

**CENTRAL ALAMEDA
NEIGHBORHOOD COUNCIL
BYLAWS APPROVED
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ARTICLE I NAME

The name of this Neighborhood Council shall be the Central Alameda Neighborhood Council (“Council” or “CANC”), an officially recognized advisory council hereby part of the Los Angeles Citywide system of Neighborhood Councils.

ARTICLE II PURPOSE

- A. The **MISSION** of the CANC shall be to advise the City of Los Angeles and provide an inclusive, open forum for public discussion on issues concerning City governance, the needs of this neighborhood council, the delivery of City services, and on matters of a citywide nature.
- B. The **PURPOSE** of the CANC shall be to participate as an advisory body on issues of concern to our neighborhood council and in the governance of the City of Los Angeles.
- C. The **POLICY** of the CANC shall be:
1. To respect the dignity and expression of viewpoints of all individuals, groups, and organizations involved in this Council.
 2. To remain non-partisan and inclusive in our operations, including, but not limited to, the election process for governing body and committee members.
 3. To utilize the Early Notification System (ENS) to inform our Council of matters involving the City of Los Angeles and our community in a way tailored to provide opportunities for involvement in the decision-making process.
 4. To encourage all Stakeholders to participate in all activities of this Council.
 5. To prohibit discrimination against individuals or groups in our operations on the basis of race, religion, color, creed, national origin, ancestry, sex, sexual orientation, age, disability, marital status, homeowner/renter status, income or political affiliation.
 6. To have fair, open and transparent procedures for conducting Council business.

ARTICLE III BOUNDARIES

The Council includes a geographic area that has a minimum of 20,000 residents.

Section 1: Boundary Description

The boundaries of CANC about the boundaries of adjacent Neighborhood Councils and include those areas of the City within the following lines of demarcation:

- A. North: The south side of 41st Street.
- B. South: The north side of Slauson Avenue.
- C. East: The west side of Alameda Street.
- D. West: The east side of Central Avenue.

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

The Board shall mean a Governing Body within the meaning of that term as set forth in the Plan for a Citywide System of Neighborhood Councils (“Plan”) also to be known herein as the Board of Governors.

Section 1: Composition

The Board of the Council shall be comprised of nine (9) Stakeholders.

- A. **Chair** – a Stakeholder at least eighteen (18) years old
- B. **Vice-Chair** – a Stakeholder at least eighteen (18) years old
- C. **Treasurer** – a Stakeholder at least eighteen (18) years old
- D. **Secretary** – a Stakeholder at least eighteen (18) years old
- E. **Sergeant-at-Arms** – a Stakeholder at least eighteen (18) years old
- F. **Business Representative** – a Stakeholder at least eighteen (18) years old
- G. **Education Representative** – a Stakeholder at least eighteen (18) years old
- H. **Senior Citizen Representative** – a Stakeholder at least eighteen (18) years old
- I. **Youth Representative** – 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 neighborhood council expenditures, financial reports, annual budgets, contracts, and recommendations to enter into contracts.

Section 2: Quorum

No formal meeting shall be held, or business conducted, or votes taken, in the absence of a quorum. A quorum shall consist of 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

Board members shall serve four (4) year terms commencing after being seated. In order to encourage diversity of Stakeholder participation, no Board member shall serve more than twelve (12) consecutive years on the Board. Serving on the Interim Board does not count toward this period of service.

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.

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(s) (See attachment D) to the Secretary.
- B. A vacancy on the Board shall be filled by a Stakeholder who satisfies the eligibility requirements for holding the vacated Board seat. The President shall have the discretion to appoint the vacancy from any applicants or among any other qualified Stakeholders at any time, subject to a majority vote of the Board at a public meeting. The appointed applicant's term shall be limited to the term for the vacated seat.

Section 7: Absences

Board members who are absent for three (3) consecutive Board meetings without excuse are subject to removal by two-thirds (2/3) vote of the Board members present. An unexcused absence shall be when a Board member fails to inform The Secretary or Sgt.-at-Arms that he/she will not be able to attend Board meeting. Any meeting of the Board, scheduled and noticed per the Brown Act, shall constitute a meeting for the purpose of determining Board member attendance.

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.

The Secretary shall then have the matter placed on the agenda for a vote of the Board at the next regular meeting of the Board. A vote of "No Confidence" by two-thirds (2/3) or six votes of Board members shall be necessary to remove the identified Board member forthwith. The Board member that is the subject of the removal action shall not take part in the vote on this matter, but will be allowed to speak at the meeting to the Board prior to the vote. If an adequate number of Board members are not present to take a vote on removal, the matter shall be placed on the agenda for next regular meeting, and every meeting thereafter, until such time as a vote is taken.

Section 10: Resignation

A Board member may resign from the Council and the position shall then be deemed vacant. Any Board member who ceases to be a Stakeholder shall be required to submit his or her 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 Outreach and Membership Committee shall communicate with all Central Alameda Stakeholders and members in accordance with Board rules on a regular basis and in a

manner ensuring that information is disseminated evenly and in a timely manner. Outreach will include regular distribution of flyers and agenda notifications in public places and local newspapers, e-mail announcements, and – subject to budget limitation – newsletters, a website, and mailings to Stakeholders. The Outreach and Membership Committee shall maintain and update a membership roster to enable the CANC to carry out all organizational functions specified in these Bylaws. This roster shall be made available to the public upon written request to the Secretary.

ARTICLE VI OFFICERS

Section 1: Officers of the Board

The officers of the Board (“Officers”) shall include the following positions which all together comprise the Executive Committee: President, Vice President, Secretary, and Treasurer. . Other Board Members of the Central Alameda Neighborhood Council Board, unless the bylaws are amended, include Sergeant-at-arms, Business Representative, Education Representative, Senior Representative and Youth Representative.

Section 2: Duties and Powers

The duties of the Officers and Board Members are as follows and also include such additional duties as may be adopted by official action of the Board:

- A. The President** shall act as chief executive of the Council and preside at all Council meetings.
 - a. The President shall conduct all meetings unless they are absent
 - b. The President shall set the agenda alongside the Secretary
 - c. The President shall work along the Treasurer to formulate a yearly budget
 - d. The President shall appoint/ nominate committee chairs
- B. The Vice President** shall serve in place of the President if the President is unable to serve.
 - a. The Vice President will be charged with the management of Committees, ensuring that the duties and responsibilities of each Committee are carried out on a regular basis and that issues of the Committees are adequately represented on the agenda of Regular Meetings. This includes supporting committees with identifying City Councils files to submit Community Impact Statements (CIS) relevant to stakeholders and community.
- C. The Secretary** shall keep minutes of all Board meetings. An Alternate Secretary may be appointed by the Board to serve in the absence of the Secretary, as needed. Unless the person serving as Alternate Secretary is already a Board member, he or she shall not have any of the rights of a Board member, including the right to vote on matters before the Council. Secretary shall perform all general correspondence of the

Board including;

- a. Posting of electronic notice of all Board meetings and Committee Meetings
- b. Secretary shall ensure that communication and information is disseminated evenly and in a timely manner to all Members and Stakeholders
- c. The Secretary shall provide notice to all Board Members and Stakeholders of the time and location of all meetings of the Board at least 72 hours in advance

D. The Treasurer shall maintain the records of the Council's finances and books of accounts, and shall perform other duties in accordance with the Council's Financial Management Plan and the policies and procedures of the Department of Neighborhood Empowerment (hereinafter "Department"). Duties include;

- a. Overseeing and managing all Council funds and assets.
- b. Establishing and overseeing a system of bookkeeping and accounting.
- c. Council financial statements, books and accounts shall be open for inspection and copying by any member of the public upon written request to the Board.
- d. Working with appropriate Board Members in preparing and distributing all financial documents to Board Members and Stakeholders, this includes but is not limited to Neighborhood Purpose Grants (NPG's), Monthly Expenditure Reports (MER's) Administrative Packet, Community Improvement Projects etc.
- e. Reporting to the Board on Council finances at each regular meeting.
- f. Responsible for preparing an annual financial statement that is up to date.
- g. Establishing a line of communication between Budget Advocates, Board Members and Stakeholders.

E. Sergeant-At-Arms is responsible for ensuring that the Bylaws and Standing Rules of the NC are not violated, and that orders of the officers are executed in an expeditious manner. Sergeant – At- Arms is responsible for facilitating, keeping time and order at all meetings and events. Duties include;

- a. Serving as the Chair of the Rules and Elections Committee
- b. Attending Parliamentary Procedure Trainings
- c. Connecting with Board Members on Parliamentary Procedures
- d. Collaborate with Treasure to establish systems and procedure for inventory

F. Business Representative is responsible for bringing attention to any updates regarding business affairs and stakeholder ideas or concern's, new or relevant news

in order for the board to decided next steps or disseminate any important information. Duties include;

- a. Submitting any topics for discussion to the President and Secretary 72 hours before the general board meeting.
- b. Establishing relationships and a line of communication with businesses including but not limited to factories, corporations, small businesses etc. within the CANC Boundaries
- c. Establishing a line of communication with the State, City, and County Offices to bring resources to Board Meetings and or appropriate committees

G. Education Representative is responsible for bringing attention to any updates regarding education, stakeholder ideas or concerns, or any new or relevant news in order for the board to decide if next steps or disseminate any important information. Duties include;

- a. Submitting any topics for discussion to the President and Secretary 72 hours before the general board meeting.
- b. Connecting and visiting all K-12 Schools and Higher Education Institutions within the CANC Boundaries
- c. Attending and hosting Parent Meetings (PTA, Coffee with the Principal etc.)
- d. Promote Neighborhood Purpose Grant (NPG) opportunities to local LAUSD Schools

H. Senior Representative is responsible for bringing attention to any updates regarding senior stakeholder ideas or concerns, or any new or relevant news in order for the board to decide if next steps or disseminate any important information. Duties include;

- a. Submitting any topics for discussion to the President and Secretary 72 hours before the general board meeting.
- b. Reports on needs of Senior Citizen within the CANC Boundaries
- c. Establishing a line of communication with centers and Government Agencies serving senior citizens.

I. Youth Representative is responsible for bringing attention to any updates regarding Youth (under the age of 26) stakeholders' ideas or concerns, or any new or relevant news in order for the board to decide if next steps or disseminate any important information. Duties include;

- a. Submitting any topics for discussion to the President and Secretary 72 hours before the general board meeting.

- b. Establishing a line of communication with Community Organizations serving youth including but not limited to Youth Centers, Parks, Schools etc. within the CANC Boundaries
- c. Reviewing polices that impact youth.

Section 3: Selection of Officers

Officer positions are elected during the elections of the Council.

Section 4: Officer Terms

Officers shall serve Four (4) terms and serve at the pleasure of the Board.

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

The Standing Committees of the Council are: Rules and Elections Committee, Outreach Committee, Budget and Finance Committee, Education Committee, Government Affairs Committee, and Gentrification & Displacement Prevention and Land Use Committee.

A, Rules and Elections Committee: The committee oversees general CANC elections. The committee recommends amendments to standing rules as necessary. The committee administers the elections as necessary. The committee informs the Board of all election's rules and procedures, and reports at Council meetings on any changes to these that it has adopted. The Board shall vote on whether to accept any proposed rules or procedures.

Section 2: Ad Hoc Committees

The Board may create Ad Hoc Committees as needed to deal with temporary issues. Ad hoc committee members will convene until the project is completed.

Section 3: Committee Creation and Authorization

- A. **Committee Authority** – All committee recommendations shall be brought back to the full Board for discussion and action.
- B. **Committee Structure** – All committee, subcommittees and/or ad hoc committees shall be made up of members appointed by the Board. Each committee may include non-elected Stakeholders. Each member of a committee or subcommittee shall serve a one (1) year term, subject to reappointment, unless the committee or subcommittee is terminated sooner.
- C. **Committee Appointment** – The Board, by motion, may designate or terminate one (1) or more committees and provide for the manner of approving members for each

committee. All Committee Chairs shall be appointed by the President and confirmed by the Board.

- D. **Committee Meetings** – Committee meetings are subject to and shall be conducted in accordance with the Ralph M. Brown Act. Minutes shall be taken at every Committee meeting. The Chairs shall keep a written record of Committee meetings and shall provide regular reports on Committee matters to the Board.
- E. **Changes to Committees** – The Board may establish, disband or make changes as needed to any Standing or Ad Hoc committee. Any such action by the Board shall be noted in the Council meeting minutes.
- F. **Removal of Committee Members** – The President shall also be able to remove any committee, subcommittee, or ad hoc chairperson with concurrence of the Board by majority vote. Vacancies on any committee, subcommittee and/or ad hoc committee may be filled by appointment made by the Committee Chairperson with the concurrence of the Officers of the CANC by majority vote.

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 of each calendar year. The Board shall hold as many meetings as it desires, but shall hold meetings at a minimum of one (1) time per calendar quarter.”

Section 2: Agenda Setting

The President shall set the agenda for each Council meeting.

Section 3: Notifications/Postings

At a minimum, meeting notices shall be posted in compliance with the Ralph M. Brown Act and in compliance with the Board of Neighborhood Commissioner’s Agenda Posting policy.

Notification of all meetings shall be posted at one (1) physical public location within the Central Alameda Neighborhood Council Area, and also in one (1) local publication tailored to reach the largest number of identifiable area Stakeholders. 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. Notice shall also be posted on the Council and emailed out to Stakeholders if the Council maintains such a database. Regular and Special meeting agendas shall also be emailed to the Department.

Section 4: Reconsideration

The Board may reconsider and amend its action on items listed on the agenda if that

reconsideration takes place either immediately following the original action or at the next regular meeting. The Board, on either of these two (2) days, shall: (a) Make a Motion for Reconsideration and, if approved, (b) hear the matter and take an action. If the motion to reconsider an action is scheduled for the next meeting following the original action, then two (2) items shall be placed on the agenda for that meeting: (a) A Motion for Reconsideration on the described matter and (b) a Proposed Action, should the motion to reconsider be approved. A motion for reconsideration can only be made by a Board member (the "Moving Board Member") who 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, the Moving Board Member must submit a memorandum to the Secretary identifying the matter to be reconsidered, and giving a brief description of the reason(s) for requesting reconsideration at the next regular meeting. The aforesaid shall be in compliance with the Brown Act.

ARTICLE IX FINANCES

A. The Treasurer shall oversee and be charged with the full custody and control of all Council funds and assets, and will establish accounts in the precise name of this Council, consistent with the City's funding program for Neighborhood Councils. These funds shall remain liquid and readily available for Council use and shall not be used for high risk or speculative investments, but conform to prudent standards of investment of public funds.

B. The Treasurer shall establish and oversee a system of bookkeeping and accounting in with Generally Accepted Accounting Principles and conforming to all applicable local, state, and federal laws. The Treasurer may request authorization from the Board to retain a financial professional to assist in creating such systems, as well as Department assistance to implement. The Treasurer shall be ultimately responsible for maintenance of systems and for the protection of all Council assets.

C. The Treasurer shall establish and oversee a system of bookkeeping and accounting in with Generally Accepted Accounting Principles and conforming to all applicable local, state, and federal laws. The Treasurer may request authorization from the Board to retain a financial professional to assist in creating such systems, as well as Department assistance to implement. The Treasurer shall be ultimately responsible for maintenance of systems and for the protection of all Council assets.

D. Council financial statements, books and accounts shall be open for inspection and copying by any member of the public upon written request to the Board. The Board shall establish fair and open procedures to permit inspection within a reasonable time. Copying of financial records will be performed by an established copy service, the charge for which shall be billed to the person or entity requesting copies.

E. The Treasurer shall report to the Board on Council finances at each regular meeting.

F. The Treasurer shall be responsible for preparing an annual financial statement for the Department, and shall cooperate to establish a process whereby Council finances and book of accounts can be reviewed by the Department, pursuant to the Plan.

G. The Council will not enter into any contracts or agreements except through the Department.

ARTICLE X ELECTIONS

Section 1: Administration of Election

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

Section 2: Governing Board Structure and Voting

The number of Board seats, the eligibility requirements for holding any specific Board seats, and which Stakeholders may vote for the Board seats, are noted in Attachment B.

Section 3: Minimum Voting Age

Except with respect to a Youth Board Seat, a stakeholder must be at least 16 years of age on the day of the election or selection to be eligible to vote. [See Admin. Code §§ 22.814(a) and 22.814(c)]

Section 4: Method of Verifying Stakeholder Status

Voters will verify their Stakeholder status through written self-affirmation.

Section 5: Restrictions on Candidates Running for Multiple Seats

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

Section 6: Other Election Related Language

Not Applicable.

ARTICLE XI GRIEVANCE PROCESS

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

A grievance by a Stakeholder or Ad-Hoc Committee must be submitted in writing to the Board of Governors. The Secretary shall receive and submit all grievances to the Board. The Board shall then refer the matter to an ad hoc grievance panel comprised of three (3) members randomly selected by the Secretary from a list of Council members who have expressed an interest in serving on such a panel. The Secretary will coordinate a meeting for the panel to discuss the matter with the aggrieved party, and shall promptly thereafter prepare a written report to be forwarded by the Secretary to the Board outlining recommendations for resolving the grievance. The Board may receive a copy of the report prior to any meeting, but the matter shall not be discussed among Board members until it is heard at the next regular Board meeting, pursuant to the Brown Act.

This formal grievance process is not intended to apply to Stakeholders who simply disagree with a position or action taken by the Board. Those can be aired at Board meetings. This process is intended to address matters involving procedural disputes, e.g., Board failure to comply with Board Rules and Bylaws. In the event that a grievance cannot be resolved through this process, the matter may be referred to the Department for consideration or dispute resolution in accordance with the Plan.

ARTICLE XII PARLIAMENTARY AUTHORITY

The Council shall use Robert’s Rules of Order when conducting Council meetings. 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

Amendments, changes, additions or deletions to these Bylaws may be proposed by the Board or any Stakeholder during the public comment period of a regular meeting of the Board of Governors. A proposal to amend Bylaws, however, must then be formalized in writing and lodged with the Secretary or person responsible for preparing the agenda for the next regular meeting. The proposed amendment will be placed on the agenda for public discussion at a subsequent regular meeting of the Board.

Recommendation for amendment or adjustment of these Bylaws requires a two-thirds (2/3) vote of the entire number of the Board. Thereafter, and within fourteen (14) days after a vote recommending adjustment or amendment to the Bylaws, a Bylaw Amendment Application shall be submitted to the Department along with a copy of the existing Bylaws for review and approval in accordance with the Plan. 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 shall comply with these Bylaws and with any additional Standing Rules or Procedures adopted by the Board of Governors, 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 49.5.1*), the Brown Act, the Public Records Act, the American Disabilities Act, and all laws and governmental policies pertaining to Conflicts of Interest.

Section 1: Code of Civility

The Council, its representatives, and all 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.

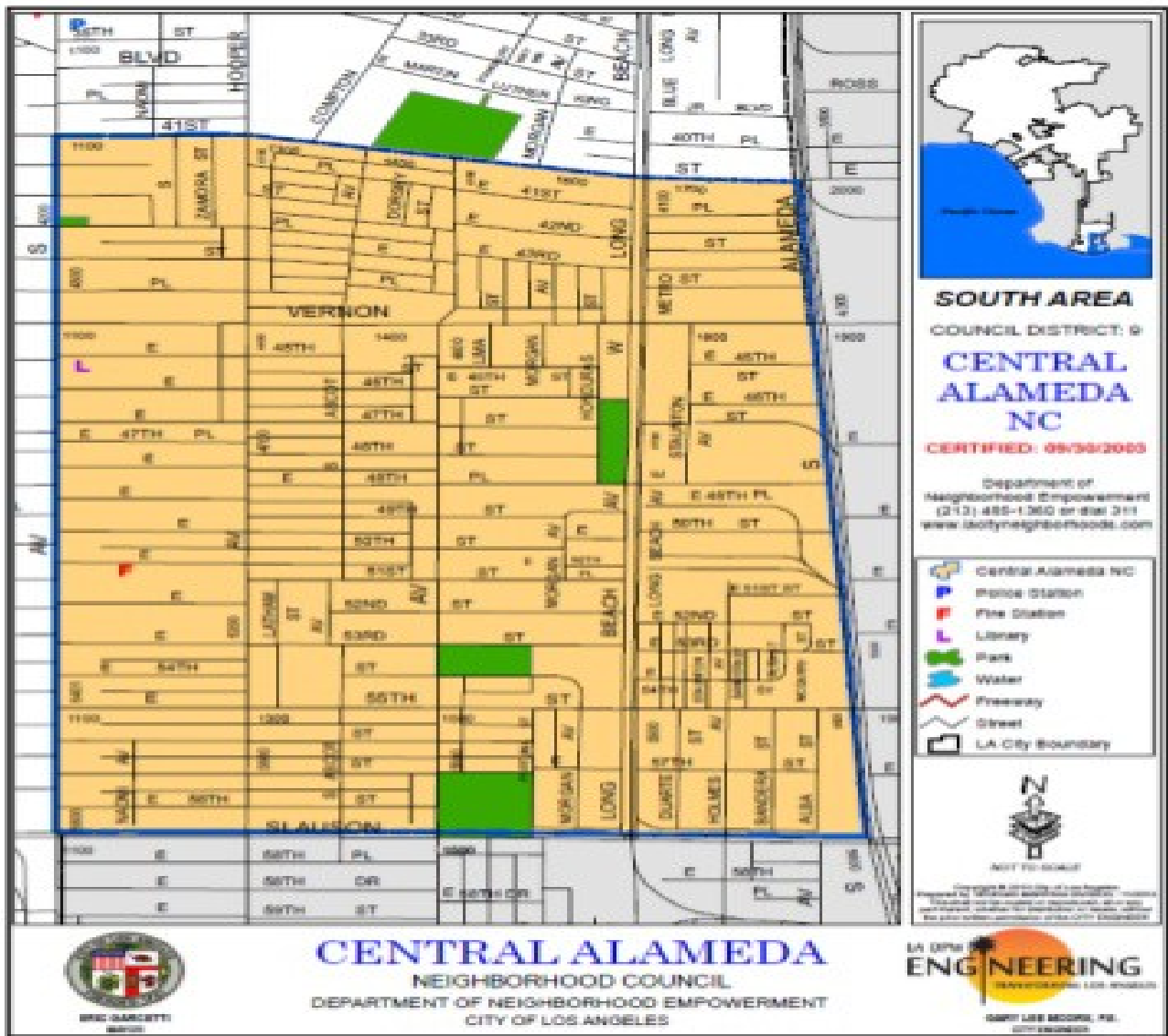
Section 2: Training

All Board members shall take training in the fundamentals of Neighborhood Council, including, but not limited to, ethics, funding, workplace violence and sexual harassment trainings provided by the City within forty-five (45) 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 Central Alameda Neighborhood Council



ATTACHMENT B – Governing Board Structure and Voting

Central Alameda Neighborhood Council – 9 Board Seats

BOARD POSITION	# OF SEATS	ELECTED OR APPOINTED?	ELIGIBILITY TO RUN FOR THE SEAT	ELIGIBILITY TO VOTE FOR THE SEAT
Chair Term: 4 Years	1	Elected	Stakeholder within the CANC boundaries who is at least 18 years of age at the time of election.	Stakeholders within the CANC boundaries who are at least 16 years of age at the time of election.
Vice-Chair Term: 4 Years	1	Elected	Stakeholder within the CANC boundaries who is at least 18 years of age at the time of election.	Stakeholders within the CANC boundaries who are at least 16 years of age at the time of election.
Treasurer Term: 4 Years	1	Elected	Stakeholder within the CANC boundaries who is at least 18 years of age at the time of election.	Stakeholders within the CANC boundaries who are at least 16 years of age at the time of election.
Secretary Term: 4 Years	1	Elected	Stakeholder within the CANC boundaries who is at least 18 years of age at the time of election.	Stakeholders within the CANC boundaries who are at least 16 years of age at the time of election.
Sergeant-At-Arms Term: 4 Years	1	Elected	Stakeholder within the CANC boundaries who is at least 18 years of age at the time of election.	Stakeholders within the CANC boundaries who are at least 16 years of age at the time of election.
Business Representative Term: 4 Years	1	Elected	Stakeholder within the CANC boundaries who is at least 18 years of age at the time of election.	Stakeholders within the CANC boundaries who are at least 16 years of age at the time of election.

BOARD POSITION	# OF SEATS	ELECTED OR APPOINTED?	ELIGIBILITY TO RUN FOR THE SEAT	ELIGIBILITY TO VOTE FOR THE SEAT
Education Representative Term: 4 Years	1	Elected	Stakeholder within the CANC boundaries who is at least 18 years of age at the time of election.	Stakeholders within the CANC boundaries who are at least 16 years of age at the time of election.
Youth Representative Term: 4 Years	1	Elected	Stakeholder within the CANC boundaries who between 14 – 17 years of age at the time of election.	Stakeholders within the CANC boundaries who are at least 14 years of age at the time of election.
Senior Citizen Representative Term: 4 Years	1	Elected	Stakeholder within the CANC boundaries who is at least 18 years of age at the time of election.	Stakeholders within the CANC boundaries who are at least 16 years of age at the time of election.

ATTACHMENT C – CENTRAL ALAMEDA MEETING AGENDA TEMPLATE

EXECUTIVE OFFICERS

Alfredo Gama
President

Jessica De Luna
Vice President

Milagro Jones
Secretary

Elias Garcia
Treasurer



BOARD MEMBERS

Franklin Andres
Sergeant at Arms

Leon Gullette
Business Representative

VACANT
Education Representative

Leatha Taylor
Senior Representative

Itzel Gama
Youth Representative

CENTRAL ALAMEDA NEIGHBORHOOD COUNCIL

General Board Meeting

DATE: October 19, 2019 TIME: 11:00 AM

Slauson Multipurpose Center
5306 Compton Ave, Los Angeles, CA 90011

Please be advised agenda items may not be heard in the order listed.

1. **Welcoming Remarks**
 - a. Roll Call
2. **Public comment (10 min)**
3. **Community/Government Reports & Announcements (10 min)**
4. **Budget Update (10 min)**
5. **Discussion/Action Items: (10 minutes)**
6. **Committees of the Council Discussion and Possible Action Items (10 min)**
7. **Board Member Announcements and Agenda Items Request**
8. **Adjournment**

PUBLIC INPUT AT NEIGHBORHOOD COUNCIL MEETINGS – The public will be requested to fill out a “Speaker Card” to address the Board on any agenda item before the Board takes an action on an item. Comments from the public on agenda items will be heard only when the respective item is being considered. Comments from the public on other matters not appearing on the agenda that are within the Board’s jurisdiction will be heard during the General Public Comment period. Please note that under the Brown Act, the Board is prevented from acting on a matter that you bring to its attention during the General Public Comment period; however, the issue raised by a member of the public may become the subject of a future Board meeting. Public comment is limited to 2 minutes per speaker, unless adjusted by the presiding officer of the Board.

PUBLIC POSTING OF AGENDAS - CANC agendas are posted for public review at the following community

locations and our website:

Vernon Public Library – 4504 S. Central Avenue 90011

Slauson Multipurpose Center -- 5306 Compton Avenue 90011

Fred Roberts Recreation Center -- 4700 Honduras St. 90011

You can also find the agenda online at the website below

<https://www.lacity.org/government/subscribe-agendasnotifications/subscribe-other-meeting-agendas/neighborhood-councils>

THE AMERICAN WITH DISABILITIES ACT - As a covered entity under Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and, upon request, will provide reasonable accommodation to ensure equal access to its programs, services and activities. Sign language interpreters, assistive listening devices and other auxiliary aids and/or services, may be provided upon request. To ensure availability of services, please make your request at least 3 business days (72 hours) prior to the meeting you wish to attend by contacting Alfredo Gama, Council Chair, canc.president@gmail.com.

PUBLIC ACCESS OF RECORDS – In compliance with Government Code section 54957.5, non-exempt writings that are distributed to a majority or all of the board in advance of a meeting may be viewed at our website: www.CentralAlamedaNC.com or at the scheduled meeting. In addition, if you would like a copy of any record related to an item on the agenda, please contact Alfredo Gama, at (310)293-1261 or canc.president@gmail.com

RECONSIDERATION AND GRIEVANCE PROCESS For information on the CANC's process for board action reconsideration, stakeholder grievance policy, or any other procedural matters related to this Council, please consult the CANC Bylaws. The Bylaws are available at our Board meetings and our website www.CentralAlamedaNC.com or <https://empowerla.org/canc/>

SERVICIOS DE TRADUCCIÓN Si requiere servicios de traducción, favor de avisar al Concejo Vecinal 3 días (72 horas) antes del evento. Por favor contacte a Alfredo Gama, President de la Mesa Directiva, por correo electrónico a agama006@gmail.com para avisar al Concejo Vecinal.

ATTACHMENT D – CENTRAL ALAMEDA BOARD MEMBER APPLICATION

CENTRAL ALAMEDA NEIGHBORHOOD COUNCIL (CANC) BOARD VACANCY APPLICATION

Date: _____

Applicant's Name: _____ Occupation: _____

Home Address (if applicable) : _____

Work Address (if applicable): _____

Home Phone: _____ Mobile Phone: _____

Email: _____

Stakeholder Status, do you live, work, or operate a business within the boundaries of the CANC?

How did you hear about the CANC?

Why do you wish to participate in CANC

What are your goals for the community?

What skills do you have that might be especially useful for the CANC

Are you prepared to contribute at least 10 hours a month to community service through the council?

What areas of community service particularly interest you?

Do you have any conflicting interest that might conflict with Neighborhood Council responsibilities?

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Any additional comments.