

BYLAWS FOR THE GREATER CYPRESS PARK NEIGHBORHOOD COUNCIL

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Article I NAME

The name of the Neighborhood Council shall be the Greater Cypress Park Neighborhood Council (Council).

Article II PURPOSE

A. The PURPOSE of the Council is to participate as an advisory and lobbying body on issues of concern to our Neighborhood Council and in the governance of the City of Los Angeles. The Council is formed to engage in the civic, cultural, public and charitable and any or all purposes in which it is permitted to be conducted, or participated in, by Neighborhood Councils formed pursuant to Article IX of the Charter and Administrative Code of the City of Los Angeles.

B. The MISSION of this Council is to:

1. Empower the Stakeholders of the Council area
2. Work cooperatively with all relevant agencies toward the improvement and protection of the Council area, effectively representing our Stakeholders and addressing identified needs and concerns.
3. To provide an inclusive open forum for public discussion of issues concerning City governance, the needs of this Council, the delivery of City services to this Council area, and on matters of a citywide nature.

C. The POLICY of this Council is to:

1. Respect the dignity and expression of viewpoints of all individuals, groups and organizations involved in this Council.
2. Remain non-partisan and inclusive in our operations including, but not limited to, the election process for governing body and committee members.
3. Utilize the Early Notification System to inform our Council of 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.
4. Encourage all Stakeholders to participate in all activities of this Council.
5. Prohibit discrimination against any individual or group in our operations on the basis of race, religion, color, creed, national origin, ancestry, sex, sexual orientation, age, disability, marital status, income, political affiliation, housing status, immigration status, gender identity, gender expression,

medical condition, or HIV/AIDS – acquired or perceived.

6. Have fair, open, and transparent procedures for the conduct of our Council business.
7. Bring together the constituencies of our community into a united organization that represents the diverse interests of all Stakeholders in a fair, non-partisan manner.
8. Develop and maintain effective communication with all Council Stakeholders and city officials and representatives.
9. Effectively represent Stakeholders in the Council area with and to our elected Councilmember, other elected officials, the City of Los Angeles and all its departments and other government agencies.
10. Serve the interests of our community, so as to enhance the quality of life for all our Stakeholders.

Article III BOUNDARIES

Section 1: Boundary Description

The boundaries are described as follows:

- A. **NORTH:** From Division Street at Sunny Heights Drive, southwest on Division to Wollam Street, southeast on Wollam to Isabel Drive, northeast on Isabel to Alder Drive, southeast on Alder to Annette Street, northeast on Annette and continue along an imaginary line after Annette ends to follow the contour of Elyria Canyon Park (to be shared with ASNC) around to Burnell Drive, northwest on Burnell to Killarney Avenue, southeast on Killarney to Roseview Avenue, south on Roseview to Tacoma Avenue, southwest on Tacoma to Isabel Street, southeast along Isabel to the north ends of Loosmore Street, Altamont Street, and Maceo Street; including Del Rio Avenue; southwest on Maceo to Isabel Street; continue southeast on Isabel Street until the property line between the residences located 731 and 737 Isabel Street and then east along this property line and the one between the residences located 3551 and 3557 N Glenalbyn Drive. Then, north on Glenalbyn to Del Norte Street, southeast on Del Norte to Isabel Street, north on Isabel to W. Avenue 37, southeast on W. Ave. 37 to Marmion Way, south on Marmion to the 110 Pasadena Freeway.
- B. **SOUTH:** Los Angeles River
- C. **EAST:** 110 Pasadena Freeway

D. **WEST:** Division Street

Shared Asset:

- Elyria Canyon Park is shared with Arroyo Seco Neighborhood Council

Section 2: Internal Boundaries – Not Applicable

Article IV STAKEHOLDER

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

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

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

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

Article V GOVERNING BOARD

Section 1: Composition – There shall be nine (9) Stakeholders, elected At Large, on the Board of Councilors (Board).

Section 2: Quorum – The quorum shall be five (5) members of the Board. No floating quorums are allowed.

Section 3: Official Actions – A simple majority vote by the Board members present and voting, not including abstentions, at a meeting at which there is a quorum shall be required to take official action, unless specified otherwise in these Bylaws.

Section 4: Terms and Term Limits – A Board member's term shall be for the duration of

two (2) years or until a successor is elected or appointed. There are no term limits.

Section 5: Duties and Powers – The primary duties of the Board shall be to govern the Council and to 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.

The Board shall keep the Board meeting minutes and correspondence.

- A. **BOOK OF MINUTES.** The Board shall record and keep at the principal executive office or such other place as the Board may direct, a Book of Minutes of all meetings and actions of councilors and committees of councilors, with the time and place of holding, whether regular or special, and, if special, how authorized, the notice given, the names of those present in the meetings, and the proceedings of such meetings in compliance with the Ralph M. Brown Act. The Board will receive and only record information that is in compliance with the Brown Act.
- B. **CORRESPONDENCE.** The Board shall maintain copies of all outgoing and incoming correspondence to and from the Council, the Board and committees, members of the Board, and the correspondence of committees, to the extent such correspondence constitutes the business of the Board and committees, and not personal matters of such individuals.

Section 6: Vacancies – A vacancy on the Board shall be filled by the following procedure:

- A. Any Stakeholder(s) interested in filling a vacant seat on the Board shall submit a written application to the Board.
- B. The Board shall then ensure that the matter is placed on the agenda for the next meeting of the Board
- C. All vacant seats shall be filled by a majority vote of the Board.
- D. When a vacant seat is filled by the aforementioned process, that seat shall be filled only until the next general election is to be held to fill that vacant seat.
- E. In no event shall a vacant seat be filled where the election to fill that seat on the Board is scheduled to be held within one hundred and twenty (120) days from the date of the applicant tenders a written application to the Board.

Section 7: Absences – After a Board Member has missed three (3) regularly scheduled meetings in a given twelve (12) month period, their possible removal will be automatically placed on the agenda for the next regular meeting. At this meeting and after discussion, the member may be removed by a simple majority vote of the attending Board Members upon consultation with the office of the City Attorney.

Section 8: Censure – The purpose of the censure process is to place a Board member on notice of misconduct and to provide the Board member with an opportunity to correct the misconduct. The Neighborhood Council (“Neighborhood Council”) may censure any Board member at a regular or special meeting open to the public following a good-faith determination by the Neighborhood Council Board that the member has engaged in conduct that is contrary to rules and regulations applicable to the Board or that impedes the orderly business of Board operations. Grounds for censure include, but are not limited to, persistent disruptive conduct at meetings, violations or abuses of the Board’s bylaws or rules, violations of the Code of Conduct, acting on behalf of the Board without authorization, and misuse or abuse of the censure or removal process by acting in bad faith.

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

1. A motion to censure a Board member may be initiated by any three (3) Board members. Those Board members shall not constitute a majority of the quorum of any Neighborhood Council body, such as a committee. The motion shall be delivered to any officer of the Board or a specific officer or member of the Board as may be specified in the bylaws or standing rules of the Neighborhood Council. The motion shall be in writing and provide the specific facts and grounds for the proposed censure including the date(s) and specific conduct relied upon for the motion. The motion shall not be based upon conclusions, e.g., “for alleged violations of the Code of Conduct” but shall contain factual statements that describe conduct only and is not intended to embarrass or humiliate the board member.
2. The Board member, group of Board members or committee responsible for setting the final Board agenda shall include the motion on the agenda of the next regular or special Board meeting scheduled at least thirty (30) days following the delivery of the proposed censure motion.
3. The Board member subject to censure shall be given a minimum of thirty (30) days prior-written notice, which may include email sent to the last email address on file with the Neighborhood Council, of any meeting at which the motion to censure will be considered. The notice shall provide the specific facts and grounds for the proposed censure as specified in 1 above. The Board shall also provide a copy of the notice to the Department of Neighborhood Empowerment a minimum of thirty (30) days prior to the meeting at which the motion to censure will be considered.

4. The Board member subject to censure shall be given a reasonable opportunity to be heard at the meeting, either orally or in writing, prior to the Board's vote on a motion of censure.
5. The Board shall decide by a majority vote of those present and voting whether or not the Board member should be censured. The Board member who is the subject of the censure motion shall not be counted as part of the majority present and voting and shall not be allowed to vote. For the purpose of censure motions, abstentions shall not be counted as votes.
6. In no event shall a motion to censure a board member be heard by the Neighborhood Council within sixty (60) days of the next scheduled Board election or selection.

Section 9: Removal – Any Board member may be removed by the Neighborhood Council (“Neighborhood Council”) for cause, following a good faith determination by the Board that the member has engaged in conduct that is contrary to rules and regulations applicable to the Board or that impedes the orderly business of Board operations. A Board member shall not be subject to removal under this Policy, unless the member has been censured at least once pursuant to the Board of Neighborhood Commissioners’ (“Commission”) Censure Policy. Grounds for removal include, but are not limited to, persistent disruptive conduct at meetings, violations or abuses of the Board's bylaws or standing rules, violations of the Code of Conduct, acting on behalf of the Board without authorization, and misuse or abuse of the censure or removal processes by acting in bad faith.

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

1. A motion to remove a Board member may be initiated by any three (3) Board members. Those Board members shall not constitute a majority of the quorum of any Neighborhood Council body, such as a committee. The proposed motion shall be delivered to any officer of the Board or a specific officer or member of the Board as may be specified in the bylaws or standing rules of the Neighborhood Council. The motion shall be in writing and provide the specific facts and grounds for the proposed removal action including the date(s) and specific conduct relied upon for the motion. The motion shall not be based upon conclusions, e.g., “for alleged violations of the Code of Conduct” but shall contain factual statements that describes conduct only and is not intended to embarrass or humiliate the board member. The motion to remove shall also include a copy of the prior censure motion and the date it was passed.
2. The Board member, group of Board members or committee responsible for setting the final Board agenda shall list and briefly describe the motion on the agenda of the next regular or special Board meeting scheduled at least thirty(30) days following the delivery of the proposed removal motion.

3. The Board member subject to removal shall be given a minimum of thirty (30) days prior written notice, which may include email sent to the last email address on file with the Neighborhood Council, of any meeting at which a motion to remove will be heard. The notice shall provide the specific facts and grounds for the proposed removal as specified in 1 above. The Board shall also provide a copy of the notice to the Department of Neighborhood Empowerment a minimum of thirty (30) days prior to any meeting at which a motion to remove will be considered.
4. The Board member subject to removal shall be given reasonable time to be heard at the meeting, either orally or in writing, prior to the Board's vote on a motion for removal.
5. The Board shall decide whether or not the Board member should be removed by an affirmative vote of two-thirds (2/3) of the currently sitting Board members. The Board member who is the subject of the removal motion shall not be allowed to vote and shall not be counted when determining the two-thirds (2/3) majority vote. For the purpose of the removal motion, abstentions shall not be counted as votes.
6. In no event shall a motion to remove a Board member be heard by the Neighborhood Council within sixty (60) days of the next election or selection.
7. The Commission may review a Neighborhood Council's removal decision if requested to do so by the affected Board member. Once the request is made for the Commission to review the decision to remove, the Neighborhood Council voting to remove the board member may not fill the vacancy created by the removal until the Commission has made a decision on whether the removal was proper or the Commission declines to review the matter. The Commission's decision whether to hear or decline to hear the removal review request shall be sent in writing to the requestor and the Neighborhood Council within 30 days after the request for review is delivered.
8. A request for the Commission to review a Neighborhood Council's removal decision shall proceed as follows:
 - a. The request must 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 from the Council, and the position shall then be deemed vacant. Any member of the Board who ceases to be a Stakeholder is required to submit his or her resignation to the Board for discussion and action at a Board meeting. Acceptance of the Board member resignation requires a majority of the attending Board Members.

Section 11: Community Outreach – The Board shall direct that a system of outreach be instituted to find and obtain nominees for subsequent election to the Board. The Board may choose to design such a system through the community process. The purpose of this outreach is to put forth a reasonable effort to inform and give every Stakeholder

desiring to participate on the Board an opportunity to become a Board Member. To that end, a period of at least sixty (60) days of outreach prior to any election shall be given to prospective Board Members for purposes of soliciting Stakeholder support.

Article VI OFFICERS

Section 1: Officers of the Board – The Board shall include officer positions entitled Chair, Vice-Chair and Treasurer.

Section 2: Duties and Powers

- A. CHAIR. Subject to the control and powers as may be given by the Board, the Chair shall generally supervise and give direction for the business of the Council. The Chair shall preside at all meetings of the Board. The Chair shall have such other responsibilities and duties as may be prescribed by the Board or these Bylaws.
- B. VICE CHAIR. In the absence or disability of the Chair, the Vice Chair shall perform the duties of the Chair, with all the supervisory responsibilities and restrictions placed upon the Chair. The Vice Chair shall have other such other responsibilities and perform such additional duties from time to time as prescribed by the Board or these Bylaws.
- C. TREASURER. The Treasurer shall serve as the Neighborhood Council's Chief Financial Officer (CFO), and administer all funds supporting activities of the Council. The Treasurer shall have such other powers and perform such other duties as prescribed by the Board or these Bylaws.

Section 3: Selection of Officers - These positions shall be filled by majority vote of the Board at the first meeting following the elections.

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

The 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

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 – The Standing Committees of the Council shall be listed in the Standing Rules.

Section 2: Ad Hoc Committees – The Board may create Ad Hoc Committees as needed to deal with temporary issues.

Section 3: Committee Creation and Authorization – The Board shall list the committee creation and authorization in its Standing Rules.

Article VIII MEETINGS

All "meetings" as defined by the Ralph M. Brown Act shall be noticed and conducted in accordance with the Act.

Section 1: Meeting Time and Place – The Board shall meet every month of the year. Meetings must be held within the boundaries of the Council.

Section 2: Agenda Setting – The Chair shall set the agenda for each Council meeting. Any Stakeholder may make a proposal for action by the Council by submitting a written request to the Board. The Chair may then refer the item to a committee for consideration and possible action or place the item on the agenda, especially if the issue is urgent, for a regular Council 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 location/s shall be kept on file with the Neighborhood Council.

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 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 for Reconsideration on the described matter and 2) a Proposed Action should the motion to reconsider be approved. A motion for reconsideration can only be made by a Board member who has previously voted on the prevailing side of the original action taken. If a motion for reconsideration is not made on the date the action was taken, then a Board member on the prevailing side of the action must submit a memorandum to the Chair 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 Board shall review its fiscal budget and make adjustments as needed to comply with City laws and City administrative rules, and to keep in compliance with 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 a website that is available to the public.
- D. Each month, the Treasurer shall provide to the Board detailed reports of the Council’s accounts.
- E. The Council will not enter into any contracts or agreements except through the approved City process.

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 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 – Unless otherwise specified by City ordinance or policy, all Community Stakeholders 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 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 Council Board during a single election cycle.

Section 6: Other Election Related Language – Not applicable.

ARTICLE XI GRIEVANCE PROCESS

- A. 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 Council meeting.
- B. At that meeting, the Board shall refer the matter to an Ad Hoc Grievance Panel comprised of three (3) Stakeholders randomly selected by the Board from a list of Stakeholders who have expressed an interest in serving from time-to-time on such a panel.
- C. Within two (2) weeks of the panel's selection, the Board shall coordinate a time and place for the panel to meet with the person(s) submitting a grievance to discuss ways in which the dispute may be resolved.
- D. Within two (2) weeks following such meeting, a member of the panel shall prepare a written report to be forwarded by the Chair to the Board outlining the panel's collective recommendations for resolving the grievance. The Board may receive a copy of the panel's report and recommendations prior to a Board meeting, but, in accordance with the Brown Act, the matter shall not be discussed among the Board members until it is heard publicly at the next regular Council meeting.
- E. This grievance process is intended to address matters involving procedural disputes, such as the Board's failure to comply with Board Rules or these Bylaws. It is not intended to apply to Stakeholders who merely disagree with a position or action taken by the Board at one of its meetings, which grievances may be aired publicly at Council meetings.
- F. Board members are not permitted to file a grievance against another Board member or against the Council, except as permitted under the City's grievance policy. The Neighborhood Council will follow the City's policy and/or rules regarding the handling of grievances.

ARTICLE XII PARLIAMENTARY AUTHORITY

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

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

ARTICLE XIII AMENDMENTS

- A. Any Board member may propose an amendment to these Bylaws by requesting that the Chair place the item on the agenda.
- B. Any Stakeholder may propose an amendment to these Bylaws during the public comment period of a regular Council meeting.

- C. Any proposal to amend the Bylaws shall be formalized in writing and noticed on the agenda for public discussion and Board vote at the next regular Council meeting.
- D. An amendment to these bylaws requires a two-thirds of the Board members present at a duly noticed general or special meeting. All changes shall then be forwarded to the Department for review and approval.
- E. Amendments shall not be valid, final, or effective until approved by the Department. Once approved, any changes in the Bylaws shall become effective immediately.

ARTICLE XIV COMPLIANCE

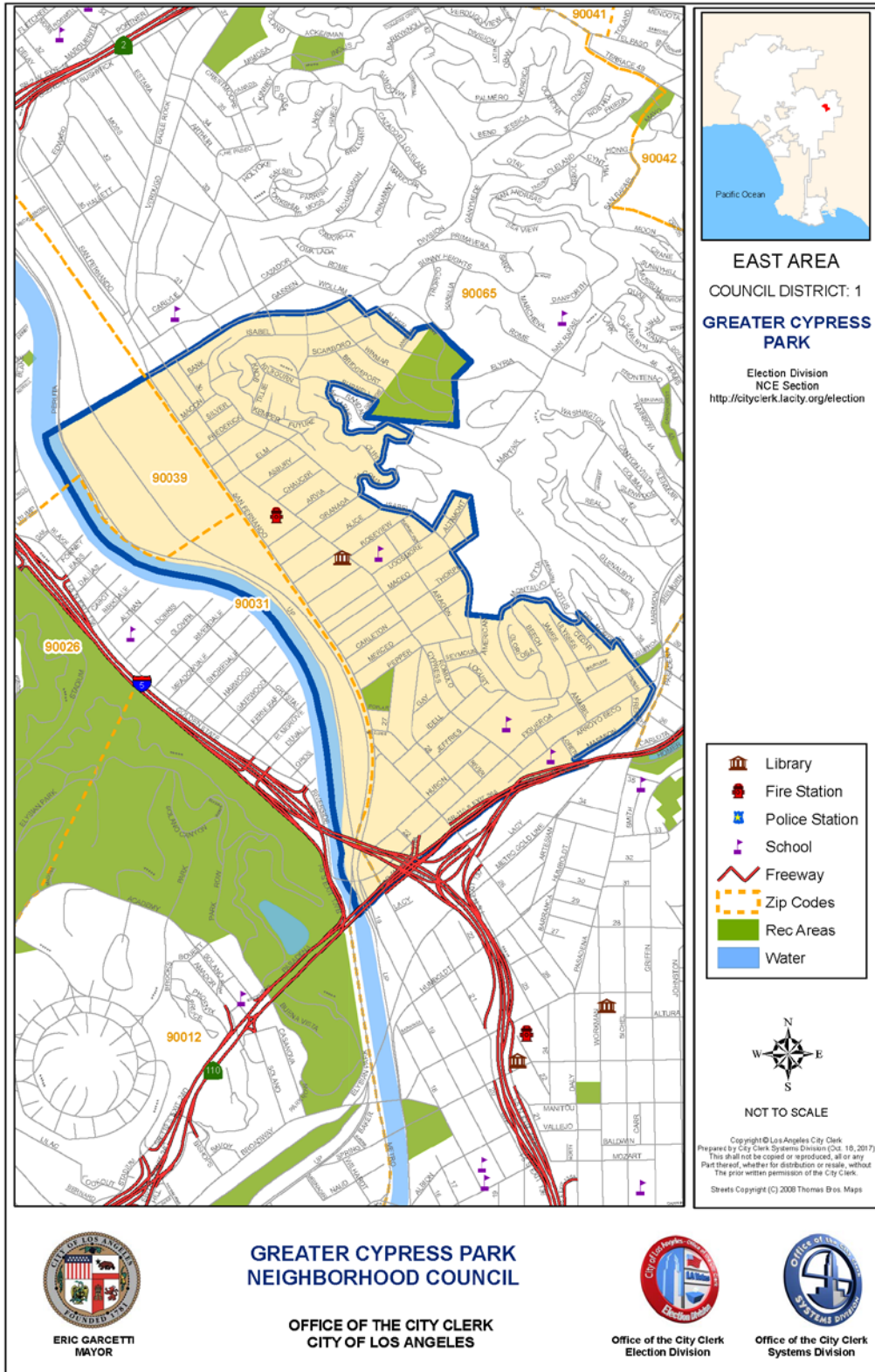
The Council, its representatives, and all Stakeholders will endeavor to conduct Council business in a professional and respectful manner, will refrain from violating Board Rules and shall abide by the Plan and all City, County, State, and/or Federal laws that apply, including applicable provisions of the City of Los Angeles Governmental Ethics Ordinance (Los Angeles Municipal Code 49.5.1. et seq.)

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

Section 2: Training – All Board members shall take training in the fundamentals of Neighborhood Council, including, but not limited to, ethics, funding, workplace violence, conflict resolution and sexual harassment trainings provided by the City within ninety (90) days of being seated, or they will lose their Council 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 Council shall conduct a self-assessment pursuant to Article VI, Section 1 of the Plan.

ATTACHMENT A – Map of the Greater Cypress Park Neighborhood Council



ATTACHMENT B – Governing Board Structure and Voting

Greater Cypress Park Neighborhood Council – 9 Board Seats

| BOARD POSITION | # of SEATS | ELECTED OR APPOINTED? | ELIGIBILITY TO RUN FOR THE SEAT | ELIGIBILITY TO VOTE FOR THE SEAT |
|-----------------------|-------------------|------------------------------|---|---|
| At- Large Seat | 9 | Elected | Stakeholder who is 18 years of age at the time of the election. | Stakeholder who is at least 16 years of age on the day of the election. |