings
- Serve as the liaison to and for stakeholder groups and/or organizations within the Neighborhood Council boundaries

c. **Media Coordinator**

- Maintains all social media accounts of ECWANDC
- Designs social media posts that sustain stakeholder engagement
- Stays up to date with all social media platforms
- Trains other board members to use social media
- Develops a posting schedule for all neighborhood council meetings and events
- Assists with posting on ECWANDC website

Participation in the Neighborhood Council is entirely voluntary. No Board Member, Officer, Committee Member, or Stakeholder shall be compensated for their time unless the compensation is for reimbursement of expenses or services approved by the Board.

Section 6: Vacancies

Any vacancy may be filled by majority vote of a quorum of the Board. Any person appointed to fill a vacancy

shall serve for the remainder of the unexpired term. If a Board seat is vacated less than 90 days before an election or selection, the board shall not be required, but may so at its discretion, fill the vacancy.

Section 7: Absences

Unexcused Absences. A Board Member shall be permitted a maximum of three (3) unexcused absences at regularly scheduled board and/or general meetings per Council Year (July 1 through June 30)

An unexcused absence is the failure to provide written, email, or telephonic notice to the board, chair or Secretary forty-eight (48) hours prior to the start of the meeting, except in an emergency.

An unexcused absence is counted against the board member. The Board shall provide written notice to the board Member who reaches three unexcused absences stating that the next absence can result in the removal of the board member. Written notice can be by email or by first class registered mail to the Board Member's last known address.

Upon occurrence of the fourth unexcused absence, the board member can be removed from the Council in accordance with the procedure outlined in Section 9.

Excused Absences. A Board member shall be permitted a maximum of three (3) excused absences at regularly scheduled board and/or general meetings per "Council Year" (July 1 through June 30). Upon the fourth excused absence, the board member can be removed from the 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.

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 censure 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 must submit a written notice of resignation to the Executive Committee, and 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 Board for discussion and action at a Board meeting. Removal of the Board member requires a majority of the attending board members.

Section 11: Community Outreach:

The Council shall direct that a system of outreach be instituted to inform Stakeholders as to the existence and activities of the Council, including its Board elections, to find future leaders of the Council, and to encourage all Stakeholders to seek leadership positions within the Council.

The Council shall have a standing Outreach Committee, which will report its activities and recommendations to the Board monthly at the regular Council meetings.

The Council shall maintain a website presence to disseminate information to Council Stakeholders and others interested in the Council.

In addition, the Board shall create a marketing plan to solicit participation from Stakeholders. The plan may include, for example, the creation of flyers, postcards, pamphlets and other related materials. It may also include email blasts to local organizations as determined by the Board.

Outreach should also be undertaken at public events and should be coordinated with other Neighborhood Councils when appropriate.

**Article VI
OFFICERS**

Section 1: Officers of the Board

The officers of the Board shall include the following positions which all together comprise the Executive Committee: Chair, Co-Chair, Secretary, and Treasurer.

Section 2: Duties and Powers

The duties of the Officers are as follows:

- a. **Chair:** The Chair shall:
 - prepare the agenda in conjunction with the Executive Committee, preside over all board general, and Executive Board meetings
 - appoint committees and committee chairs with the approval of a majority vote of the Board
 - represent the Council before other agencies and organizations as directed by the board or by a majority vote of the Executive Committee in the absence of a board meeting
 - sign official documents when the signature by a board official is required
 - act as the official representative of the ECWANDC on official public and ceremonial occasions
 - and lead delegations to citywide neighborhood council conventions and other events where representatives of the ECWANDC are required to be present.
- b. **Co-Chair:** The Co-Chair shall perform the duties of the Chair in his/her absence and any other duties as directed by the Chair. Record the board, general and Executive Board meetings in the absence of the Secretary
- c. **Secretary:** The Secretary shall, in conjunction with the Executive Committee,

- Record and maintain a full and true record of minutes of all proceedings of the Board, General and Executive Committee meetings
 - Prepare any and all amendments to the bylaws and standing rules
 - Prepare and transmit the official correspondence of the Council
 - Prepare and distribute the agenda for all proceedings of the board
 - communicate with the public including, but not limited to the distribution of meeting notices and posting appropriate documents on the website
- d. **Treasurer:** The Treasurer shall be responsible for:
- Custody and control of the fiscal recordkeeping for the council funds and assets
 - Establishing and maintaining a system of bookkeeping and accounting for the Council as prescribed by DONE and in accordance with Generally Accepted Accounting Principles (GAAP) and conforms to all applicable Local, State, or Federal laws
 - Being a required signatory on all funding matters
 - Establishing a system of accounting and distribution of petty cash
 - Communication with the city accounting services, vendors and recipients of community improvement or event funding
 - Preparing and submission of all demand warrants to the city along with required documentation
 - Purchasing and control of a credit card issued by the city
 - Reconciliation of all expenditures against the approved annual budget and city fiscal records
 - Satisfactory compliance with city quarterly auditing requirements

The Treasurer shall make a report on the finances at every board meeting. Applicants/candidates for the position of Treasurer must have professional experience in accounting or bookkeeping and knowledgeable of standard accounting principles.

Section 3: Selection of Officers:

Officer positions are elected during the elections of the Council.

Section 4: Officer Terms:

The Officers shall serve two (2) year terms and serve at the pleasure of the Board. They may stand for reelection every two (2) years.

**Article VII
COMMITTEES AND THEIR DUTIES**

All Standing and Ad Hoc Committees shall be established by the Board. Suggestions for committees may come from Stakeholders or from members of the Board, and all such suggestions shall be voted upon by the Board.

Section 1: Standing Committees

All Standing Committees shall function consistent with the guidelines of the Brown Act. Standing Committees shall not be comprised of a majority of Board Members. A minimum of one board member must serve on each standing committee. Committee membership and the committee chair are not limited to Board membership. All stakeholders are eligible to serve on one or more standing committees and serve as a chair. The Chair of the standing committee confirmed by a majority vote of the board. Unless approved by the Board, no Board member shall serve as chair for more than one standing committee at a time. The standing committees and their respective responsibilities include but are not limited to the following:

- a. **Executive Committee:** shall be composed of the four officers - Chair, Co-Chair, Treasurer, and Secretary. The duties shall include, but are not limited to, overseeing and carrying out the day-to-day activities of the Council.
- b. **Outreach Committee:**
 - Prepares annual budget for community outreach activities
 - Develops an annual plan for the participation and engagement of stakeholders in the NC
 - Creates and maintains a calendar for outreach events
 - Coordinates participation and NC promotion in community events and activities
 - Develops and distributes outreach materials
- c. **Planning, Land Use and Beautification Committee:**
 - Oversight and monitoring all land use proposals and policy changes within the NC boundaries
 - Communication and coordination with appropriate city agencies and stakeholders responsible for or engaged in land use, economic and community development, community beautification and nuisance abatement
- d. **Finance Committee:**
 - Development of an annual budget for approval by the board
 - Monitoring the board's financial status and expenditures
 - Screening and reviewing all funding requests for eligibility and appropriateness
 - Development and compliance with NC funding guidelines and all city, state and federal financial reporting requirements
- e. **Safety Committee:**
 - Monitoring, promoting and advocating for all public safety issues and concerns
 - Liaison to local law enforcement, schools, recreation and parks and local businesses on matters of public.

Section 2: Ad-hoc Committees

Ad-Hoc committees may be established by a majority vote of the board on an as needed basis. Ad hoc committees shall be agendized and noticed in keeping with the Brown Act. A minimum of one board member must serve on each Ad-hoc committee.

Section 3: Committee Creation and Authorization: *Intentionally Left Blank*

**Article VIII
MEETINGS**

All meetings, as defined by the Ralph M. Brown Act (*California Government Code Section 54950.5 et seq.*) shall be noticed and conducted in accordance with the Act and all other applicable laws and governmental policy.

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 each calendar year.

- a. **Regular Meetings:** Regular Council meetings shall be held at a regularly scheduled time and location as determined by a majority vote of the board. The meeting schedule shall be fixed and not less than ten times per calendar year for both Board and General meetings. Meetings shall be opened to the public.
- b. **Special Meetings:** Special Board meetings may be called at any time by the Chair or by a majority of the board members.

Section 2: Agenda Setting

The Executive Committee shall set the agenda for each Board and General meeting.

Section 3: Notifications/Postings

Notice of a regular meeting shall be a minimum of three (3) days (72 hours) in advance of the meeting and at least one (1) day (24 hours) in advance of a special meeting. At a minimum, meeting notices shall be posted in compliance with the Ralph M. Brown Act and in compliance with City of Los Angeles Neighborhood Council posting policy. An updated listing of the Neighborhood Council’s physical posting locations shall be kept on file with the Neighborhood Council. Regular and Special meeting agendas shall also be emailed to the Department.

Section 4: Reconsideration

The board may reconsider and amend its actions through a Motion for Reconsideration process defined in its standing rules.

**Article IX
FINANCES**

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

**Article X
ELECTIONS**

Section 1: Administration of Election

Elections are held every odd year for the positions of Chair, Co-chair, and Area Representatives in accordance the election procedures as approved by the city of Los Angeles.

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

Voting stakeholders shall provide acceptable documentation to establish stakeholder status

Section 5: Restrictions on Candidates Running for Multiple Seats

A stakeholder may only run for one area, office or category at a time.

Section 6: Other Election Related Language

- a. Individuals may nominate themselves or be nominated by another stakeholder within the Neighborhood Development Council.
- b. Each candidate is given time to address the stakeholders at a prearranged meeting. Candidates who cannot attend the meeting must communicate, in writing, their intention to serve if elected.
- c. An Ad Hoc Nomination committee will be established for the purpose of notifying and identifying perspective candidates of upcoming election.
- d. All newly elected members of the Board will not be seated pending the certification and final results of a recount or an election challenge. The incumbent members of the Board will continue in their duly elected/appointed positions until any election challenge is resolved.

Section 7: At-Large, Social Media Coordinator, Treasurer and Secretary Appointments

- a. The four (4) At-large, Social Media Coordinator, Treasurer and Secretary positions will be filled by a majority vote of the quorum at the July meeting every even-numbered year and every two years thereafter to provide for staggered terms.
- b. A board member will be appointed for the purpose of notifying and identifying prospective candidates of the upcoming appointments establishing an application process and screening all candidates for eligibility.
- c. A slate of candidates shall be presented to the board. Each nominee/applicant will have an opportunity to address the board prior to the vote. Any tie will be resolved through a coin toss.

**Article XI
GRIEVANCE PROCESS**

Section 1: Eligibility to Grieve

The Neighborhood Council grievance review process will be conducted pursuant to any and all City ordinances, policies and procedures pertaining to Neighborhood Council grievances.

This grievance process is intended to address matters involving procedural disputes, e.g., the Board's failure to comply with Board Rules and/or these Bylaws, or its failure to comply with the City's Charter, the Plan, local ordinances, and/or state and federal law. This 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. Board members are not permitted to file a grievance against another Board member or against the Council.

Section 2: Grievance Procedure

A Stakeholder may file a grievance with the Board at any time. Any grievance by a Stakeholder must be submitted in writing to the Board who shall cause the matter to be placed on the agenda for the next regular Board meeting.

At that meeting, the Board shall refer the matter to an Ad Hoc Grievance Committee comprised of three (3) Stakeholders randomly selected by the Board from a list of Stakeholders who have previously expressed an

interest in serving on such a committee.

Within two (2) weeks of the panel's, the Board will coordinate a time and a place for the panel to meet with the person(s) submitting the grievance to discuss ways in which the dispute may be resolved. Best efforts should be made to ensure the Stakeholder(s) submitting the grievance is available to meet with the Ad Hoc Grievance Committee.

Within two (2) weeks after the meeting, the Ad Hoc Grievance Committee shall prepare a written report to be forwarded to the Corresponding Secretary outlining the Panel's recommendations for resolving the grievance. Once the Corresponding Secretary is in receipt of the report, they will put the report on the agenda for discussion and action at the next Board meeting. The Stakeholder(s) filing the grievance has the right to review the report prior to this meeting and to address the Board prior to any action. Final resolution of the complaint shall be by a majority vote of the Board.

Article XII PARLIAMENTARY PROCEDURE

The Board shall use the Council rules of order when conducting Council meetings as set forth in its standing rules.

Article XIII AMENDMENTS

Board member or Stakeholder may propose an amend to these Bylaws. The Board shall forward all proposals to the Bylaws Committee to review and provide recommendations to the Board.

ARTICLE XIV COMPLIANCE

The Board, its representatives, and all Stakeholders shall comply with these Bylaws and with any additional Standing Rules or Procedures as may be adopted by the Board as well as all local, county, state and federal laws, including, without limitation, the Plan for Citywide System of Government (hereinafter referred to as "the Plan"), the City Code of Conduct, the City Governmental Ethics Ordinance (*Los Angeles Municipal code Section 49.5.1*), the Brown Act (*California Government Code Section 54950.5 et seq.*), the Public Records Act, the American Disabilities Act, and all laws and governmental policies pertaining to Conflicts of Interest.

Section 1 Code of Civility

Board Members shall abide by a Code of Civility to ensure that business is conducted in a professional, respectful and courteous manner.

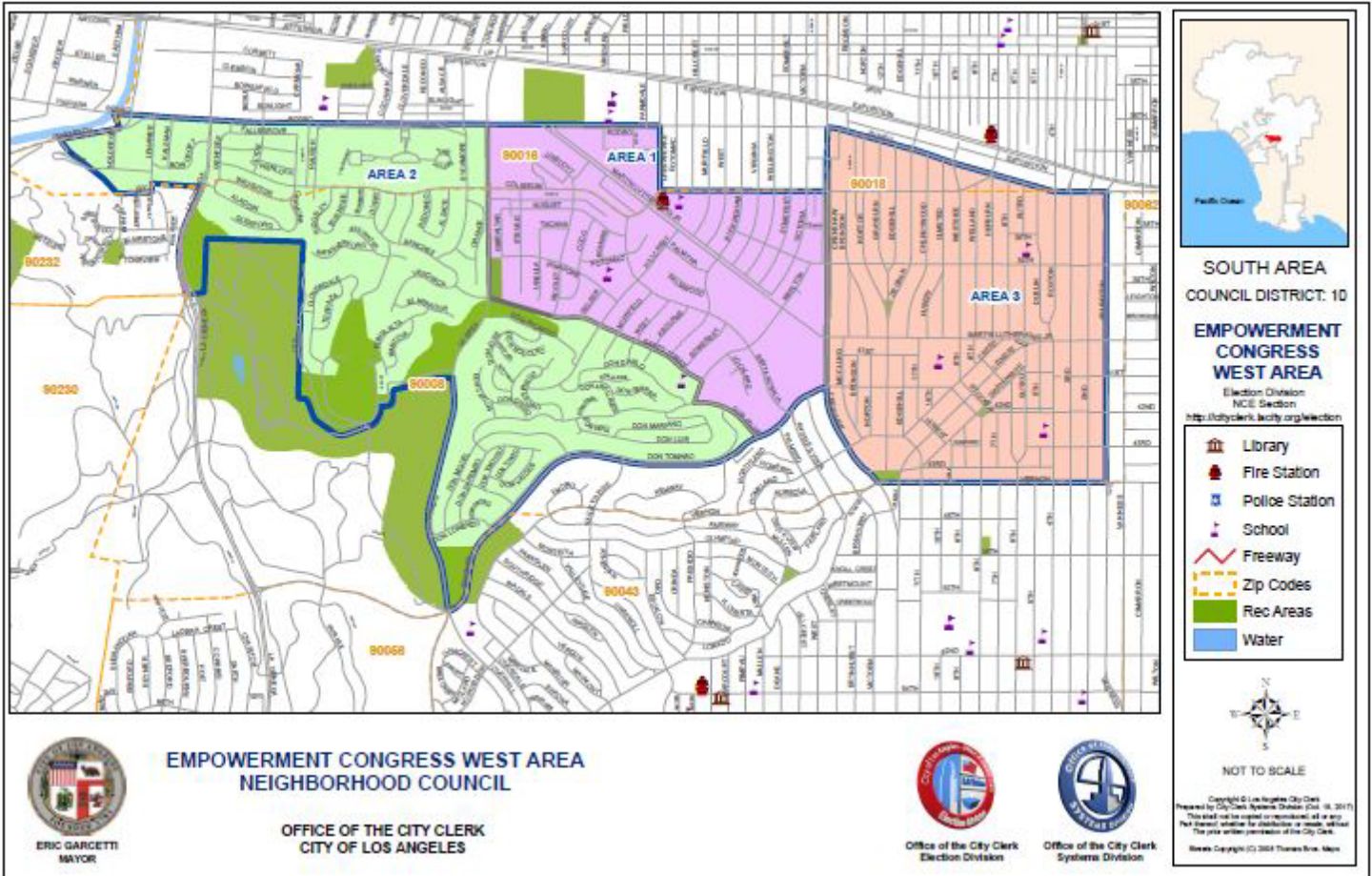
Section 2: Training

All board members must take training in the fundamentals of Neighborhood Council, including, but not limited to, ethics, funding, workplace violence and sexual harassment trainings provided by the City within forty-five (45) days of being seated, or they will lose their voting rights. All board members must take ethics and funding training prior to making motions and voting on funding related matters.

Section 3: Self-Assessment

Every year, the Board shall conduct a self-assessment pursuant to Article VI, Section I of the Plan.

Attachment A- Map of Empowerment Congress West Neighborhood Development Council



**Attachment B—Board Structure and Voting
Empowerment Congress West Area Neighborhood Development Council—15 Board Seats**

Board Seat & Term	Number of Seats	Elected or Appointed	Who May Run for the Seat	Who May Vote for the Seat
Chairperson (2 years)	1	Elected	Stakeholders aged 18 and above.	Stakeholders aged 16 and above.
Co-Chairperson (2 years)	1	Elected	Stakeholders aged 18 and above.	Stakeholders aged 16 and above.
Secretary (2 years)	1	Appointed	Stakeholders aged 18 and above.	Elected and Appointed Board Members
Treasurer (2 Years)	1	Appointed	Stakeholders aged 18 and above with knowledge of bookkeeping and/or accounting.	Elected and Appointed Board Members
Area 1 Representatives (2 years)	2	Elected	Stakeholders aged 18 and above whose stakeholder status is based in Area 1.	Stakeholders aged 16 and above whose stakeholder status is based in Area 1.
Area 2 Representatives (2 years)	2	Elected	Stakeholders aged 18 and above whose stakeholder status is based in Area 2	Stakeholders aged 16 and above whose stakeholder status is based in Area 2
Area 3 Representatives (2 years)	2	Elected	Stakeholders aged 18 and above whose stakeholder status is based in Area 3.	Stakeholders aged 16 and above whose stakeholder status is based in Area 3.
At-Large Representatives (2 years)	4	Appointed	Stakeholders aged 18 and above.	Elected and Appointed Board Members
Media Coordinator (2 years)	1	Appointed	Stakeholders aged 18 and above	Stakeholders aged 16 and above