

DEL REY NEIGHBORHOOD COUNCIL
BY-LAWS

Approved November 24, 2020

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ARTICLE I – NAME

The name of the organization shall be: Del Rey Neighborhood Council (“DRNC” or “Council”).

ARTICLE II - PURPOSE

Principles of Governance - The purpose of the Council is to participate as a body on issues concerning our neighborhood and regarding the governance of the City of Los Angeles (“City”) in a transparent, inclusive, collaborative, accountable and viable manner.

A. The **MISSION** of the Council is:

1. To 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. To 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. To initiate, execute and support projects for the physical, social and cultural improvement of the Council area; and
4. To facilitate communication between the City and Community Stakeholders on issues of concern to the community and/or the Stakeholders.

B. The **POLICY** of the Council is:

1. To respect the diversity, dignity, and expression of views of all individuals, groups, and organizations within the community and/or involved in the Council;
2. To 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. To utilize the Early Notification System (ENS) to inform the Council and Community Stakeholders of matters involving the City 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 activities of the 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, income, homeowner/renter status, or political affiliation; and
6. To have fair, open, and transparent procedures for the conduct of all Council business.

ARTICLE III – BOUNDARIES

Section 1: Boundary Description

- A. DRNC Boundaries. Beginning at the centerline of Del Rey Avenue southeast of its intersection with Washington Boulevard, at the southwesterly prolongation of the southeasterly boundary of the City of Culver City southeasterly of Washington Boulevard. Said boundary being established April 11, 1927 by ORD 56497. Thence northeasterly along said irregular jogging boundary line to the southwesterly boundary line of Culver City, southwest of Sawtelle Boulevard. Thence southeasterly along said irregular and jogging City boundary line to an irregular City boundary line, established August 28, 1952 under CF 53079, southeasterly to the centerline projection of Emporia Avenue, thence southwesterly along the southeasterly line of Tract 16954 to the northeast property line of Mesmer Avenue, hence southeasterly along said City boundary to the northwesterly property line of Jefferson Boulevard; thence northeasterly along said City boundary to the southwesterly property line of Bankfield Avenue to a southwesterly jog in the boundary of Culver City; thence southwesterly along this City boundary line to the centerline of Centinela Avenue; hence westerly along said centerline in an arc concave southerly to its centerline intersection with Jefferson Boulevard. Thence southwesterly along the centerline of Jefferson Boulevard and Bay Street (vacated), thence northwesterly along the centerline of Bay Street to the center of the Los Angeles County storm drain easement known as Ballona Creek; thence southwesterly along the center of the creek to the centerline of Lincoln Blvd.; thence northwesterly along the centerline of Lincoln Boulevard to its centerline intersection with Maxella Avenue; thence northeasterly along the centerline of Maxella Avenue to its centerline intersection with Del Rey Avenue; thence northwesterly along Del Rey Avenue to the point of beginning.
- B. The unincorporated Los Angeles County territory located northerly of Jefferson Boulevard and westerly of Centinela Avenue is excluded from the Del Rey Neighborhood Council area until such time that it may be annexed to the City of Los Angeles.

Section 2: Internal Boundaries (See Attachment A)

Geographic Representation Areas. The Year 2000 Federal Census Tracts within DRNC shall constitute the following areas from which eight (8) Geographical Area Directors shall be elected:

Area A: Northwest Corner from Washington Blvd east to Moore St south to Short Ave west to Alla Blvd north to Maxella Ave west to Del Rey Ave.

Area B: Lincoln Blvd south to Ballona Creek west to McConnell Ave North to Short Ave East to Alla Blvd to Maxella Ave.

Area C: Centinela Ave south Braddock Dr to Westlawn Ave to Bellona Creek to South Centinela Ave to 90 Freeway to North McConnell Ave to Neosho Ave.

Area D: South Centinela to west on Culver Blvd to North Washington Blvd.

Area E: South Corinth to West Barman to South Huntley Ave to West Havelock Ave to Sepulveda Blvd South to East Ballona Creek.

Area F: Culver Blvd to West Sepulveda Blvd to East Braddock Drive to South Inglewood Blvd to Ballona Creek to North Westlawn Ave.

Area G: West Braddock Ave to South Sepulveda Channel to East Ballona Creek to North Inglewood Blvd.

Area H: Southern of the Culver Wash to the 90 Freeway North along Campus Center to the Culver Wash to Emporia St. south to Mesmer Avenue to east on Playa south on Bankfield to West on Fox hills to Jefferson to Campus Center North to the 90 Freeway offramp.

- Area A. Census Tract 2754
- Area B. Census Tract 2753.02
- Area C. Census Tract 2753.11
- Area D. Census Tract 2752
- Area E. Census Tract 2751
- Area F. Census Tract 2755.10
- Area G. Census Tract 2755.20
- Area H. Census Tract 2756.01

ARTICLE IV – STAKEHOLDER

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

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

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

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

B. Member Rights: Stakeholders shall have at minimum the following rights:

1. To vote to elect the Board of Directors, as specified in Article X.
2. To initiate discussion on an action, policy, or position.
3. To make use of initiative, referendum, recall, and grievance procedures.
4. To participate in and provide feedback at all DRNC meetings of the DRNC.
5. To participate on standing and ad hoc committees and/or assist with the various activities of the DRNC, as specified in Article VII.

C. Privacy. The DRNC database will be deemed confidential. The Communications Officer and the Communications and Outreach Committees shall maintain the member database. The Communications Officer shall disseminate official DRNC business requiring communication to the Voting Members. The data will not be released to any person or organization for any reason not related to DRNC business including, but not limited to, commercial, political, social, religious, or service purposes. Any information pertaining to the business of the DRNC may be subject to disclosure per the Public Records Act.

ARTICLE V – GOVERNING BOARD

Section 1: Composition

A Board of Directors (Board) consisting of fifteen (15) Directors, including seven (7) elected Officers, and eight (8) geographically elected Area Directors, each representing one (1) geographical area, shall manage the business of this Council. Directors must be Stakeholders and geographically elected Area Directors must be Stakeholders who live, work, or own property or are Community Interest Stakeholders, defined as an individuals who are members of or participate in a Community Organization within the geographical area that they are elected to represent. The immediate Past President, if not a present Director, shall be an advisory non-voting honorary Director, if he/she desires.

Section 2: Quorum

Eight (8) voting members of the Board shall constitute a quorum. Honorary Directors shall not be counted for quorum purposes.

Section 3: Official Actions

A simple majority vote by the Board members present and voting not including abstentions or ineligible to vote on that matter at a meeting shall be required to take official action, unless specified otherwise in these Bylaws.

Section 4: Terms and Term Limits.

Officers and Area Directors serve a term of two (2) years or until the election of new Board members is certified by the City.

Board members, whose positions are up for election, shall remain in office for quorum and voting purposes until the successor to that office is installed.

Term limits – No Board Member may serve more than three consecutive (3) terms in any (1) specific office for DRNC Officers; no more than consecutive (5) terms for Area Directors.

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 President. The President 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 President.

Section 6: Vacancies.

The Vice President shall succeed to the Office of President should a vacancy occur. All other Board vacancies shall be attempted to be filled by a majority vote of the Board members present at a Board meeting to be held within ninety (90) days of the vacancy. 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 temporarily appoint someone to fill the vacancy from any applicants or among any other qualified Stakeholders at any time, until a permanent replacement is selected by a majority vote of the Board at a public meeting. The selected Board member's term shall be limited to the term for the vacated seat.

Any Area Director seat that remains vacant for ninety (90) days shall become an At Large seat and may be filled by any Stakeholder who lives, works, or owns property within the DRNC boundaries for the remainder of the current term. The seat shall revert back to the original qualifications at the next election.

Section 7: Absences.

Any Board member who misses three (3) regularly scheduled consecutive Board meetings or, five (5) total Board meetings during any twelve (12) month period will be automatically enter the censure process outlined in these bylaws. Each 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 and provide notice to that Board member that the censure process will begin. Any regularly

scheduled meeting of the Board, 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 Board may censure any Board member at a regular or special meeting open to the public 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. 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. The Board shall use the following procedure when censuring a Board member:

1. A motion to censure a Board member may be initiated by (3) Board members. The motion shall be delivered to any officer of the Board or a specific officer 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 and specific conduct relied upon for the motion. The motion shall not be conclusionary, eg "for alleged violations of the Code of Conduct" but shall be a factual statement that describes 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 promulgating the 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 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 censure 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 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.

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, by notifying the President and Secretary in writing (paper or electronic mail), 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.

Section 11: Community Outreach

The Council shall direct that a system of outreach be instituted to inform Stakeholders as to the existence and activities of the Council, including its Board elections, to find future leaders of the Council, and to encourage all Stakeholders to seek leadership positions within the Council.

The Council shall have a standing Outreach Committee, which will report its activities and recommendations to the Board monthly at the regular Council meeting.

The Council shall maintain a website presence to disseminate information to Council Stakeholders and others interested in the Council.

In addition, the Board shall create, or shall cause to be created, a marketing plan to solicit participation from Stakeholders. Outreach also should be undertaken at public events and shall be coordinated with other Neighborhood Councils when appropriate.

ARTICLE VI - OFFICERS

Section 1: Officers of the Board.

The elected officers of the Council shall be as follows:

President
Vice President
Outreach Officer
Treasurer
Secretary
Communications Officer
Land Use Officer

Section 2: Duties and Powers.

- A. The President shall preside at all Board, and Special meetings. Once a year He/She shall present an annual report of the work of the Council. He/She shall appoint all Ad-hoc Committee Chairpersons. He/She shall see all books, reports and certificates required by law are properly kept or filed. He/She shall be one of the officers who may sign the checks or drafts of the Council. He/She shall have such powers as are necessary to carry out and conduct the business and proceedings of the Council. The President shall be an ex-officio member of all DRNC Committees. He/She (or his/her designee) shall be the official spokesperson for the Council.
- B. The Vice President shall in the event of the absence or inability of the President to exercise her/his office become acting president of the Council with all the rights, privileges and powers as if he/she had been the duly elected president. The Vice President shall coordinate the Area Directors and shall be responsible for overseeing all DRNC committees. The Vice President shall also act as chief liaison with other Neighborhood Councils and NC organizations.
- C. The Treasurer shall maintain the records of the Council's finances and books of accounts and perform other duties in accordance with the Council's Financial Management Plan and the Department of Neighborhood Empowerment's (Department) policies and procedures as specified in Article IX. The Treasurer shall chair the Budget and Finance Committee.
- D. The Secretary shall be responsible for the minutes of all Board meetings and shall see that draft and approved Board meeting minutes are posted on the DRNC website. The Secretary shall maintain all public records of the DRNC and shall act as the DRNC designated person for service. In addition, the Secretary shall receive and log all submissions and correspondence to the DRNC and refer them to the appropriate Officer

or Committee within seven (7) days. The Secretary shall monitor Board member absences and the eligibility of each Board member to vote.

- E. The Communications Officer's duties shall include, but are not limited to: Maintain web site, broadcast information, maintain mailing lists, post necessary notices on the DRNC website.
- F. The Outreach Officer shall be the Chair of the Outreach and Events Committee and will organize special events and semi-annual Town Halls inclusive of Del Rey Day. The Outreach Officer is primarily responsible for DRNC publicity, and will work with Stakeholders, Board Officers, and Committees to promote participation in Neighborhood Council activities.
- G. The Land Use Officer shall chair the Land Use and Planning Committee and shall be the DRNC spokesperson for land use issues before all LA City land use entities.

Officers shall by virtue of their office be members of the Board. No Officer shall for reason of her/his office be entitled to receive any salary or compensation

Section 3: Selection of Officers.

The seven (7) Board Officer seats are open at-large positions. All eligible Stakeholders may vote for each of the seven (7) Board Officer positions during the election.

Section 4: Officer Terms.

Officers serve a term of two (2) years or until the election/seating of new Board members is certified by the City. However, Board members, whose positions are up for election, shall remain in office for quorum and voting purposes until the successor to that office is installed.

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

Standing Committees may be established by a vote of the Board to amend these bylaws. Suggestions for committees may come from Stakeholders or from members of the Board.

The Standing Committees shall include but are not limited to:

- A. The Executive Committee. Composed of the seven elected Officers and chaired by the President. A quorum consists of four (4) members. This committee is responsible for setting the agenda for Board of Directors meetings however the Committee shall not discuss the merits of proposed agenda items. Unless otherwise stated in these bylaws the Executive Committee shall nominate the Chairs of the Standing Committees for approval by the Board.
- B. The Bylaws, Rules, and Selections Committee. Reviews the Bylaws and recommends amendments as needed. Develops Standing Rules and Procedures for selections and other matters.
- C. Community Services / Health & Wellness Committee. Responsible for planning, vetting, discussing and making recommendations regarding Senior Services, Youth Enrichment, Parks, Health & Wellness, Public Works, Department of Water and Power and Public Safety issues and actions affecting Del Rey.
- D. Land Use and Planning Committee. Chaired by the Land Use Officer. The Land Use and Planning Committee shall review, take public input, report on and make recommendations of actions to the Board of Directors on any land use, planning, traffic, or transportation issues affecting the community. The Land Use and Planning Committee recommendations to the Board of Directors shall be in the form of a written report, which shall include a project description, pros & cons, a summary of community input and any LUPC findings.
- E. Budget and Finance Committee. Chaired by the Treasurer. Prepares the DRNC Annual Budget to the Board for ratification and submission to the Department. Monitors and tracks expenditures, confirming that all Department guidelines are met. Provides a monthly Financial Report to the Board for approval.
- F. Outreach and Communication Committee: Chaired by the Outreach Officer. Develops Stakeholder interest and publicizes DRNC activities.
- G. The Education Committee. The Education Committee serves to connect community members to neighborhood programs and institutions. It will commit its resources to raising community awareness of Del Rey's rich variety of educational opportunities.
- H. Sustainability Committee. Chaired by an appointed Board member, the Sustainability Committee serves to ensure Del Rey tackles the important issues related to environmental protection of our natural and people resources.
- I. Unsheltered Committee. Chaired by an appointed Board member, the Unsheltered Committee serves to connect unsheltered community members to resources and support while also working with relevant city agencies to plan long term policies that reduce, if not eliminate, the unsheltered numbers in Del Rey.

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

- A. **Committee Authority.** Committees may only make recommendations. All committee recommendations shall be brought back to the full Board for discussion and action.
- B. **Committee Structure.** With the exception of the Executive Committee, Committee members shall be appointed by the Chair of each committee.

Standing Committees shall be comprised of at least two (2) Board members and have a minimum of three (3) and up to fifteen (15) members and may include any interested Stakeholders.

Ad Hoc Committees shall be comprised of at least one (1) Board member and have a minimum of three (3) members and may include any interested Stakeholders. Ad Hoc Committees shall exist until their mission has been accomplished but no longer than one (1) year. They may be temporarily extended by the action of the Board

- C. **Committee Appointment.** Unless otherwise stated in these bylaws, all Standing Committee chairs shall be Board members nominated by the Executive Committee and approved by the Board. A Stakeholder may serve as co-chair.

Ad Hoc Committee chairs shall be appointed by the President Ad Hoc committees may be chaired by a Stakeholder provided that a Board member sits on the committee.

All Ad Hoc Committees shall terminate with the seating of each newly elected Board.

- D. **Committee Meetings.** Committee meetings are subject to and shall be conducted in accordance with the dictates of the 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 Committees by amending these bylaws. Ad Hoc Committees may be changed by Board action. Any such action by the Board shall be noted in the Council meeting minutes.
- F. **Removal of Committee Members.** Committee members may be removed in the same manner in which they were appointed.

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

The meetings of the Board shall be held regularly on the second Thursday of every month or any other date decided upon by an affirmative vote of the Executive Committee. Prior to any action by the Board, there shall be a period of public comment. The President shall determine the length and format of the public comment period as appropriate. The President or a majority of the Board shall be allowed to call a Special Council Meeting as needed.

Section 2: Agenda Setting

Agenda: The Executive Committee shall establish the agenda for DRNC Board meetings. Any Stakeholder can suggest that a matter be placed on the Agenda for any meeting by making such suggestion at the regularly scheduled meeting of the Executive Committee or by submitting such request in writing to the Secretary and President. If a suggestion for an Agenda item is not included on the Agenda by the Executive Committee, the President shall notify the submitter in a timely manner in writing or by other means as to why the item was not included on the Agenda. Should the Executive Committee fail to achieve a quorum, the President shall have the authority to set the agenda for the next Board meeting, based on the Executive Committee meeting agenda items proposed for the Board Agenda.

Standing and Ad Hoc Committee Chairs shall prepare agendas for their committees.

Initiative: An initiative is a procedure by which Stakeholders may directly petition for a proposal and secure its submission to the DRNC Board for action. Any DRNC Stakeholder may put forth an initiative by presenting a petition to the Secretary with fifty (50) signatures of DRNC stakeholders supporting the motion. The petition shall include a paragraph of fifty (50) words or fewer outlining the purpose and content of the initiative. Receipt of this completed petition by the Secretary shall trigger this item being scheduled as an action item on the Agenda at the next DRNC Meeting to be held not less than thirty (30) days or more than ninety (90) days following receipt of the completed petition. Notice of the initiative, including the outline paragraph, shall be made in all public meeting notices and announcements for the upcoming meeting at which the initiative shall be voted on. Passage of the initiative requires a majority vote of the DRNC Board. The initiative process does not apply to Amendment of these By-laws. For Amendment procedures, see Article XIII.

Section 3: Notifications/Postings

Notice of a regular meeting shall be provided at least 72 hours in advance of the meeting and at least 24 hours in advance of a special meeting, and will otherwise align with the Neighborhood Council Agenda Posting Policy.

Section 4: Reconsideration.

The Board may make a Motion to Reconsider and alter its action taken on any item listed on an agenda at any time during a meeting, or make a Motion for Reconsideration at its next regular meeting as indicated below:

- A. If the Board moves and approves a Motion for Reconsideration, by a two-thirds (2/3) vote, at the initial meeting wherein an action was taken, then the underlying item may be reconsidered at that time.
- B. If the Board moves and approves a Motion for Reconsideration by a two-thirds (2/3) vote at the next regular meeting then consideration of the item may only occur at the regularly scheduled meeting if the item for consideration has been placed on that meeting's agenda. If the underlying item for reconsideration has not been placed on the agenda for that next regular meeting, then it shall be considered at a subsequent meeting pursuant to the Ralph M. Brown Act.

ARTICLE IX - FINANCES

- A. The Board shall review its fiscal budget and make adjustments as needed to comply with City laws and City administrative rules, and to keep in compliance with Generally Accepted Accounting Principles and the City's mandate for the use of standardized budget and minimum finding allocation requirements.
- B. The Board shall adhere to all rules and regulations promulgated by appropriate City officials regarding the Council's finances, where the term "appropriate City officials" means those officials and/or agencies of the City of Los Angeles who have authority over Neighborhood Councils.
- C. All financial accounts and records shall be available for public inspection and posted on the Council website, if available.
- D. Each month, the Treasurer shall provide to the Board detailed reports of the Council's accounts.
- E. The Council will not enter into any contracts or agreements except through the 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 documentation.

Section 5: Restriction on Candidates Running for Multiple Seats.

No candidate may run for more than one (1) elected seat.

Section 6: Other Election Related Language.

Not applicable.

ARTICLE XI – GRIEVANCE PROCESS

To ensure accountability of the Board to the DRNC stakeholders, the following procedures are established:

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. Any grievance by a Stakeholder must be submitted in writing to the Board who shall cause the matter to be placed on the agenda for the next regular Council meeting.

B. At that meeting, the Board shall refer the matter to an Ad Hoc Grievance Panel comprised of three (3) Stakeholders randomly selected by the Board from a list of Stakeholders who have expressed an interest in serving from time-to-time on such a panel.

C. Within two (2) weeks of the panel’s selection, the Board shall coordinate a time and place for the panel to meet with the person(s) submitting a grievance to discuss ways in which the dispute may be resolved.

D. Within two (2) weeks following such meeting, a member of the panel shall prepare a written report to be forwarded by the Secretary to the Board outlining the panel's collective recommendations for resolving the grievance. The Board may receive a copy of the panel's report and recommendations prior to a Board meeting, but, in accordance with the Brown Act, the matter

shall not be discussed among the Board members until it is heard publicly at the next regular Council meeting.

E. This grievance process is intended to address matters involving procedural disputes, such as the Board's failure to comply with Board Rules or these Bylaws. It is not intended to apply to Stakeholders who merely disagree with a position or action taken by the Board at one of its meetings, which grievances may be aired publicly at Council meetings.

F. Board members are not permitted to file a grievance against another Board member or against the Council.

ARTICLE XII – PARLIAMENTARY AUTHORITY

The Board shall use the Robert's rules of order as the Governing Parliamentary Authority when conducting meetings. An unbiased Parliamentarian may be appointed by the President to assist in the resolution of parliamentary issues. In the case of conflict between these Bylaws and the Governing Parliamentary Authority, these Bylaws shall prevail.

Standing Rules may be adopted by the Board of Directors to supplement these Bylaws. Such rules shall be in addition to these Bylaws and shall not be construed to change or replace any Bylaw. In the case of conflict between these Bylaws and a Standing Rule, these Bylaws shall prevail. Standing Rules may be adopted, amended, or repealed by a simple majority vote of the Board of Directors.

ARTICLE XIII - AMENDMENTS

These By-Laws may be altered, amended, repealed or added to by an affirmative vote of not less than a simple majority of eight (8) Board members. All amendments to the DRNC bylaws are subject to final approval by the Department.

Any Board member or Stakeholder may propose an amendment to these Bylaws. The Board shall forward all proposals to the Bylaws, Rules, and Selections Committee to review and to provide recommendations to the Board.

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 as well as all local, county, state and federal laws, including, without limitation, the Plan for Citywide System of Government (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.

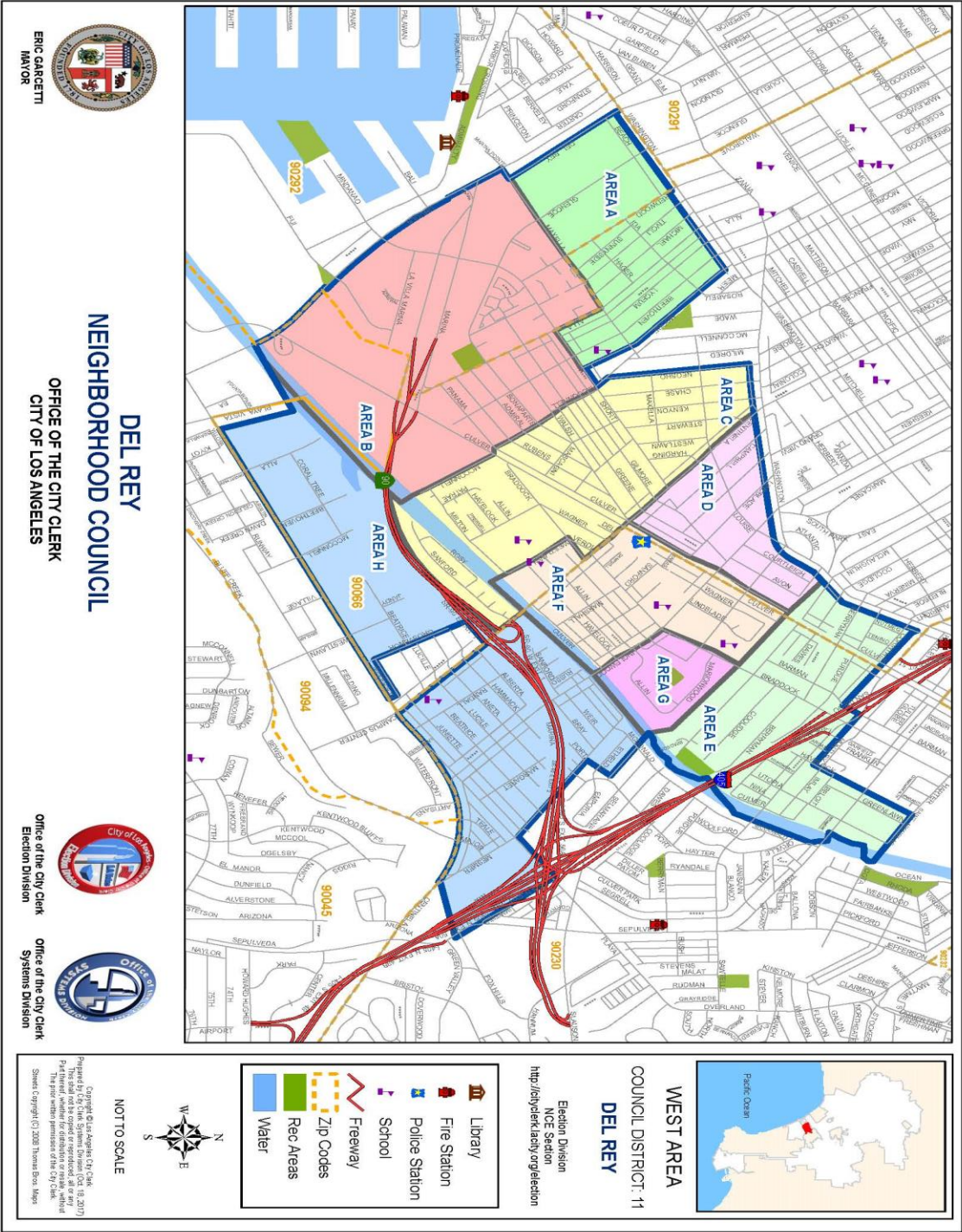
Section 2: Training.

All Board members shall take training in the fundamentals of Neighborhood Council, including, but not limited to, ethics, workplace violence training as provided by the City within forty-five (45) days of being seated, or they will lose their Council voting rights, UNTIL SUCH TIME AS THEY COMPLY. 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 Del Rey Neighborhood Council



ATTACHMENT B – Governing Board Structure and Voting

Del Rey Neighborhood Council – 15 Board Seats

BOARD POSITION	# OF SEATS	ELECTED OR APPOINTED?	ELIGIBILITY TO RUN FOR THE SEAT	ELIGIBILITY TO VOTE FOR THE SEAT
President Term: 2 Years	1	Elected	Stakeholder who is 18 years old (minimum) on election day and who lives, works, or owns property within the Del Rey NC boundaries.	Stakeholder who is 16 years old (minimum) on election day and who lives, works, or owns property within the Del Rey NC boundaries.
Vice-President Term: 2 Years	1	Elected	Stakeholder who is 18 years old (minimum) on election day and who lives, works, or owns property within the Del Rey NC boundaries	Stakeholder who is 16 years old (minimum) on election day and who lives, works, or owns property within the Del Rey NC boundaries.
Treasurer Term: 2 Years	1	Elected	Stakeholder who is 18 years old (minimum) on election day and who lives, works, or owns property within the Del Rey NC boundaries.	Stakeholder who is 16 years old (minimum) on election day and who lives, works, or owns property within the Del Rey NC boundaries.
Secretary Term: 2 Years	1	Elected	Stakeholder who is 18 years old (minimum) on election day and who lives, works, or owns property within the Del Rey NC boundaries	Stakeholder who is 16 years old (minimum) on election day and who lives, works, or owns property within the Del Rey NC boundaries.
Outreach Officer Term: 2 Years	1	Elected	Stakeholder who is 18 years old (minimum) on election day and who lives, works, or owns property within the Del Rey NC boundaries	Stakeholder who is 16 years old (minimum) on election day and who lives, works, or owns property within the Del Rey NC boundaries.
Communications Officer Term: 2 Years	1	Elected	Stakeholder who is 18 years old (minimum) on election day and who lives, works, or owns property within the Del Rey NC boundaries	Stakeholder who is 16 years old (minimum) on election day and who lives, works, or owns property within the Del Rey NC boundaries.
Land Use Officer Term: 2 Years	1	Elected	Stakeholder who is 18 years old (minimum) on election day and who lives, works, or owns property within the Del Rey NC boundaries	Stakeholder who is 16 years old (minimum) on election day and who lives, works, or owns property within the Del Rey NC boundaries.

BOARD POSITION	# OF SEATS	ELECTED OR APPOINTED?	ELIGIBILITY TO RUN FOR THE SEAT	ELIGIBILITY TO VOTE FOR THE SEAT
Area A Director Term: 2 Years	1	Elected	Stakeholder who lives, works, owns property/business or other community interest within Area A and who is 18 years or older.	Stakeholders who live, work, own property/business or other community interest within Area A and who are 16 years old or older.
Area B Director Term: 2 Years	1	Elected	Stakeholder who lives, works, owns property/business or other community interest within Area B and who is 18 years or older.	Stakeholders who live, work, own property/business or other community interest within Area B and who are 16 years old or older.
Area C Director Term: 2 Years	1	Elected	Stakeholder who lives, works, owns property/business or other community interest within Area C and who is 18 years or older.	Stakeholders who live, work, own property/business or other <u>community</u> interest within Area C and who are 16 years or older.
Area D Director Term: 2 Years	1	Elected	Stakeholder who lives, works, owns property/business or other community interest within Area D and who is 18 years or older.	Stakeholders who live, work, own property/business or other community interest within Area D and who are 16 years or older.
Area E Director Term: 2 Years	1	Elected	Stakeholder who lives, works, owns property/business or other community interest within Area E and who is 18 years or older.	Stakeholders who live, work, own property/business or other community interest within Area E and who are 16 years or older.
Area F Director Term: 2 Years	1	Elected	Stakeholder who lives, works, owns property/business or other community interest within Area F and who is 18 years or older.	Stakeholders who live, work, own property/business or other community interest within Area F and who are 16 years or older.
Area G Director Term: 2 Years	1	Elected	Stakeholder who lives, works, owns property/business or other community interest within Area G and who is 18 years or older.	Stakeholders who live, work, own property/business or other community interest within Area G and who are 16 years or older.
Area H Director Term: 2 Years	1	Elected	Stakeholder who lives, works, owns property/business or other community interest within Area H and who is 18 years or older.	Stakeholders who live, work, own property/business or other community interest within Area H and who are 16 years or older.