

Northwest San Pedro Neighborhood Council Bylaws

Date of Revisions:
December 23, 2020
August 18, 2022
November 18, 2022
November 23, 2022

Approved 11-23-2022

NORTHWEST SAN PEDRO NEIGHBORHOOD COUNCIL
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Article I NAME

The name of this organization shall be the Northwest San Pedro Neighborhood Council (NWSPNC).

Article II PURPOSE

The NWSPNC was established in accordance with the authorized plan of the City of Los Angeles (City) Department of Neighborhood Empowerment (DONE), and shall encourage all stakeholders to participate in all NWSPNC activities. The NWSPNC will not discriminate in any policies, recommendation or actions against any individual or group on the basis of race, religion, color, creed, national origin, sex, sexual orientation, age, disability, marital status, income, political affiliation, or other legally recognized protected category.

The purpose of the NWSPNC is to:

- A. Provide an open forum to discuss issues of community importance.
- B. Provide a mechanism to communicate community needs with our Elected Officials and the various city departments.
- C. Solicit opinions from stakeholders regarding issues and events that will affect them.
- D. Inform and educate stakeholders of forthcoming projects, events, and available City resources.
- E. Develop a sense of pride and responsibility for our neighborhood through community participation.

Article III BOUNDARIES

Section 1: Boundary Description

The NWSPNC shall be defined as the area approved by the Board of Neighborhood Commissioners (BONC) as shown in Attachment A.

Section 2: Internal Boundaries

There are four internal areas for the purpose of obtaining geographic distribution on the Board as shown in Attachment A.

Taper Area:

North: South side of Palos Verdes Drive

South: North side of Capitol Drive

East: Gaffey Street along the Conoco Refinery (Between Palos Verdes Drive and A Street) and the Port of Los Angeles South of the Refinery

West: Los Angeles City boundary

Park Western Area:

North: South side of Capitol Drive

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South: Peck Park Canyon and Miraflores Avenue to Meyler Street South to Peck Park Canyon
East: Port of Los Angeles
West: Los Angeles City boundary.

Summerland/Miraleste Area:

North: Entrance to Peck Park and Peck Park Canyon
South: North side of 7th Street with a jog on Dodson to 9th/Miraleste Drive, and the City of Los Angeles boundary with La Rambla (unincorporated Los Angeles County)
East: Meyler Street from Peck Park Canyon to Upland Avenue west on Upland Avenue to Bandini Street (both sides) and the City of Los Angeles boundary with La Rambla West: City boundary with Rancho Palos Verdes
Note: Excludes the non-City area known as La Rambla

Averill Area:

North: South side of 7th Street with a jog on Dodson to 9th/Miraleste Drive
South: North side of 18th Street east of Weymouth, then south on Weymouth to 19th St west to Western;
East: Both sides of Leland Street
West: Western Avenue and the Los Angeles City boundary with Rancho Palos Verdes (north of the entrance to Deane Dana Park)

Article IV STAKEHOLDER

A. 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]

B. Voting Stakeholder.

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)].

Article V GOVERNING BOARD

The Board of Directors (hereinafter referred to as "the Board") shall be the Governing Body of the NWSPNC within the meaning of that term as set forth in the Plan for Neighborhood Councils (hereinafter referred to as "the Plan").

Section 1: Composition

The Board shall consist of seventeen (17) stakeholders and shall reflect the diversity of the stakeholders to the extent possible.

No single stakeholder group shall hold a majority of Board seats unless extenuating circumstances exist and are approved by DONE.

The seventeen (17) members are to be elected or appointed in the following categories:

- A. Taper Homeowner/Renter: Two (2) voting stakeholders eighteen (18) years or age or older who live or own property in the Taper Area.
- B. Park Western Homeowner/Renter: Two (2) voting stakeholders eighteen (18) years or age or older who live or own property in the Park Western Area.
- C. Summerland/Miraleste Homeowner/Renter: Two (2) voting stakeholders eighteen (18) years or age or older who live or own property in the Summerland/Miraleste Area.
- D. Averill Homeowner/Renter: Two (2) voting stakeholders eighteen (18) years or age or older who live or own property in the Averill Area.
- E. Business: Two (2) voting stakeholders eighteen (18) years or age or older who
 - 1) Own or work at a business, with a Business Tax Registration Certificate (BTRC) from the City of L.A., doing business within the boundaries of the NWSPNC; or
 - 2) Who reside within the boundaries of the NWSPNC and own or work at a business that is a member of the San Pedro Chamber of Commerce; or
 - 3) Who reside within the boundaries of the NWSPNC and own or work at a business that is located in zip codes 90731 or 90732.
- F. Non-Governmental Organizations: Two (2) voting stakeholders eighteen (18) years or age or older who participate in a religious institution, non-profit organization, neighborhood association, faith-based group, senior group, youth group, arts association, service organization, cultural group, or environmental group with a facility address within the boundaries of the NWSPNC.
- G. Education: One (1) voting stakeholder eighteen (18) years or age or older who participates in an educational institution or school/parent group serving the NWSPNC.
- 8. Youth: One (1) stakeholder who is at least fourteen (14) years and no more than seventeen (17) years of age on the day of the election or selection.
- 9. At-Large: Three (3) voting stakeholders eighteen (18) years or age or older.

All candidates for the Governing Board must qualify as a voting stakeholder, except for the youth seat, as defined in Article IV Section 2. All candidates, including candidates for the youth seat, must provide the required documentation to meet the requirements for the category that they are seeking at the time of election.

If a Board member's residence, business, or organization status changes, they shall inform the officers in writing within thirty (30) days. In the event of such changes, the member must re-certify

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that they still meet the minimum basis for the seat they occupy. Failure to do so may be the basis for removal. Board members who remain stakeholders but whose stakeholder category has shifted may serve out of the remainder of their term in the seat to which they were elected or selected.

Section 2: Quorum

The quorum shall be nine (9) members of the Board. The quorum for committees is as defined in the standing rules. Floating quorums are not allowed.

Section 3: Official Actions

Unless specified otherwise in these Bylaws, an official action by the Board shall be approved by a simple majority vote of the Board members present, not including abstentions and recusals, at a meeting where there is a quorum. Abstention and recusals are not counted as either a "yes" or "no" votes.

If the youth member is less than eighteen (18) years of age, he or she may not vote on matters where a person of that age would be legally incapable of acting as an individual, such as contracting or funding issues. The youth member may vote on all other matters.

Section 4: Terms and Term Limits

A. The members of the Board shall be elected for four-year terms; the terms of the Board shall be staggered so that approximately one-half of the members are elected every other election (8 in one election, 8 in the next election). Except for the youth member [Article V.1.I], whose term shall be one (1) year, the term for all Board members shall be four (4) years (or less if serving the remaining term of a vacant seat). Should no one be elected to a seat, the incumbent may remain in the seat until their successor is selected by the Board in accordance with Article V Section 6.

B. Board members and officers may be re-elected for a new term. There are no term limits.

C. Board member terms start and end dates shall be as delineated in the Standing Rules.

D. In the event that there are two vacancies in the same seat category, voters will be asked to "select 2." The candidate receiving the highest number of votes will receive the longer term, while the second highest number of votes will receive the shorter term.

E. In the event that a vacancy occurs before the next regular election, the term of the candidate chosen to fill that vacancy will be until the next regular election, regardless of when the original term would have ended.

The following Board seats will be elected to four (4) year terms in one election:

Group A

- At-Large Representative (2 seats)
- Averill Area (1 seat)
- Business Representative (1 seat)
- Non-Government Organization (1 seat)
- Park Western Area (1 seat)
- Taper Avenue Area (1 seat)
- Summerland/Miraleste Area (1 seat)

The following Board seats will be elected to four (4) year terms in the next election:

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Group B

- At-Large Representative (1 seat)
- Averill Area (1 seat)
- Business Representative (1 seat)
- Non-Government Organization (1 seat)
- Park Western Area (1 seat)
- School Representative (1 seat)
- Taper Avenue Area (1 seat)
- Summerland/Miraleste Area (1 seat)

Section 5: Duties and Powers

- A. The primary duties of the Board shall be to govern the NWSPNC and to carry out its purpose.
- B. The Board and each member shall carry out the purposes of the NWSPNC, as defined in Article II, in good faith. All official positions of the NWSPNC will be decided by the Board, taking into the account comments of the stakeholders. No individual member of the Board shall speak for the Board unless presenting a position adopted by the Board.
- C. Neither the NWSPNC, nor any member purporting to speak for it, shall endorse any candidate for public office or any political party. Membership rosters of the NWSPNC shall not be used for political, commercial, or any other activity not directly related to the NWSPNC.
- D. Detailed membership rosters containing Board members’ personal and private contact information are for Board/Committee Chair/Liaison use only and shall not be disclosed outside of these individuals.

Section 6: Vacancies

- A vacancy on the Board, with the exception of the Youth Seat, shall be filled using the following procedures:
- A. If there is a general election or selection (s/election) scheduled to occur within sixty (60) days of the vacancy or no application is received within forty-five (45) days of the next general s/election, the seat shall remain vacant until the general s/election.
 - B. Vacancy and eligibility requirements and the application process will be announced along with the deadline for submitting applications.
 - C. Any stakeholder interested in filling a vacant seat shall submit a written application by the deadline set by the Board.
 - D. All candidates who are determined to be qualified for the seat shall be invited to present themselves at the next regular Board meeting.
 - E. Board members will select from among the qualified candidates by voice vote.
 - 1. A simple majority of votes cast is needed to be s/elected. If no candidate receives a majority, a second vote shall be taken between the two (2) candidates receiving the the two (2) highest numbers of votes.
 - 2. In the event that there is only one (1) candidate and that candidate does not receive a majority of the votes cast, then the position will remain vacant and the deadline for applications extended until at least one (1) additional qualified application is received so long as there is at least sixty (60) days until the next general s/election.
 - 3. The President shall vote only to break a tie.

F. The selected applicant's term shall be until the next regular s/election is held.

Section 7: Absences

The Board may, at its discretion, remove any member or officer who has two (2) unexcused absences from regular or special Board meetings within any consecutive twelve (12) month period during their term. An unexcused absence occurs when the Board member fails to notify the President or Secretary that he or she is unable to attend the meeting and states the reason he or she cannot attend. Absences shall be recorded in Board meeting minutes and shall reflect whether or not they are excused or unexcused.

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 NWSPNC, and the position shall be deemed vacant and filled in accordance with Article V Section 6 above. Any member of the Board who ceases to be an NWSPNC stakeholder is required to submit their resignation. A resignation must be submitted in writing either by e-mail or US mail. In the event that a member verbally states that they are resigning, but fails to submit a written resignation, the President, or Vice-President if the affected

party is the President, may send a written confirmation to the member providing the member seventy-two (72) hours to respond. If there is no response in that time frame, the resignation will be effective.

If the stakeholder status of a Board member is challenged, then DONE will contact the Board member and verify the stakeholder status using its procedures.

Section 11: Community Outreach

The NWSPNC shall institute a system of outreach to inform stakeholders as to the existence and activities of the NWSPNC, including its Board s/elections, and to gather input about issues of concern to stakeholders, and to encourage Stakeholders to seek leadership positions within the NWSPNC.

The NWSPNC shall maintain a website to disseminate information to stakeholders and others interested in the NWSPNC.

Article VI OFFICERS

Section 1: Officers of the Board

The officers of the Board shall include the following positions: President, Vice-President, Secretary, and Treasurer.

Section 2: Duties and Powers

A. **President.** Acts as the chief executive of the NWSPNC, solicits items, prepares board agendas and presides at all Board meetings. Creates committees and appoints chairs with concurrence of the Board. Acts as spokesperson and representative of the Board. Receives all communications and presents them promptly to the Board. Determines what items should be posted on NWSPNC web site (or may delegate responsibility to another officer). Enforces bylaws.

B. **Vice-President.** Performs the duties of President in the absence of the President or when asked to do so by the President. Assist the President in deciding what issues or problems may require a special or emergency meeting. Coordinates work of committees and tracks items of interest to the NWSPNC.

C. **Secretary.** Acts for the President in the event that both the President and the Vice-President are absent. Responsible for ensuring that all minutes and records of the NWSPNC are kept and that all notices are posted in accordance with these Bylaws, BONC polity, and as required by law (with assistance of the Outreach Committee). Monitors the actions of the Board to be sure they are implemented, including all correspondence. Picks up the mail, or arranges for it to be picked up, at least weekly.

D. **Treasurer.** Responsible for all funds belonging to the NWSPNC. Receives and disburses all NWSPNC funds, maintains the book of accounts as prescribed by DONE, and provides monthly financial reports to the Board as required in accordance with City policies and procedures.

Section 3: Selection of Officers

The Board shall elect its officers from among its members at the first meeting of the Board following certification of the Governing Board election, and as delineated in the Standing Rules for non-Board election years. Candidates for an office may be nominated by another Board member or may

nominate themselves. A simple majority of votes cast is needed to be elected. If no candidate receives a majority, a second vote shall be taken between the two (2) candidates receiving the highest votes. The highest ranking officer (President, Vice President, Secretary, or Treasurer) remaining on the board and not running for President, shall abstain from voting for the office of President unless there is a tie, in which case that person shall be the vote to break the tie. Once the new President is elected, that person shall abstain in electing the remaining officers except in the case of a tie vote, in which case the new president shall cast the deciding vote.

Section 4: Officer Terms

A. The term for all officers shall be one (1) year, unless they are filling a vacancy in which case their term shall expire at the same time as the remaining officers. There are no term limits on officers.

B. Removal of Officers

1. Removal as a Board Member automatically removes the person as an officer.
2. The Board may remove any officer who has failed to perform their duties as an officer.
3. Officers may be removed only after notice and hearing, by a two-thirds (2/3) vote of the Board members present and voting at a meeting where there is a quorum. Abstentions and recusals shall not be counted as votes. The member who is the subject of the removal action shall have the right to deliver to Board members a written statement about the matter and/or to speak at the Board meeting prior to the vote, but shall not be counted as part of the quorum, nor be allowed to vote on the matter.
4. If the vote for removal is affirmative, the position shall be deemed vacant. Vacant Board Seats shall be filled in accordance with Article V Section 6. Vacant offices shall be filled in accordance with Article VI Section 3.
5. Removal from the office does not automatically remove the member from the Board.

Article VII COMMITTEES

Section 1: Standing Committees

The standing committees of the NWSPNC are established by the President with the concurrence of the Board and are delineated in the Standing Rules.

Section 2: Ad Hoc Committees

A. The President may create Ad Hoc Committees as needed to deal with temporary issues. An ad hoc committee must have a defined purpose and limited time frame, carry out a specific task, be composed of only Board members that constitute less than a majority of the Board quorum, and cease to exist upon completion of its specific task.

B. If an ad hoc committee is not created as set forth above, the committee must operate under the notice and posting requirements of the Ralph M. Brown Act (California Government Code Section 54950 et seq), hereinafter called the Brown Act.

Section 3: Committee Creation and Authorization

A. **Committee Authority.** All committee recommendations shall be brought back to the full Board for discussion and action. The Board, based on time requirements, may, by a simple majority vote,

delegate a final decision to a committee after the issue has been discussed at a Board meeting.

B. Committee Membership. Each committee shall be comprised of at least two (2) Board members. Any stakeholder of the NWSPNC is eligible for appointment to any committee and, once appointed, shall have the right to vote on that committee. Committee chairs may be any NWSPNC stakeholder. Committees may be established jointly with other neighborhood councils.

C. Committee Appointment and Removal. Committee chairs shall be appointed by the President, subject to the approval of the Board, and may be removed in the same manner. Committee members shall be appointed by the President in consultation with the committee Chair. Committee members may be removed by the President upon recommendation from the committee Chair, subject to the concurrence of the Board.

D. Committee Meetings. With the exception of ad hoc committees created in compliance with Article VII Section 2A, committee meetings are subject to and shall be conducted in accordance with the Brown Act. The chairs shall keep a written record of committee meetings, including attendance, and shall provide regular reports on committee matters to the Board.

Article VIII MEETINGS

All meetings, as defined by the Brown Act, shall be noticed and conducted in accordance with the Act and all other applicable laws and governmental policy.

Section 1: Meeting Time and Place

A. **Regular Governing Board** meetings shall be held on a regularly scheduled day of each month as determined by the Board. Prior to any action by the Board, there shall be a period for public comment. The presiding officer shall determine the length of time and format of the public comment period, as appropriate and in accordance with the Standing Rules.

B. **Special Governing Board** meetings may be called at any time by the President or by a simple majority of the Board members. Board members and the public must be notified at least twenty-four (24) hours before the time of the meeting as specified in the notice. The notice shall specify the time and place of the special meeting and the business to be transacted or discussed. No other business shall be considered by the Board at these meetings. Prior to any action by the Board, there shall be a period for public comment. The presiding officer shall determine the length of time and format of the public comment period, as appropriate and in accordance with the Standing Rules.

Section 2: Agenda Setting

A. The President shall set the agenda for each Board meeting in consultation with the Executive Committee.

B. Every agenda shall provide an opportunity for general public comment.

C. No Board or committee vote shall be taken without the opportunity for public comment at the meeting on that item.

D. Public comment shall be limited to two (2) minutes per speaker unless modified by the presiding officer.

E. The presiding officer may establish a maximum length for public comment by all speakers.

F. In the event that a maximum length is established, the presiding officer shall allow speakers from all sides of an issue to speak.

Section 3: Notifications/Postings

Notice shall be posted at least seventy-two (72) hours in advance of a regular board meeting and twenty-four (24) hours in advance of a special meeting, whether a committee meeting or board and stakeholder 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.

Section 4: Reconsideration

The Board may reconsider or amend its action through a Motion for Reconsideration, either during the same meeting where the Board initially acted or during the Board's next regular or special meeting that follows the meeting where the action subject to reconsideration occurred. A motion to reconsider may only be made by a member who voted on the prevailing side.

Article IX FINANCES

A. The Board shall establish a budget each fiscal year and oversee its expenditures in accordance with DONE requirements.

B. 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.

Article X ELECTIONS

Section 1: Administration of Elections

A. Type of Elections.

The Board may hold either a selection or an election as provided for in its standing rules.

The s/election will be conducted pursuant to any and all City ordinances, policies and procedures pertaining to Neighborhood Council s/elections.

B. **Elections Committee.** An Elections Committee shall be appointed by the Board. The committee shall be comprised of members who are not themselves candidates for the Board. The committee will develop written s/election procedures and submit them to the Board and the City for approval unless required procedures are otherwise provided by the City.

The committee shall recruit potential candidates (with the assistance of the Outreach Committee) for advertising the election) and shall work with the City to ensure a fair and open s/election.

Section 2: Governing Board Structure and Voting

The number of Board seats, the eligibility requirements for holding any specific Board seat, and eligibility for voting for each seat are shown in Attachment B.

Section 3: Minimum Voting Age

Except with respect to a Youth Board Seat, a stakeholder must be at least sixteen (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.

Candidate Documentation List.

- A. **Documentation.** All candidates shall be required to provide the appropriate documentation. Documentation may include photo identification (such as California Drivers License/Identification Card, U.S. Passport, or Credit Card containing a person’s photograph), or one item from the appropriate category/categories.
- B. **Area Seat.** California Drivers License/Identification Card, residential utility bill, rent receipt, property tax bill/property insurance bill.
- C. **Business Seat.** Business Owner: Business tax registration certificate and a) either proof of business address within NWSPNC, b) certification that they conduct substantial business within the boundaries of the NWSPNC, or c) evidence that they reside within the boundaries of NWSPNC and proof of their businesses’ membership in the San Pedro Chamber of Commerce or that their business is located in zip codes 90731 or 90732. Employee: Employment records, W2 forms, wage payment stub with name and address of employer, worker ID, letter from employer on business letterhead, and/or proof of residency and businesses’ membership in the San Pedro Chamber of Commerce or that the business is located in zip codes 90731 or 90732.
- D. **Non-Governmental, Religious, or Community Organization:** Membership Roster, or letter on organization letterhead signed by officer of the organization affirming membership and active participation in the organization, with a facility address within NWSPNC.
- E. **Youth.** Proof of age such as birth certificate, California driver’s license, or passport and proof of residency or school attendance within the boundaries of NWSPNC (see seat).
- F. **Education.** Letter from school on school letterhead indicating that the individual represents the school and that the school serves the NWSPNC area.
- G. **At Large.** Must qualify as a voting stakeholder and submit the appropriate documentation for the stakeholder category,

Section 5: Restrictions on Candidates Running for Multiple Seats

A candidate shall declare their candidacy for no more than one (1) position on the Board during a single election.

Section 6: Other Election Related Language

A. **Voting.** All voting shall be done in person on the day of and within the hours specified by the Board or by using the Vote By Mail process as set forth in instructions from the City.

B. Campaigning.

1. Any written material paid for by anyone other than the candidates themselves, must identify the source of the funds.
2. All certified candidates will be invited to submit a written statement for publication. Statements received by the deadline and in the format specified by the NWSPNC will be printed and posted on the NWSPNC website.

3. At least one opportunity will be provided for certified candidates to give a brief oral presentation at a public meeting prior to the s/election.

C. **Youth Seat** . Open to stakeholders between the ages of fourteen (14) and seventeen (17) on the day of the election or selection. See Admin. Code § 22.814(c). If less than eighteen (18) years of age, the Youth Board Seat member shall be precluded from voting on financial matters, such as NWSPNC expenditures, financial reports, annual budgets, contracts, and recommendations to enter into contracts.

The youth seat and term of office shall be filled using the process delineated by the Board in the Standing Rules.

The incumbent youth appointee shall continue in the seat until a replacement is appointed. In the event that the incumbent cannot, or does not want to continue, an interim person may be appointed. Should the interim appointee be interested in serving the new term, they will need to apply in accordance with the established process.

D. **Multiple Vacancies for the Same Board Position**

In the event that there are two vacancies for the same board position as a result of Article V, Section 6 F, the candidate receiving the most votes will fill the longer term and the candidate receiving the second-most votes will fill the shorter term.

E. **Ties**

In the event of a tie, the tie will be decided by a vote of the remaining board members at the first meeting where the new board is sworn in.

Article XI GRIEVANCE PROCESS

A. **Grievance Defined.** A Grievance consists of any allegation that the NWSPNC board, as a body, failed to follow any of the following:

1. A bylaw or standing rule of the NWSPNC;
2. A section of the Los Angeles Administrative Code;
3. A section of the Plan for the Citywide System of Neighborhood Councils;
4. An applicable BONC policy;
5. A rule or regulation promulgated by DONE; or
6. Any other City code, executive directive, rule or regulation applicable to Neighborhood Councils.

B. **Bylaws Exclusions.** The Grievance process set forth in this section shall not be applicable to any of the following:

1. An alleged violation of state or federal law;
2. An allegation of wrongdoing by an individual member of a NWSPNC board or committee;
3. An allegation involving an action or inaction by a NWSPNC committee; or

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4. A policy dispute or disagreement regarding the position of a NWSPNC board or committee.

C. Grievances Submitted by a Stakeholder

1. Any Grievance by a Stakeholder must be submitted to the Department's Grievance Portal so that the Department may determine whether such Grievance conforms with the [Los Angeles Administrative Code \(L.A.A.C.\) 22.818](#) Subsections (c)(1) [Grievance Defined] and (c)(2) [Exclusions].
2. Once the Department certifies the Grievance, the Board will be notified. Such certification of the Grievance by the Department shall not be construed as a statement regarding the validity or invalidity of the Grievance.
3. After receiving a certified Grievance from the Department, the Board must, at its next regular or special meeting, but not more than 60 calendar days from the communication from the Department, take one of the following actions:
 - a. Consider the Grievance in accordance with a Grievance process specified in the Board's Bylaws and issue a decision to sustain and cure or reject the Grievance in whole or in part; OR
 - b. Waive consideration of the Grievance and request the Department to forward the Grievance directly to a Regional Grievance Panel for consideration.
4. Any inaction by the Board passing the 60 calendar days will waive consideration of the Grievance and the Department shall forward the Grievance to the Regional Grievance Panel in accordance with [L.A.A.C. 22.818](#) Subsection (d)(5).
5. Only the Grievant may appeal a Board's decision pursuant to [L.A.A.C. 22.818](#) Subsection (d)(2)(A). Such appeals must be filed with the Department on the portal within seven (7) calendar days from the date of the Board's action on the certified Grievance. A Grievant may not appeal a decision by the Board to waive consideration of any or all Grievances.

D. Grievances Submitted by a Board Member

Any Grievance by a Board Member filed against their own Board will bypass consideration by the impacted Board, as set forth in [L.A.A.C. 22.818](#) Subsection (d)(2). The Department will forward a Grievance filed by a Board Member against their own Board directly to a Regional Grievance Panel for disposition, as specified in [L.A.A.C. 22.818](#) Subsection (d)(6).

E. Regional Grievance Panel

When a certified Grievance is sent to a Regional Grievance Panel, the Board must appoint a Neighborhood Council Representative who shall present an opening argument (not to exceed 10 minutes) and a rebuttal (not to exceed 5 minutes) on behalf of the Neighborhood Council Board to the Panel

Article XII PARLIAMENTARY AUTHORITY

Board meetings shall be conducted in accordance with Robert's Rules of Order Newly Revised, latest revision, and the Brown Act except where otherwise stated herein or in the Board-adopted standing

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rules. Additional rules and/or policies and procedures regarding the conduct of the Board and /or the NWSPNC meetings may be developed and adopted by the Board. These bylaws and the stranding rules supersede the parliamentary rules mentioned herein.

Article XIII AMENDMENTS

Amendments may be proposed by any Board member and may be adopted at the next Board meeting by a two-thirds (2/3) roll call vote of members present and voting, provided that the wording of the proposed change(s) is included with the agenda of the required notice of the meeting. Abstentions and recusals shall not be counted as votes. All proposed changes in the bylaws are subject to approval by DONE before taking effect. Once approved, any changes to the Bylaws shall become effective immediately.

Article XIV COMPLIANCE

The NWSPNC, 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, the City Code of Conduct, the City Governmental Ethics Ordinance (Los Angeles Municipal Code Section 49.5.2), the Ralph M Brown Act (California Government Code Section 54950.5 et seq), the Public Records Act, the Americans with Disabilities Act, and all laws and governmental policies pertaining to Conflict of Interest.

Section 1: Code of Civility

The Governing Board, its representatives, and all stakeholders shall conduct Board business in a civil, professional and respectful manner. Board members will abide by BONC’s Neighborhood Council Board Member Code of Conduct Policy.

Section 2: Training

All Board members are required to complete all mandatory trainings in order to vote on issues that come before the Council. Trainings available to Board members are created to ensure success during their period of service. All Board members shall complete mandatory trainings as prescribed by the City Council, BONC, the Office of the City Clerk, NC Funding Program, and DONE.

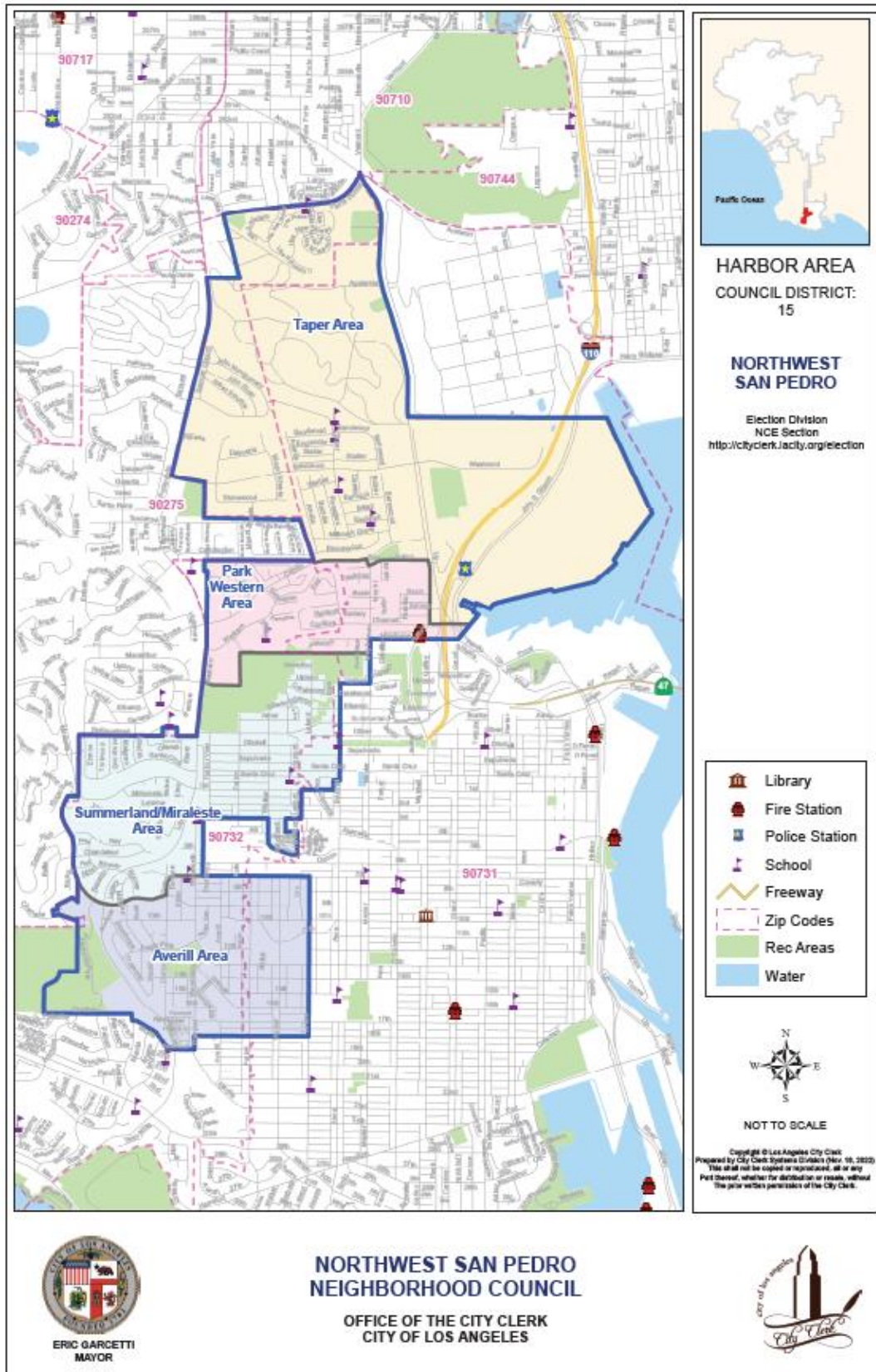
Board members not completing training within sixty (60) days of being seated, or after the expiration of their training, shall lose all Council voting rights until such time as they have completed the training. During the period in which a Board member has lost their voting rights, they shall not be counted as part of the Board for any quorum and shall not participate in any Board actions. All board members must take ethics and funding training prior to making motions and voting on funding-related matters.

In the event that a Board member is unable to complete their training due to a problem(s) with the DONE training platform and upon resolution of the DONE training platform problem(s), the Board member shall be given a reasonable amount of time to complete their required training. Should they fail to complete their required training within this reasonable amount of time, they shall lose their Council voting rights as described earlier in this section.

Section 3: Self-Assessment

The NWSPNC may conduct regular self-assessments to determine whether it has achieved its goals and objectives.

ATTACHMENT A – Map of Northwest San Pedro Neighborhood Council



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ATTACHMENT B – Governing Board Structure and Voting

Northwest San Pedro Neighborhood Council – 17 Board Seats

Board Position	Elected or Appointed?	Eligibility to Run for the Seat	Eligibility to Vote for the Seat
Taper Area Seats (2)	S/elected	Any stakeholder who is at least 18 years of age on the day of the s/election and lives or owns property in Taper Area	Any stakeholder who is at least 16 years of age on the day of the s/election.
Park Western Area Seats (2)	S/elected	Any stakeholder who is at least 18 years of age on the day of the s/election and lives or owns property in Park Western Area	Any stakeholder who is at least 16 years of age on the day of the s/election.
Summerland/Miraleste Area Seats (2)	S/elected	Any stakeholder who is at least 18 years of age on the day of the s/election and lives or owns property in Summerland/Miraleste Area	Any stakeholder who is at least 16 years of age on the day of the s/election.
Averill Area Seats (2)	S/elected	Any stakeholder, other than a community interest stakeholder, who is at least 18 years of age on the day of the s/election and lives or owns property in Averill Area	Any stakeholder who is at least 16 years of age on the day of the s/election.
Business Representative Seats (2)	S/elected	Any stakeholder who is at least 18 years of age on the day of the s/election and who owns or works at a licensed business doing business within the boundaries of the NWSPNC, or who resides within the boundaries of the NWSPNC and owns or works at a business that is a member of the San Pedro Chamber of Commerce or is located in zip codes 90731 or 90732.	Any stakeholder who is at least 16 years of age on the day of the s/election.

Board Position	Elected or Appointed?	Eligibility to Run for the Seat	Eligibility to Vote for the Seat
Non-Government Organization Representative Seats (2)	S/elected	Any stakeholder who is at least 18 years of age on the day of the s/election and who represents a Non-Government Organization within the boundaries of the NWSPNC.	Any stakeholder who is at least 16 years of age on the day of the s/election. .
School Representative Seat (1)	S/elected	Any stakeholder who is at least 18 years of age on the day of the s/election and who represents a school serving stakeholders within the boundaries of the NWSPNC.	Any stakeholder who is at least 16 years of age on the day of the s/election. .
Youth Representative Seat (1)	Appointed	Any stakeholder who is at least 14 years and no more than 17 years of age on the day of the appointment.	Appointed by the Board
At-Large Representative Seats (3)	S/elected	Any voting NWSPNC stakeholder 18 years of age on the day of the s/election	Any stakeholder who is at least 16 years of age on the day of the s/election.