

Atwater Village Neighborhood Council Bylaws

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ARTICLE I NAME

Upon certification, the name of the Neighborhood Council shall be the Atwater Village Neighborhood Council (“Council” or “AVNC”), an officially recognized advisory council here by part of the Los Angeles Citywide system of Neighborhood Councils.

ARTICLE II PURPOSE

A. The **PURPOSE** of the Council 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. To provide an inclusive open forum for public discussion of issues concerning City governance, the needs of this Neighborhood Council, the delivery of City services to the stakeholders of AVNC and on matters of a Citywide nature;
2. To advise the City of Los Angeles on issues concerning City governance, the needs of the stakeholders of AVNC, the delivery of City services to the stakeholders of the Council, and on matters of a Citywide nature;
3. To create ties to and foster relationships with other communities to work together in addressing mutually beneficial needs and in achieving mutual goals;
4. To educate stakeholders so that they can make informed decisions about the issues concerning City governance, the needs of the stakeholders of AVNC, the delivery of City services to this neighborhood council, and on matters of a City- wide nature;

C. The **POLICY** of this Council shall be:

1. To respect the dignity and expression of viewpoints of all individuals, groups, and organizations involved in this Neighborhood Council;
2. To remain inclusive in our operations and encourage participation and input of any individuals, groups, and organizations with varying viewpoints, including, but not limited to, the election process for governing body and committee members;
3. To maintain a channel of communication on a regular basis to inform our Neighborhood Council, including, but not limited, to the utilization of the Early Notification System as needed, and quarterly mailings, e-mails, postings, and communication through other neighborhood groups, of matters involving the City of Los Angeles and our community in a way that is tailored to provide opportunities for involvement in the decision-making process;

4. To encourage all Community Stakeholders to participate in all activities of this Neighborhood Council;
5. To 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;
6. To have fair, open, and transparent procedures for the conduct of our Neighborhood Council business;
7. To develop in the stakeholders a sense of personal pride and responsibility for their neighborhood and their City.

ARTICLE III BOUNDARIES

Section 1: Boundary Description – The Council includes a geographic area that meets the requirements for areas that have less than 20,000 residents.

The external boundaries are described as follows:

- A. **North:** 134 Freeway, including Griffith Park.
- B. **East:** Railroad tracks (Los Angeles/Glendale boundary) south to Casitas Ave. and the Los Angeles River.
- C. **South:** Casitas Ave. south of the 2 Freeway to the Los Angeles River
- D. **West:** 5 Freeway, including the Los Angeles River and Griffith Park.

The boundaries of the Council are set forth in Attachment A - Map of Atwater Village Neighborhood Council.

Section 2: Internal Boundaries – The internal boundaries are described as follows:

- A. **North Atwater:** North side of Los Feliz Blvd. to the northern external boundary, including Griffith Park
- B. **Central Atwater:** South side of Los Feliz Blvd. to north side of Glendale Blvd..
- C. **South Atwater:** south side of Glendale Blvd. to the southern external boundary.

Shared asset: Griffith Park is a shared asset with Los Feliz Neighborhood Council and Hollywood United Neighborhood Council.

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]

Stakeholders shall include the following in this Council area:

1. Homeowners
2. Renters
3. Property owners
4. Business owners
5. Employees of businesses
6. Cultural institutions and their members
7. Religious institutions and their members
8. Service or community nonprofit organizations and their members
9. Schools and their students
10. Parks and recreation

Stakeholders shall have all rights and privileges, including the rights to vote and the right to hold office as set forth under these Bylaws.

ARTICLE V GOVERNING BOARD

The Board of Directors (hereinafter “the 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 nineteen (19) Stakeholders elected, selected, or appointed by the Board and/or Community Stakeholders. The composition of the Board shall be as follows:

A. Fourteen (14) Area Representatives – Four (4) from North Atwater, Four (4) from Central Atwater, and Six (6) from South Atwater. All Area Representatives must live, work or own real property within the area that he or she represents.

B. One (1) Business Representative – Representing businesses operating within the AVNC boundaries. The Business Representative must have an ownership interest in, or be an employee or an agent of a business located within the AVNC boundaries

C. One (1) Community Groups/Non-Profit Representative – Representing community groups or non-profit organizations operating within the AVNC boundaries. The Community Groups/Non-Profits Representative must be a Director, Member or Officer (as those terms are defined the California Corporations Code), or an employee or agent, of a community group or non-profit as described in this paragraph. They must be a person who affirms a substantial and ongoing participation with a community organization that has continuously maintained a physical street address for not less than one year, and that performs ongoing and verifiable activities and operations that benefit the neighborhood.

D. One (1) Faith Based Organizations Representative – Representing churches, religious groups or other faith-based organizations operating within the AVNC boundaries. The Faith-Based Organizations Representative must be a member of the clergy or other person of service, or a registered member/parishioner, of a church, religious group or other faith-based organization as described in this subsection.

E. One (1) Education Representative – Representing educational institutions within the AVNC boundaries. The Education Representative must be a Stakeholder who is a student, parent to a student, or an employee, of any not-for-profit preschool or K-12 educational institution within Atwater village boundaries, or any K-12 educational institution that includes all or part of Atwater Village in its mandated attendance boundary.

F. One (1) At-Large Representative – Representing the interests of all Stakeholders. The At-Large Representative is open to all Stakeholders.

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”).

A Board member who no longer meets the eligibility criteria for such individual's Representative seat may continue for the duration of such individual's term so long as the such individual is a Stakeholder.

Section 2: Quorum – The quorum shall be nine (9) members of the Board. No floating quorums are allowed.

Section 3: Official Actions – Except as set forth in these bylaws, 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. Official action shall occur when the Board approves, fails to approve, or disapproves by vote any resolutions, positions, or decisions with respect to an item on its agenda which becomes the official or representative voice on said item for the AVNC. An Official Action may include written communication from this Council to any person or entity.

Any Board member under the age of eighteen (18) will not participate in decision-making votes related to entering into contracts or expenditures of the AVNC. In these instances, any Board member under the age of eighteen (18) will abstain from voting, but may participate in any discussions regarding such matters prior to voting

Section 4: Terms and Term Limits – A Board member's term shall be for the duration of two (2) years or until a successor is elected or appointed.

In no event shall any Board member serve on the Board for more than four (4) consecutive terms. For purposes of this paragraph alone, a Board member's term must be for a period of more than one (1) year.

Section 5: Duties and Powers – The Board shall actively identify the needs and concerns of AVNC Stakeholders. They shall maintain an open channel of communication to keep the Stakeholders within their Stakeholder group informed and to hear Stakeholder needs and concerns of matters involving the City of Los Angeles and the community in a way that is tailored to provide opportunities for involvement in the decision-making process. They shall encourage all Community Stakeholders to participate in all activities of this neighborhood council.

The Board is the decision-making body of the AVNC and has the power to make rules for proceeding, appoint non-board members to the Committees, make amendments to the Bylaws provided approval is given by the Department, establish priorities for issues affecting stakeholders, presents the opinion of the Stakeholders officially to the City of Los Angeles and other government agents, and perform other duties in conformance to the policies and laws governing the Neighborhood Councils.

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) to the Secretary.
- B. The 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) eligible Stakeholder has made application for a vacant seat, then a vote of the Board shall be taken and the applicant installed by a two-thirds (2/3) vote of the Board. If more than one (1) eligible Stakeholder has made an application for an empty seat, then an open and fair vote shall be taken at the next regular meeting by all Stakeholders present. The vote shall be presided over by the Board and shall include one (1) vote per Stakeholder.
- D. If no eligible Stakeholder has made an application for a vacant seat for the next regular meeting of the Board, or the process for filling a vacant seat as outlined in this Subsections A-C above is being utilized because no candidate has run to fill a vacant seat as per an election under Article X of these Bylaws, such vacant seat will be open to all Stakeholders.
- E. 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 one hundred and twenty (120) days from the date the applicant (Stakeholder proposing to fill the vacancy) tenders a written application to the Secretary.
- F. The appointed applicant's term shall be limited to the term for the vacated seat.

Section 7: Absences – A Board member shall be removed upon the fourth absence from a regular meeting in any twelve (12) month period, or upon the third absence from consecutive regular monthly meetings. The Board shall provide written notice to the Board member who reaches three (3) absences from any twelve (12) month period, or two (2) absences from two (2) consecutive regular monthly meetings, stating that the next absence shall result in the removal of the Board member. Written notice can be by email or by first class registered mail to the Board Member's last known address.

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

Section 9: Removal –

Any Board member may be removed by the Neighborhood Council ("Neighborhood Council") for cause, following a good faith determination by the Board that the member has engaged in conduct that is contrary to rules and regulations applicable to the Board or that impedes the orderly business of Board operations. A Board member shall not be

subject to removal under this Policy, unless the member has been censured at least once pursuant to the Board of Neighborhood Commissioners' ("Commission") Censure Policy. Grounds for removal include, but are not limited to, persistent disruptive conduct at meetings, violations or abuses of the Board's bylaws or standing rules, violations of the Code of Conduct, acting on behalf of the Board without authorization, and misuse or abuse of the censure or removal processes by acting in bad faith.

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

1. A motion to remove a Board member may be initiated by any three (3) Board members. Those Board members shall not constitute a majority of the quorum of any Neighborhood Council body, such as a committee. The proposed motion shall be delivered to any officer of the Board or a specific officer or member of the Board as may be specified in the bylaws or standing rules of the Neighborhood Council. The motion shall be in writing and provide the specific facts and grounds for the proposed removal action including the date(s) and specific conduct relied upon for the motion. The motion shall not be based upon conclusions, e.g., "for alleged violations of the Code of Conduct" but shall contain factual statements that describes conduct only and is not intended to embarrass or humiliate the board member. The motion to remove shall also include a copy of the prior censure motion and the date it was passed.
2. The Board member, group of Board members or committee responsible for setting the final Board agenda shall list and briefly describe the motion on the agenda of the next regular or special Board meeting scheduled at least thirty (30) days following the delivery of the proposed removal motion.
3. The Board member subject to removal shall be given a minimum of thirty (30) days prior written notice, which may include email sent to the last email address on file with the Neighborhood Council, of any meeting at which a motion to remove will be heard. The notice shall provide the specific facts and grounds for the proposed removal as specified in 1 above. The Board shall also provide a copy of the notice to the Department of Neighborhood Empowerment a minimum of thirty (30) days prior to any meeting at which a motion to remove will be considered.
4. The Board member subject to removal shall be given reasonable time to be heard at the meeting, either orally or in writing, prior to the Board's vote on a motion for removal.
5. The Board shall decide whether or not the Board member should be removed by an affirmative vote of two-thirds (2/3) of the currently sitting Board members. The Board member who is the subject of the removal motion shall not be allowed to vote and shall not be counted when determining the two-thirds (2/3) majority vote. For the purpose of the removal motion, abstentions shall not be counted as votes.
6. In no event shall a motion to remove a Board member be heard by the Neighborhood Council within sixty (60) days of the next election or selection.
7. The Commission may review a Neighborhood Council's removal decision if requested to do so by the affected Board member. Once the request is made for the Commission

to review the decision to remove, the Neighborhood Council voting to remove the board member may not fill the vacancy created by the removal until the Commission has made a decision on whether the removal was proper or the Commission declines to review the matter. The Commission's decision whether to hear or decline to hear the removal review request shall be sent in writing to the requestor and the Neighborhood Council within 30 days after the request for review is delivered.

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

a. The request must in writing and must be delivered to the Executive Assistant of the Commission or, in the absence of an Executive Assistant, to the President of the Commission within thirty (30) days of the date of the action by the Neighborhood Council to remove the Board member.

b. The request must state the basis for the review. The request shall not cite or present any evidence not considered by the Neighborhood Council but must address only procedural deficiencies.

c. If the Commission determines the request for review raises sufficient questions regarding procedural deficiencies and agrees to hear the review, it will be placed on the agenda of a regular or special meeting of the Commission within sixty (60) days of receipt of the request for review.

d. At the review the Commission will determine if the facts as presented support the removal motion and if the procedures set out in this policy were correctly applied.

e. If the Commission determines that there were either factual or procedural deficiencies, the Commission may either reinstate the Board member or return the matter to the Neighborhood Council for further consideration.

f. If the Commission returns the matter for further consideration and the Neighborhood Council does not act within sixty (60) days of the Commission's decision the Board member will be considered reinstated.

g. During the period of appeal the Board member shall not be counted as part of the Board for any quorum and shall not participate in any Board actions.

h. If the matter is returned to the Neighborhood Council for further consideration the Board member shall not be counted as part of the Board for any quorum and shall not participate in any Board actions until the Board takes action as requested by the Commission or until the expiration of the sixty (60) day time period.

9. This policy is not intended to restrict or eliminate a Neighborhood Council's ability to remove or render ineligible to serve, Board members who fail to attend meetings, join committees, maintain their stakeholder status, or perform other duties as may be described in the Neighborhood Council's bylaws and/or standing rules. Nor is it intended to limit a Neighborhood Council's ability to remove committee chairs or committee

members according to the Neighborhood Council's bylaws and/or standing rules.

Section 10: Resignation – A Board member may resign from the Council, and the position shall then be deemed vacant. Any member of the Board who ceases to be a Stakeholder is required to submit his or her resignation to the Board for discussion and action at a Board meeting.

Section 11: Community Outreach – The Board shall direct that a system of outreach be instituted to find and obtain nominees for subsequent election to the Board. The purpose of this outreach is to put forth a reasonable effort to inform and give every Stakeholder desiring to participate on the Board an opportunity to become a Board member. To that end, a period of at least sixty (60) days prior to any election shall be given to candidates for purposes of soliciting Stakeholder support.

ARTICLE VI OFFICERS

Section 1: Officers of the Board – The Board shall designate the following Officer positions: two (2) Co-Chairs, Treasurer, and Secretary.

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. **Co-Chairs** – Either or both Co-Chairs set the agenda for Board with any input from the committees. Either or both Co-Chairs will have the authority to direct and control the board meetings or appoint another Board member to direct and control the meetings.

B. **Treasurer** – The Treasurer is charged with the responsibility of establishing an accounting system for the Council, maintaining the records of the Council's finances and book of accounts, and preparing any financial reports for the Department pursuant to the Plan.

C. **Secretary** – There shall be a position known as a Secretary to the Board or Secretary. The Board shall select or appoint someone for this position which will entail keeping the minutes of the Board meetings, and any other duties prescribed by the Board.

Section 3: Selection of Officers – These positions shall be filled by consensus or, if consensus cannot be reached, by majority vote of the Board at the first meeting following the elections.

Section 4: Officer Terms - The Officers shall serve two (2) year terms and serve at the pleasure of the Board. They may stand for reelection.

ARTICLE VII COMMITTEES AND THEIR DUTIES

All committees, subcommittees and/or ad hoc committees shall be made up of Stakeholders that are elected, selected, or appointed in a manner to be determined by the Board.

Section 1: Standing Committees

- A. **Budget and Finance Committee** – Chaired by Treasurer. Oversees and administrates all AVNC financial matters, including system of financial accountability as required by the Department, including monthly reporting on bank accounts and maintaining all records on all deposits;
- B. **Community Greening Committee** – Chair nominated by the Board. Promotes environmental awareness, activities and pride within Atwater Village.
- C. **Education Committee** – Chair nominated by the Board. Addresses local government issues that involve Atwater Village schools and students;
- D. **Environment and Land Use** – Co-Chairs nominated by the Board. Evaluates environmental, development and land use issues that affect the Atwater Village community;
- E. **Equestrian (or Equine) Committee** – Chair nominated by the Board. Works to preserve, protect and promote the Atwater Village Equestrian District. Addresses concerns raised by the District's stakeholders;
- F. **Event Planning Committee** – Chair nominated by the Board. Organizes and executes special events. Works with outreach and communications committee to ensure the maximum participation by AVNC Stakeholders;
- G. **Executive Committee** – Comprised of the Co-Chairs, Treasurer and Secretary and chaired by the Co-Chairs. Ensures that Board approved actions have been fulfilled. Creates support systems for Board Members and Committee Chairs. Oversees the administration of general services for the board (materials, rental spaces, meetings, contracted personnel, etc.);
- H. **Governance and Election Committee** – Chair nominated by the Board. Organizes and executes general AVNC elections. Oversees enforcement of and amendment to AVNC By-laws pursuant to Article XIII. Proposes and enforces Board Rules as necessary with the approval of the Board. Establishes a Nominations sub-committee as necessary. Informs the voting members of all election rules and procedures, and reports at AVNC general meetings on any changes to these that it has adopted; Fulfills oversight function and act as a liaison with the city and other governmental entities;

- I. **Homelessness Engagement Committee**- Chair nominated by the Board. Aids and serves as a liaison for the homeless Stakeholders in and around Atwater Village.
- J. **Homelessness Policy Committee** – Chair nominated by the Board. Monitors evolving policy issues at the local, State and Federal level that may have an impact on homelessness in Atwater Village. Advocates for evidence-based solutions and best practices for local implementation. Observes implementation of policies at the local level to ensure consistency and fairness to housed and unhoused Stakeholders. Informs the community about policy decisions and how they impact Atwater Village and Los Angeles as a whole;
- K. **Government Relations Committee** – Chair nominated by the Board. Fulfills City oversight function and act as a liaison with City and other governmental entities. Performs ongoing outreach to AVNC Community Stakeholders;
- L. **Outreach and Communications Committee** – Chair nominated by the Board. Organizes and executes General Meetings and special events. Develops an on-going outreach plan and effort to ensure the maximum participation by Community Stakeholders;
- M. **Public Safety Committee** - Chair nominated by the Board. Responds to, and seeks out safety issues in the community. Works with Stakeholders and City departments to find solutions that are in the sphere of the AVNC's authority;
- N. **River Committee** - Chair nominated by the Board. Works to inform the community of upcoming projects, ordinances and changes that affect Atwater Village. Engages Atwater Village Stakeholders in the conversations involving the Los Angeles River due to the high impact of related decisions on the riverfront community. Advocates for a transparent, honest and inclusive process on changes related to the River. Engages in public safety and environment issues, flood mitigation, protections for current and future wildlife habitats, and maintenance, rules and regulations affecting the River and riverfront;
- O. **Transportation Committee** - Chair nominated by the Board. Works to create safer streets for Atwater Village Stakeholders of all ages and abilities. Ensures equitable access for all community members to sustainable, efficient, healthy, timely and safe transportation of all modes;
- P. **Tree Lighting Committee** – Co-Chairs nominated by the Board. Plans and executes a holiday tree lighting ceremony event for the community. Works with the local business community, the City and local non-profit

partners to execute event. Preserves and cares for the local "Holiday Tree" located in the center median of Glendale Boulevard.

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

Section 3: Committee Creation and Authorization – The Board shall create a system for the election, selection, or appointment of Stakeholders to committees, sub-committees, and/or ad hoc committees, as the need arises. These by-laws 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.

The Board shall select Stakeholders to serve on the committees. The Chair of each committee shall be selected by the Board. Members of committees are not required to be Board members.

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, the Neighborhood Council Agenda Posting Policy, and all other applicable laws and governmental policy.

Section 1: Meeting Time and Place – Meetings of the Board shall be held at a minimum on a quarterly basis (once every three (3) months). Meetings of the Board will meet at an accessible location within the Neighborhood Council area. The location for meetings may change from time to time and will be changed pursuant to the AVNC Board Rules (“Board Rules”) and shall be noticed on agendas by a majority of the Board at the initial meeting and can be changed or modified by the Board per said rules.

Section 2: Agenda Setting – The Chair of Co-Chairs 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 City of Los Angeles Neighborhood Council posting policy. An updated listing of the Neighborhood Council’s physical posting location/s shall be kept on file with the Neighborhood Council.

Section 4: Reconsideration – The Board may reconsider and amend its action on items listed on the agenda if that reconsideration takes place immediately following the original action or at the next regular meeting. The Board, on either of these two (2) days, shall: (1) make a Motion for Reconsideration and, if approved, (2) hear the matter and Take an Action. If the motion to reconsider an action is to be scheduled at the next meeting following the original action, then two (2) items shall be placed on the agenda for that meeting: (1) a Motion for Reconsideration on the described matter and (2) a Proposed Action should the motion to reconsider be approved. A motion for reconsideration can only be made by a Board member who has previously voted on the prevailing side of the original action taken. If a motion for reconsideration is not

made on the date the action was taken, then a Board member on the prevailing side of the action must submit a memorandum to the Secretary identifying the matter to be reconsidered and a brief description of the reason(s) for requesting reconsideration at the next regular meeting. The aforesaid shall all be in compliance with the Brown Act.

ARTICLE IX FINANCES

A. The Treasurer of this Council shall oversee and be charged with the full custody and control of all Council funds and assets.

B. The Treasurer shall establish and oversee a system of bookkeeping and accounting for the Council that complies with Generally Accepted Accounting Principles and conforms to all applicable local, state, or federal laws. The Treasurer may request authorization from the other members of the Board to retain a financial professional to assist in creating a bookkeeping and annual accounting system. The Treasurer may also request the assistance of the Department when implementing a bookkeeping and accounting system. The Treasurer, however, shall be ultimately responsible for the maintenance of the system of bookkeeping and accounting and for the protection of all Council assets.

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

D. The Treasurer shall provide a report to the Board on the Council's finances at every regular meeting of the Board.

E. The Treasurer shall be responsible for preparing or coordinating the preparation of an annual financial statement for the Department. The Treasurer shall also coordinate and cooperate with the Department on establishing a process and/or a system by which the Council's finances and book of accounts can be reviewed by the Department pursuant to the Plan.

F. The Council agrees to comply with all financial accountability requirements as specified by City Ordinance and in the Plan and as stated in the City's Certification Application. The AVNC further agrees to comply with all financial reporting requirements as prescribed by 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. Each Stakeholder may not cast more than one (1) vote for any individual. No Stakeholder may vote by proxy. No absentee ballots shall be allowed.

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 XI GRIEVANCE PROCESS

Any grievance by a Stakeholder must be submitted in writing to the Board. The Board shall then refer the matter within two (2) weeks of the grievance receipt to an ad hoc grievance panel comprised of five (5) Stakeholders who are randomly selected by the Council Secretary from a list of Stakeholders who have previously expressed an interest in serving from time-to-time on such a grievance panel. The Secretary 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. The panel should meet within four (4) weeks of the grievance receipt.

Thereafter, a panel member shall promptly prepare a written report to be forwarded by the Secretary to the Board outlining the panel's collective recommendations for resolving the grievance, no later than two (2) weeks after it has met with the person submitting the grievance. The Board may receive a copy of the panel's report and make 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. If the grievance remains unaddressed or unresolved ninety (90) days after its initial receipt, the grievance dies without prejudice and/or must be re-filed.

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

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.

ARTICLE XII PARLIMENTARY AUTHORITY

All meetings, including but not limited to any and all general public meetings, committee meetings, subcommittees and/or ad hoc committees, shall be governed by any written rules adopted by the Board for conduct of meetings, or by Robert's Rules of Order, where no Board rule applies. The Board Rules that have been formally adopted and set forth in writing shall, unless contrary to State or federal law, take precedent where there is a conflict with Robert's Rules of Order.

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. A proposal to amend these bylaws, however, must then be formalized in writing and then lodged with the Secretary or person responsible for preparing the agenda for the next regular meeting. The proposed amendment shall be placed on the agenda for public discussion at a subsequent regular meeting of the Board of Governors.

Amendments, changes, additions or deletions to these Bylaws may also be proposed by the Election Committee by having the proposed amendment placed on the agenda for public discussion at a regular meeting of the Board of Governors.

A recommendation for amendment or adjustment of these Bylaws must be made by 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 Bylaws Amendment Application shall be submitted to the Department for approval all in accordance with the Plan.

ARTICLE XIV COMPLIANCE

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

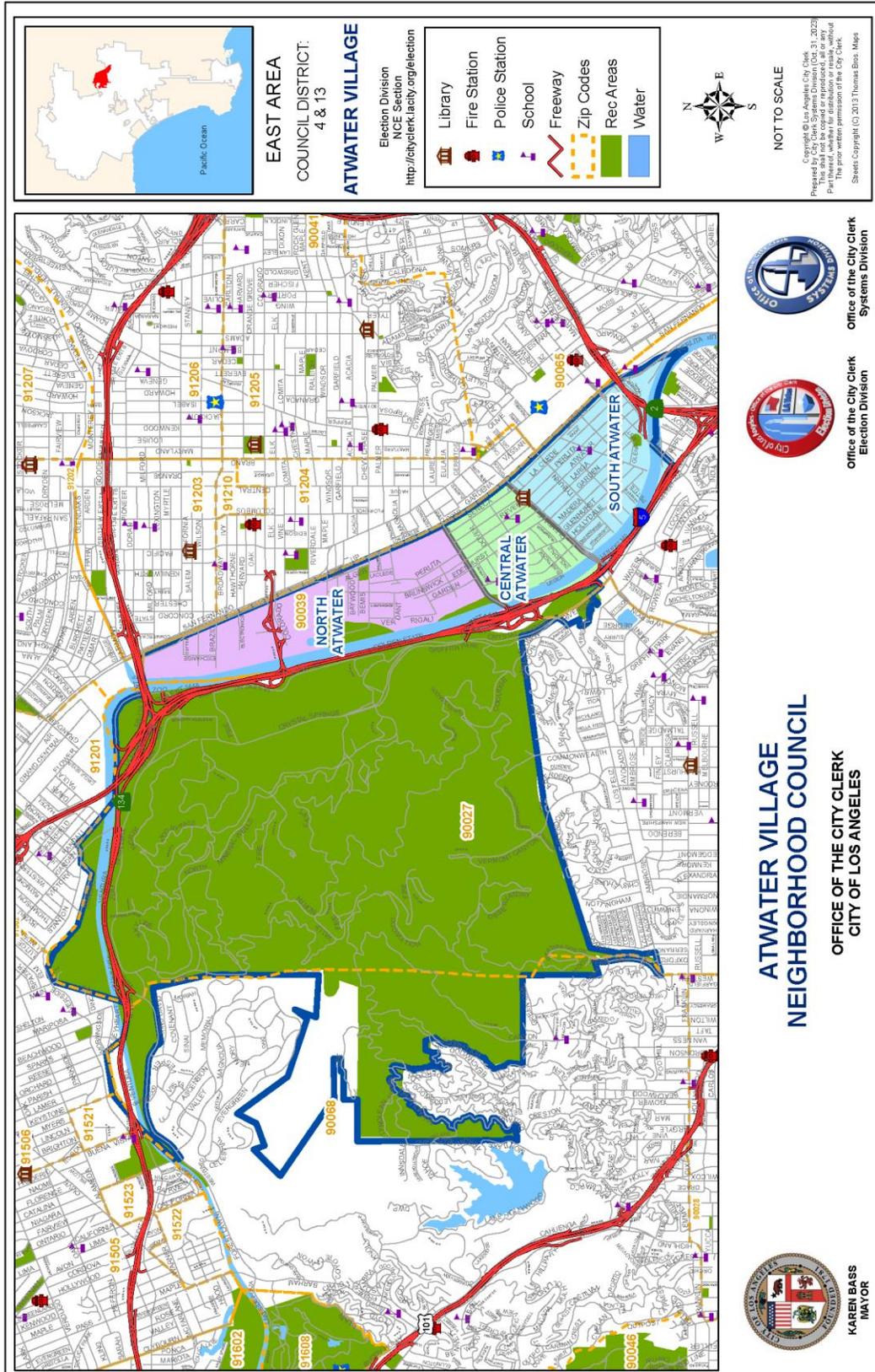
Section 1: Code of Civility – The Council, its representatives, and all Community Stakeholders shall conduct all Council business in a civil, professional and respectful manner. Board members will abide by the Commission's Neighborhood Council Board Member Code of Conduct Policy.

Section 2: Training –. Neighborhood Council Board Members, whether elected, selected or appointed, 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, the Commission, the Office of the City Clerk, Funding Division, and the Department.

Newly elected, selected, or appointed board members not completing mandatory trainings provided by the City within 45 days of being seated shall lose their Council voting rights on all items before the board. Existing Board Members not completing mandatory trainings provided by the City within 30 days after expiration of the training shall lose their Council voting rights on all items before the board.

Section 3: Self-Assessment – Intentionally left blank.

ATTACHMENT A – Map of Neighborhood Council



Atwater Village Neighborhood Council Approved Bylaws 05.12.2022
Administrative Updates August 13, 2024 (revised map & Article XIV)

ATTACHMENT B – Governing Board Structure and Voting

Atwater Village Neighborhood Council – 19 Board Seats

BOARD POSITION	# OF SEATS	ELECTED OR APPOINTED?	ELIGIBILITY TO RUN FOR THE SEAT	ELIGIBILITY TO VOTE FOR THE SEAT
North Atwater Representatives Term: 2 Years	4	Elected	Stakeholder who lives, works or owns real property in the North Atwater Area and who is 18 years or older.	Stakeholder who is 16 years or older.
Central Atwater Representatives Term: 2 Years	4	Elected	Stakeholder who lives, works or owns real property in the Central Atwater Area and who is 18 years or older	Stakeholder who is 16 years or older.
South Atwater Representatives Term: 2 Years	6	Elected	Stakeholder who lives, works or owns real property in the South Atwater Area and who is 18 years or older.	Stakeholder who is 16 years or older.
Business Representative Term: 2 Years	1	Elected	Stakeholder who is 18 years or older and who has an ownership interest in, or is an employee or an agent of, a business located within the AVNC boundaries.	Stakeholder who is 16 years or older.
Community Group/Non-profit Representative Term: 2 Years	1	Elected	Stakeholder who is 18 years or older and who is a Director, Member or Officer (as those terms are defined in the California Corporations Code), or an employee or an agent, of a community group or non-profit operating within the AVNC boundaries. They must be a person who affirms a substantial and ongoing participation with a community organization that has continuously maintained a physical street address for not less than one year, and that performs ongoing and verifiable activities and operations that benefit the neighborhood.	Stakeholder who is 16 years or older.
Faith-Based Organizations Representatives Term: 2 Years	1	Elected	Stakeholder who is 18 years or older and who is a member of the clergy or other person of service, or a registered member/parishioner, of a church, religious group or other faith-based organization operating within the AVNC boundaries.	Stakeholder who is 16 years or older.

Education Representative Term: 2 Years	1	Elected	Stakeholder who is 18 years or older and who is (1) an administrator, teacher or other employee of, or a parent of a child enrolled (at the time of the election) in, a school within the AVNC boundaries; or (2) is a member of a parent teacher organization of, or a non-profit solely affiliated with, a school within the AVNC boundaries.	Stakeholder who is 16 years or older.
At-Large Representative Term: 2 Years	1	Elected	Stakeholder who is 18 years or older at the time of the election.	Stakeholder who is 16 years or older.