

BYLAWS FOR
Community and Neighbors for Ninth District Unity
Neighborhood Council
(CANNDU NC)
December 01,
2020

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Article I NAME

Upon certification, the name of the Neighborhood Council shall be ***Community and Neighbors for Ninth District Unity (CANNDU or Council)***, an officially recognized advisory council hereby part of the Los Angeles Citywide system of Neighborhood Councils.

Article II PURPOSE

A. The PURPOSE of CANNDU is to participate as an advisory body on issues of concern to our Neighborhood Council and in the governance of the City of Los Angeles.

B. The MISSION of this Council is:

1. Provide an inclusive and open forum for public discussion of issues of interest to the Council, including City governance, the needs of the Council, the delivery of City services to the Council area, and other matters of a City wide nature;
2. Advise the City on issues of interest to the Council, including City governance, the needs of the Council, the delivery of City services to the Council area, and other matters of a City wide nature;
3. Initiate, execute and support projects for the physical, social and cultural improvement of the Council area; and to facilitate communication between the City and Stakeholders on issues of concern to the community and/or the Stakeholders.

C. The POLICY of this Council shall be:

1. Respect the dignity and expression of viewpoints of all individuals, groups, and organizations involved in this Council.
2. Remain non-partisan with respect to political party affiliation and inclusive in our operations including, but not limited to, the process of electing or selecting the Board of Directors, Officers, and committee members, as hereinafter set forth;
3. Utilize the Early Notification System to inform our Neighborhood Council of matters involving the City of Los Angeles (and our community) in a way that is tailored to provide opportunities for involvement in the decision-making process. Encourage all Stakeholders to participate in all activities of this Council.
4. Prohibit discrimination against any individual or group in our operations on the basis of race, religion, color, creed, national origin, ancestry, sex, sexual orientation, age, disability, marital status, homeowner/renter status, income, or political affiliation.
5. Have fair, open, transparent procedures for the conduct of Council business.

Article III BOUNDARIES

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

Section 1: Boundary Description – The boundaries are described as follows:

- A. **North:** Slauson Avenue between 110 Freeway and Central Ave.
- B. **East:** Central Avenue between Slauson Avenue and 84th Street
- C. **South:** 84th Street between 110 Freeway and Central Avenue
- D. **West:** 110 Harbor Freeway between Slauson Ave. and 84th Street

The boundaries of the Council are set forth in Attachment A - Map of Community and Neighbors for Ninth District Unity.

Section 2: Internal Boundaries –

Area I:

North - Slauson

South – Gage

East - Central

West – San Pedro

Area II:

North – Gage

South - Florence

East – Central

West – San Pedro

Area III

North - Florence

South - 84th

East - Central

West – San Pedro

Area IV

North - Slauson

South - Gage

East San Pedro

West – Grand Ave.

Area V

North – Gage

South – Florence

East – San Pedro

West – Grand Ave.

Area VI

North – Florence

South - 84th

East – San Pedro

West – Grand

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 CANNDU Neighborhood Council; or
- (2) Is a Community Interest Stakeholder, defined as an individual who is a member of or participates in a Community Organization within the boundaries of the Neighborhood Council.

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

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

Article V GOVERNING BOARD

The Board of Directors (Board) shall be the Governing Body of the Council within the meaning of that term as set forth in the Plan for a Citywide System of Neighborhood Councils (Plan).

Section 1: Composition – The Board shall consist of nine (9) Stakeholders elected, selected or appointed by the Board and/or Stakeholders. The composition of the Board shall be as follows:

- Chair
- Vice-Chair
- Corresponding Secretary
- Communications Secretary
- Parliamentarian
- Treasurer
- Two (2) At Large Seats
Community Interest At-Large Seat

A. Five (5) Executive Committee Officers - Chairperson, Vice- Chairperson, Corresponding Secretary, Treasurer, and Parliamentarian.

B. Four (4) Board Representatives – Communications Secretary, At-Large two (two) and Community Interest At-Large (3)

No single Stakeholder group shall hold a majority of Board seats unless extenuating circumstances

exist and are approved by the Department of Neighborhood Empowerment (Department).

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

Section 3: Official Actions – A simple majority vote by the Board members present, **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 –

For the election to be held in 2021, the following seats are up for election: Chairperson, Corresponding Secretary, Parliamentarian, Community Interest At-Large, and At-Large #2.

For the election to be held in 2023, the following seats are up for election: Vice-Chairperson, Communications Secretary, Treasurer, and At-Large Seat #1.

Positions elected to a one (1) time, four (4) year term beginning in year 2021 shall be designated as Group A. Positions elected to a four (4) year term beginning in year 2023 shall be designated as Group B.

Group A:

Chairperson
Corresponding Secretary
Parliamentarian,
Community Interest At-Large
At-Large Board Member – #2

Group B:

Vice Chairperson
Communications Secretary
Treasurer
At-Large Board Member - #1

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 to the Corresponding Secretary.
- B. The Corresponding Secretary shall then ensure that the matter is placed on the agenda for the next regular meeting of the Board.

- C. If only one (1) Stakeholder has submitted an application for a vacant seat, then a vote of the Board shall be taken and the applicant installed by majority vote of the Board. If more than one (1) Stakeholder has made application for an empty seat, then an open and fair vote shall be taken at the next regular meeting by all Stakeholders present, except for the presiding Chair. The vote shall be presided over by the Board and shall include one (1) vote per Stakeholder. In the case of a tie, the presiding Chair shall cast the tie-breaking vote.

When a vacant seat is filled by the aforementioned process, that seat shall be filled only until the next general election is held to fill all seats on the Board. In no event shall a vacant seat be filled where the election to fill all seats on the Board is scheduled to be held within ninety (90) days from the date the applicant (Stakeholder proposing to fill the vacancy) tenders a written application to the Secretary.

Section 7: Absences —Any Board Member who has 3 consecutive unexcused absents from any regularly scheduled Neighborhood Council Governing Board Meetings or, optionally, 5 total Governing Board Meetings during any twelve (12) month period will be automatically removed from the Board. Each Council Board Member absence shall be recorded in the Council’s Meeting Minutes or other manner of Council record keeping, and that, upon missing the required number of Board Meetings for removal, the Council Presiding Officer shall notify the Board Member of the absences and place on the agenda the removal of the Board Member at a regular or special Board meeting whereupon the Board shall determine the validity of the absences before taking action to remove the Board Member. Any meeting of the Neighborhood Council Governing Board, scheduled and noticed as 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. 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.

5. In no event shall a motion to censure a board member be heard by the Neighborhood Council within sixty (60) days of the next scheduled Board election or selection.

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

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

1. A motion to remove a Board member may be initiated by any three (3) Board members. Those Board members shall not constitute a majority of the quorum of any Neighborhood Council body, such as a committee. The proposed motion shall be delivered to any officer of the Board or a specific officer or member of the Board as may be specified in the bylaws or standing rules of the Neighborhood Council. The motion shall be in writing and provide the specific facts and grounds for the proposed removal action including the date(s) and specific conduct relied upon for the motion. The motion shall not be based upon conclusions, e.g., "for alleged violations of the Code of Conduct" but shall contain factual statements that describes conduct only and is not intended to embarrass or humiliate the board member. The motion to remove shall also include a copy of the prior censure motion and the date it was passed.

2. The Board member, group of Board members or committee responsible for setting the final Board agenda shall list and briefly describe the motion on the agenda of the next regular or special Board meeting scheduled at least thirty (30) days following the delivery of the proposed removal motion.

3. The Board member subject to removal shall be given a minimum of thirty (30) days prior written notice, which may include email sent to the last email address on file with the Neighborhood Council, of any meeting at which a motion to remove will be heard. The notice shall provide the specific facts and grounds for the proposed removal as specified in 1 above. The Board shall also provide a copy of the notice to the Department of Neighborhood Empowerment a minimum of thirty (30) days prior to any meeting at which a motion to remove will be considered.

4. The Board member subject to removal shall be given reasonable time to be heard at the meeting, either orally or in writing, prior to the Board's vote on a motion for removal.

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.

5. 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.

6. 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.

7. A request for the Commission to review a Neighborhood Council's removal decision shall proceed as follows:

a. The request must be 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.

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 – Any member of the Board who ceases to be a Stakeholder is required to submit his or her resignation to the Board for discussion and action at a Board meeting. Removal of the Board member requires a two-thirds (2/3) majority of the attending Board members.

Section 11: Community Outreach – CANN DU will establish a procedure for communicating with all of its stakeholders on a regular basis in a manner ensuring information is disseminated in an even and timely manner.

The Board shall direct that a system of outreach be instituted to find and obtain nominees for subsequent election to the Board. The Board may choose to design such a system through the committee process. The purpose of this outreach is to put forth a reasonable effort to inform and give every Stakeholder desiring to participate on the Board an opportunity to become a Board member. To this end, a period of at least sixty (60) days prior to any election shall be given to prospective Board members for purpose of soliciting Stakeholder support.

Article VI OFFICERS

Section 1: Officers of the Board – There shall be five (5) officers of the Board of CANN DU: Chair, Vice Chair, Corresponding Secretary, Treasurer, and Parliamentarian.

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

A. President

The President shall act as the chief executive of the Council and shall preside at all Board meetings. The President may select or nominate additional positions and nominees to work on projects undertaken by the Council such as Committees, as needed. Only the President or other Executive Committee Officer, if so nominated by the President, may make official statements on behalf of the Council.

In addition, the President Shall:

1. Preside over all meetings of the CANNDU NC
2. Coordinate the efforts of all committee chairs
3. Represent CANNDU NC at community and citywide functions
4. Serve or designate a person to serve as a liaison between CANNDU NC and other neighborhood councils or other entities
5. Nominate committee chairs
6. Make a report at each regular meeting

B. Vice President

In the absence of the President, or in the event of his/her inability or refusal to act, the Vice President shall perform all the duties of the President, and when so acting shall have all the powers of, and be subject to all the restrictions of the President. The Vice President shall have other powers and perform such other duties as may be prescribed by law, or by these Bylaws. The Vice-President shall have oversight of all Standing and Ad Hoc Committees.

C. Secretary

The Secretary Shall:

1. Certify and keep at the principal office of the Council the original of a Copy of these Bylaws as amended or otherwise altered to date.
2. Take minutes at all Regular, Special and Board meetings in accordance with the current edition of Robert's Rules of Order. Keep at the principal office of the Council or at the other such place as the Council may determine, a book of minutes of all Regular, Special, board, and Committee meetings.
3. Maintain for each meeting a copy of the posted notice and agenda and, in the case of Special Meetings, a record of when and to whom actual notice was given.
4. See that all notices are duly given in accordance with the provisions of the Brown Act and These Bylaws.
5. Post or cause to be posted all official meeting notices and notify all Board Members. Such notification may be accomplished via DONE's Early Notification System.
6. Be custodian of the records and of the logo of the Council and see that the logo is affixed to all duly executed documents, the execution of which on behalf of the Council under its logo is authorized by law or by these Bylaws.
7. Keep at the principal office of the Council a Stakeholder Membership Book or Electronic Data Record.
8. Exhibit at all reasonable times to any Board Member upon request these Bylaws, the Stakeholder Membership book or Electronic data record and Meeting minutes.
9. In general, perform all duties and correspondent's incident to the office of secretary and such other duties as may be required by law or by these Bylaws or which may be assigned from time to time by the Board.
10. Make or cause to be made sufficient copies of Regular, Special and Board Meeting minutes and distributed to Stakeholders at the next Regular meeting.

D. Treasurer

The Treasurer shall:

- A. Have charge and custody of, and be responsible for, all funds and securities of the Council.
- B. Maintain a record for all financial reports.
- C. Cooperate fully with DONE in all matters related to the Council's funding, financial affairs and accounting procedures.
- D. Allow DONE full access to the accounting records of the Council when prevailed upon to do so.
- E. Submit to DONE a monthly accounting statement (Monthly Expenditure Report – MER).
- F. Make monetary disbursements with proper records and approval from the Council Board, and

DONE as necessary.

8. Exhibit at all reasonable times the books of account and financial records to any Board Member or member of the public upon request.
9. Prepare and submit on a monthly basis, reports of accounts to the Board.
10. The Treasurer shall be an ex-officio, voting Member of the Finance Committee. The Treasurer must be present at all Meetings of the Finance Committee, keeping this committee updated on all required fiscal procedures. All Finance Committee meetings must be scheduled per the availability of the Treasurer.
11. The Treasurer shall use the following as minimum guidelines for the conduct of said position:
Stakeholder Review of Financial Records – Upon written request, any Stakeholder may review the financial records of the Council. Reviews shall be scheduled per regulations of the Public Records Financial Books – Books shall, at a minimum, consist of Receipts and disbursement ledgers showing the beginning balance, the kinds and mounts of expenses paid from day to day, and the running balance of each fund, duly accounting for each type of fund under separate ledgers.
 - a. Financial Reports – Financial reports shall include, but not be limited to, information regarding the amount appropriated (or the beginning balance for the subject quarter), additional receipts for the subject quarter, if any, the expenses paid during the reporting period, the ending balance of the funds or other such information as prescribed by the Board of Stakeholders.
 - b. Monthly Expenditure Report (MER) – The Council shall prepare and deliver a Monthly Expenditure Report to the Board for its review and approval and subsequent submission to DONE as required by the DONE.
 - c. Fiscal Year – For recording the reporting purposes, the fiscal year for the CANNDU NC Community Council shall run concurrently with the City of Los Angeles Fiscal Year. July 1st to June 30th

E. Parliamentarian

The parliamentarian shall insure that all Meetings are conducted consistent with these Bylaws, and the current editions of Robert’s Rules of Order. The Parliamentarian shall have other powers and perform such other duties as may be prescribed by the Board.

Section 3: Selection of Officers – Officer positions are elected during the elections of the Council.

Section 4: Officer Terms – The Officers shall serve four (4) year terms at the pleasure of the Board. They may stand for reelection.

Article VII COMMITTEES AND THEIR DUTIES

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 in the Council Standing Rules.

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

The Standing Committees of the Council shall be at a minimum

A. EXECUTIVE

Meetings of the Executive Committee Officers may be called by the President or upon written request of three (3) of its officers, and shall follow the procedures for the Brown Act. The officers shall keep minutes of its proceedings, which will be filed with all other CANN DU NC records, and a report of all meetings shall be given at the next Regular Meeting. Quorum for the Executive Committee shall be three (3). Action shall be by vote with a simple majority. In case of a tie vote the Chairperson shall cast the deciding vote. The Executive Committee sets the agenda for the council's meetings.

B. OUTREACH

The Primary function of the Outreach Committee is to inform Stakeholders of the existence and impact of CANN DU Neighborhood Council. The Outreach Committee shall coordinate with other committees to publicize events and activities of the CANN DU NC.

C. BUDGET AND FINANCE

The Budget and Finance Committee shall develop fiscal procedures and a budget within the guidelines specified by DONE. The Board of Stakeholders must approve the budget and all changes to the budget. The CANN DU NC's fiscal year shall run concurrently with the City of Los Angeles Fiscal year. The Finance Committee shall submit to the Board a report showing all income and expenditures. The Finance Committee shall meet at a minimum of once time per quarter. The Chairperson of the Finance Committee must be a Board Member and the Committee shall act consistent with the Directives of the Board. Nothing in this section shall be construed to interfere with or subtract from the responsibilities of the Treasurer. The Budget and Finance Committee would like to meet once every four months.

D. Planning AND Land Use (PLUM)

The Planning and Land Use Committee shall, at minimum:

- a. Attend hearings of the South Los Angeles Area Planning Commission when issues related to CANN DU NC area is on the agenda.
- b. Advise CANN DU NC and Stakeholders on public hearings regarding land use and related issues within council boundaries.
- c. Serve as a liaison to the Los Angeles Planning Department.
- d. Develop a strategy to create awareness of community needs, responsibilities and the means to bring about change in the CANN DU NC Community.

E. Bylaws

The Bylaws Committee shall, at minimum:

- Meet at least once annually to review the bylaws.
- Monitor information from DONE, the Los Angeles City Attorney's Office, the Los Angeles City Council and other governing bodies that may indicate that these Bylaws should be amended.
- Serve as repository for suggested Bylaws changes from Board Members, CANN DU NC Committees, and Stakeholders.
- Ensure that current Bylaws are available at the CANN DU NC office, on the CANN DU NC website, and Meetings.

Section 3: Committee Creation and Authorization – The Board shall appoint Stakeholders to committees, sub-committees, and/or ad hoc committees by a majority vote. These bylaws shall be amended to reflect the institution of any permanent or standing committee(s). All other committees

established or disbanded shall be noted in the minutes by the secretary. All committee recommendations shall be brought back to the full Board for discussion and action.

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 **fiscal** 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 executive committee shall set the agenda for each council meeting.

Section 3: Notifications/Postings – Notice of a regular meeting shall be a minimum of three (3) days (72 hours) in advance of the meeting and at least one (1) day (24 hours) in advance of a special meeting. The Board will follow the Commission’s Neighborhood Council Agenda Posting Policy. At a minimum, notice shall be posted at the Council’s seven (7) public notice locations filed with the Department, on its website (if applicable) 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 or amend its actions through the following Motion for Reconsideration process:

- Before the Board reconsiders any matter, the Board must approve a Motion for Reconsideration. The Motion for Reconsideration must be approved by official action of the Board. After determining that an action should be reconsidered, the Board has the authority to re-hear, continue, or take action on the item that is the subject of reconsideration within any limitations that are stated in the Motion for Reconsideration.
- The Motion for Reconsideration must be brought, and the Board's approval of a Motion for Reconsideration must occur, either during the same meeting where the Board initially acted or during the Board's next regularly scheduled meeting that follows the meeting where the action subject to reconsideration occurred. The Council may also convene a special meeting within these specified time frames to address a Motion for Reconsideration.
- A Motion for Reconsideration may be proposed only by a member of the Board that previously voted on the prevailing side of the original action that was taken by the Board (the "Moving Board Member").
- The Moving Board Member may make the Motion for Reconsideration orally during the same meeting where the action that is the subject of reconsideration occurred, or by properly placing the Motion for Reconsideration on the agenda of a meeting that occurs within

the allowed specified periods of time as stated above.

- In order to properly place the Motion for Reconsideration on the agenda of the subsequent meeting, the Moving Board Member shall submit a memorandum to the Secretary at least two (2) days in advance of the deadline for posting notices for the meeting. The memorandum must briefly state the reason(s) for requesting the reconsideration, and provide the Secretary with an adequate description of the matter(s) to be re-heard and the proposed action that may be adopted by the Board if the Motion for Reconsideration is approved.
- A Motion for Reconsideration that is properly brought before the Board may be seconded by any member of the Board.

This reconsideration process shall be conducted at all times in accordance with the Brown Act.

Article IX FINANCES

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

Article X ELECTIONS

Section 1: Administration of Election - The Council's election will be conducted pursuant to any and all City ordinances, policies and procedures pertaining to Neighborhood Council elections.

Section 2: Governing Board Structure and Voting – The number of Board seats, the eligibility requirements for holding any specific Board seats, and which Stakeholders may vote for the Board seats are noted in Attachment B.

Section 3: Minimum Voting Age – 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 Council Board during a single election cycle.

Section 6: Other Election Related Language – Not applicable.

Article XII GRIEVANCE PROCESS

- A. Any grievance by a Stakeholder must be submitted in writing to the Board. The Board shall then refer the matter to an ad hoc grievance panel comprised of at least (3) three Stakeholders who are appointed by the Board. The grievance panel will coordinate a time and a place for the panel to meet with the person(s) submitting a grievance and to discuss ways in which the dispute may be resolved.
- B. Thereafter, a panel member shall promptly prepare a written report to be forwarded by the Secretary of the Board outlining the panel's collective recommendations for resolving the grievance. The Board may receive a copy of the panel's report and recommendations prior to any meeting by the Board, but the matter shall not be discussed among the Board members until the matter is heard at the next regular meeting of the Board pursuant to the Ralph M. Brown Act.
- C. This formal grievance process is not intended to apply to Stakeholders who simply disagree with a position or action taken by the Board at one of its meetings. Those grievances can be aired at Board meetings. This grievance process is intended to address matters involving procedural disputes, e.g., the Board's failure to comply with Board Rules or these Bylaws. In the event that a grievance cannot be resolved through this grievance process, then the matter may be referred to the Department for consideration or dispute resolution in accordance with the Plan. Board members are not permitted to file a grievance against another Board member or against the Council.
- D. The Neighborhood Council grievance review process will be conducted pursuant to any and all City ordinances, policies and procedures pertaining to Neighborhood Council grievances.

Article XII PARLIAMENTARY AUTHORITY

Where the Board has not adopted its own rules for conducting its meetings, the Board shall follow Robert's Rules of Order. The Rules of the Board that have been formally adopted and set forth in writing shall, unless contrary of State or federal law, take precedent where there is a conflict with Robert's Rules of Order. All committee meetings shall be governed by any written rules adopted by the Board for conduct of meetings, or by Roberts Rules of Order, where no Board rule applies. Other rules for the conduct and decorum of the Board meetings shall be established by the Board and reflected in the Rules for the Conduct of CANN DU meetings in accordance with the Brown Act.

Article XIII AMENDMENTS

Amendments, changes, additions or deletions to these Bylaws may be proposed by the Board or any Stakeholder(s) during the public comment period of a regular meeting of the Board. A proposal to amend these Bylaws must then be formalized in writing and then lodged with the Corresponding 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. In order for the Board to address the proposed amendment, the Board must first vote by a two-thirds (2/3) majority vote in order to consider the proposed Bylaw amendment.

A recommendation for amendment or adjustment of these Bylaws must also be two-thirds (2/3) majority 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 Bylaws Amendment Application shall be submitted to the Department 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

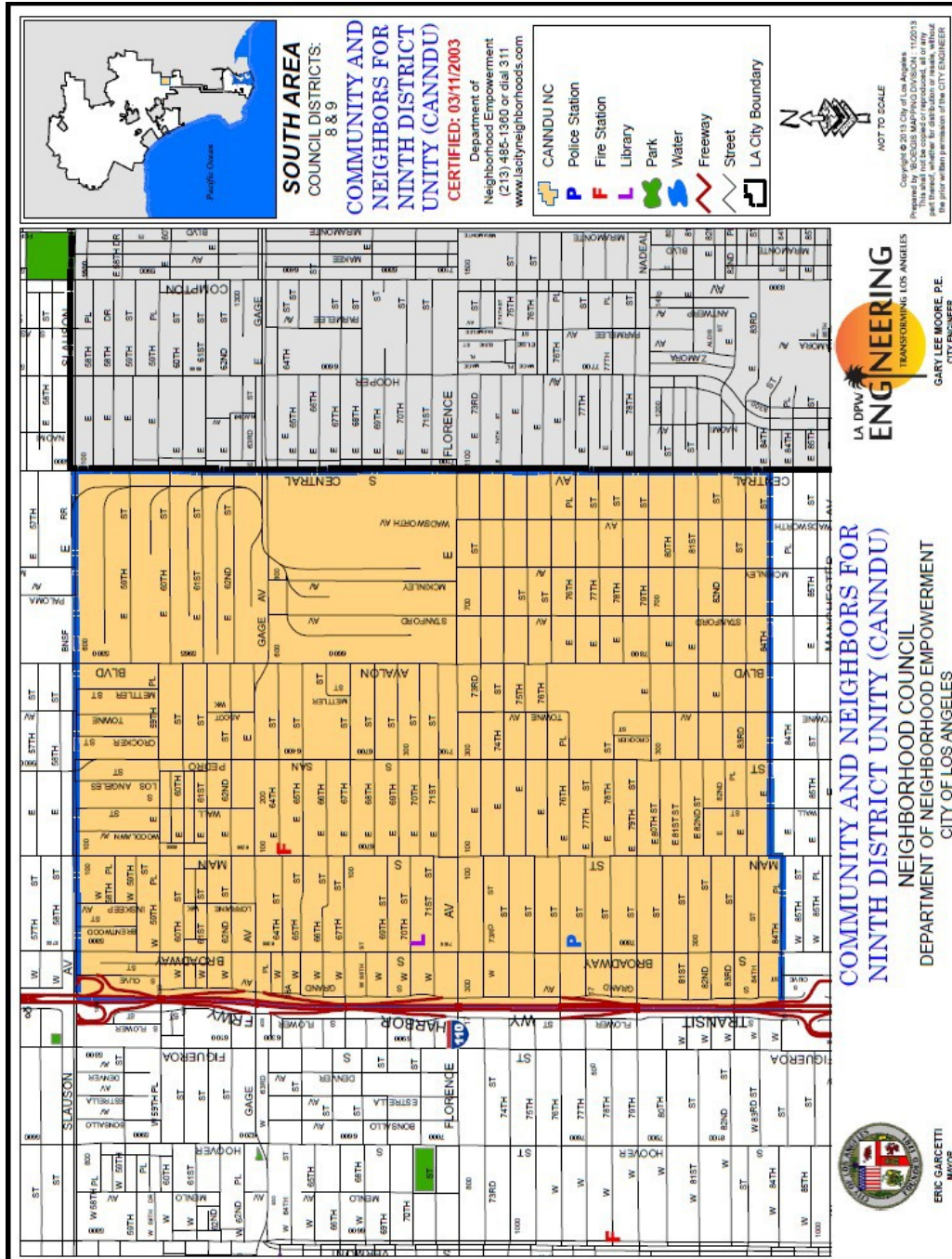
The Council, its representatives, and all Stakeholders shall comply with these Bylaws and with any additional Standing Rules or Procedures as may be adopted by the Board of Directors as well as all local, County, State and Federal laws, including, without limitation, the Plan for Citywide System of Government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

Section 1: Code of Civility – 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, Funding training, and complete the Code of Conduct 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 Community and Neighbors for Ninth District Unity



ATTACHMENT B – Governing Board Structure and Voting Community and

Neighbors for Ninth District Unity – 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	Stakeholders who live, work or own property in the neighborhood and who are 18 years or older.	Stakeholders who live, work or own property in the neighborhood and who are 16 years or older.
Vice- Chair Term: 4 Years	1	Elected	Stakeholders who live, work or own property in the neighborhood and who are 18 years or older.	Stakeholders who live, work or own property in the neighborhood and who are 16 years or older.
Corresponding Secretary Term: 4 Years	1	Elected	Stakeholders who live, work or own property in the neighborhood and who are 18 years or older.	Stakeholders who live, work or own property in the neighborhood and who are 16 years or older.
Communications Secretary Term: 4 Years	1	Elected	Stakeholders who live, work or own property in the neighborhood and who are 18 years or older.	Stakeholders who live, work or own property in the neighborhood and who are 16 years or older.
Treasurer Term: 4 Years	1	Elected	Stakeholders who live, work or own property in the neighborhood and who are 18 years or older.	Stakeholders who live, work or own property in the neighborhood and who are 16 years or older.

Parliamentarian Term: 4 Years	1	Elected	Stakeholders who live, work or own property in the neighborhood and who are 18 years or older.	Stakeholders who live, work or own property in the neighborhood and who are 16 years or older.
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At-Large Representatives Term: 4 Years	2	Elected	Stakeholders who live, work or own property in the neighborhood and who are 18 years or older.	Stakeholders who live, work or own property in the neighborhood and who are 16 years or older.
Community Interest At-Large Representatives Term: 4 Years	1	Elected	Stakeholders who declare a stake in the neighborhood as a community interest stakeholder and are 18 years of age or older at the time of election.	Stakeholders who are 16 years or older.