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## **Article I NAME**

The name of this Neighborhood Council shall be the Arleta Neighborhood Council (ANC).

## **Article II PURPOSE**

The mission of the ANC is to be an active Neighborhood Council in identifying and prioritizing problems, concerns and needs within the Arleta community in order to improve the quality of life. The ANC will appraise and advise the Los Angeles City Government and City Departments of these concerns and provide recommendations, solutions, and advice regarding all concerns and problems.

The purpose of the ANC shall be:

1. To be the forum for the discussion of community issues and to engage all ANC stakeholders to collaborate and deliberate on matters affecting the community.
2. To be an advocate for the community to the City of Los Angeles and the City departments to improve and enhance our community.
3. To inform community residents of forthcoming projects.
4. To create a forum to enable any individual or group or organization to speak out on any issue on which the individual or group or organization wants to be heard.

## **Article III BOUNDARIES**

### **Section 1: Boundary Description**

The ANC boundaries are:

- A. North: W.→E., West arm of the Pacoima Wash (at Filmore St.) in a straight line between Woodman and the Pacoima Wash at Interstate 5
- B. South: W.→E., Roscoe Blvd. Between Woodman Ave. and the Tujunga Wash; the Tujunga Wash between Roscoe Blvd. and Laurel Canyon
- C. East: N.→S., Interstate 5 at Pacoima Wash, southbound to Branford St., east to Laurel Canyon, then south on Laurel Canyon to the Tujunga Wash
- D. West: N.→S., Woodman Ave. between the West arm of the Pacoima Wash at Filmore St., south to Roscoe Blvd.

The boundaries of the ANC are set forth in Attachment A - Map of the Arleta Neighborhood Council.

### **Section 2: Internal Boundaries**

Not applicable

## Article IV STAKEHOLDER

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

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

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

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

## Article V GOVERNING BOARD

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

### Section 1: Composition

The Board shall be composed of fifteen (15) elected members. The Board shall represent the major Stakeholders of the ANC, and no single Stakeholder group shall consist of a majority of the governing body. All seats shall be filled by an adult 18 years or older.

The Board shall be comprised of the following Members:

- A. **Home/Condo Owners (4)** – any person who lives within the ANC boundaries, and owns and occupies their place of residence.
- B. **Renters (2)** – any person that rents and resides in a home, condominium, townhouse or apartment within the boundaries of the ANC.
- C. **Businesses (1)** – any person who owns and operates a business within the boundaries of the ANC, or his/her designee.
- D. **Community Based Organizations (2)** – must meet all of the following criteria:
  - 1. The community organization carried out activities that involve the stakeholders who reside within the boundaries of the ANC during the last twelve (12) months immediately preceding the election of the Board.

2. The community organization maintains its principal office or headquarters or meets within the ANC boundaries. Examples of a Community Organization include Neighborhood Watch groups and the Chamber of Commerce.
  3. A community based organization, includes but is not limited to a religious institution, educational institution, non-profit organization, neighborhood association, school/parent group, faith based group, senior group, youth group, arts association, service organization, boys or girls club, cultural group, or environmental group within the NC boundaries
- E. **At-Large (3)** – any person who belongs to any stakeholder group and also those who declare a stake in the neighborhood as a community interest stakeholder, defined as a person who participates in a community based organization, including but not limited to a religious institution, educational institution, non-profit organization, neighborhood association, school/parent group, faith based group, senior group, youth group, arts association, service organization, boys or girls club, cultural group, or environmental group within the NC boundaries
- F. **Seniors (2)** – any person who resides within the boundaries of the ANC and is over the age of fifty-five (55).
- G. **Animal Welfare (1)** – any person residing within the boundaries of the ANC who owns a valid City of Los Angeles licensed animal.

Alternate Board Directors -- Each Director shall have the ability to appoint their alternate with approval by the Board. The Alternate will have voting authority when the Director is absent from board. It is the responsibility of each Director to inform his or her Alternate in advance if the Alternate needs to attend any meeting. Alternates are required to meet eligibility requirements for that Director's seat. Upon the resignation of a Director, their seat shall be deemed vacant, and their Alternate's status shall be invalidated.

## **Section 2: Quorum**

The presence of eight (8) of the Board members shall constitute a quorum and shall be necessary to conduct the business of the ANC. The presence of three (3) committee members shall constitute a quorum at committee meetings. No formal meeting shall be held, or votes taken in the absence of a quorum.

## **Section 3: Official Actions**

A simple majority vote by the Board members present, not including abstentions, at a meeting at which there is a quorum shall be required to take official action, unless specified otherwise in these Bylaws.

Each member of the Board shall have one (1) vote and such vote may not be done by proxy. At all meetings of the ANC, voting shall be done by roll call. No secret voting is allowed.

Only those Board members eighteen (18) years of age and older may vote on contracts, the

expenditure of funds or the recommendation for a City agency to enter a contract.

**Section 4: Terms and Term Limits**

Board members will be elected for a term of four (4) years with staggered election cycles, electing half the Board during each election. There are no term limits.

**2029 Group A (8 Seats)**

Home/Condo Owner (2), Renter (1, Community Based Organization (1) At Large (2), Senior (1), Animal Welfare (1)

**2027 Group B (7 Seats)**

Home/Condo Owner (2), Renter (1), Business Representative (1), Community Based Organization (1), At Large (1), Senior (1)

**Section 5: Duties and Powers**

- A. The Board shall conduct the business of this organization. The decisions of the Board shall be considered the decisions of the ANC.
- B. The ANC shall establish and maintain adequate and correct books of records and accounts and written minutes of the proceedings of the Board and committee meetings. ANC Audio recordings of General Board meetings will be placed on ANC website when available.
- C. No officer or member of the Arleta Neighborhood Council Governing Board or any of its committees shall represent him/herself as speaking on behalf of the Council or Committee, or committing the Council or Committee to an action, unless she/he has been authorized to do so by the Arleta Neighborhood Council Governing Board. Members are permitted to do so by the Arleta Neighborhood Council Governing Board. Members are permitted to do research and make exploratory calls in their official capacity without express approval of the Governing Board, so long as they do not commit the Council to action. Such authorization may be limited or revoked at any time by the Governing Board.

**Section 6: Vacancies**

Vacancies will be filled by a majority vote of the remaining Board. Any member of the Board may nominate a person to any vacancy. Appointed Board members shall meet the same eligibility requirements that apply to the position they would fill as are required of elected Board members. Any Stakeholder(s) interested in filling a vacant seat on the Board shall submit a written application to the Secretary. In no event shall a vacant seat be filled where a general election is scheduled to occur within 30 days of the date that a written application is presented to the Board.

Any time a designated seat remains unfilled for thirty (30) days after the vacancy is announced at a Board meeting it shall automatically become an at-large seat until the next General Election at which point it shall revert back to the original designation as defined in these bylaws

**Section 7: Absences**

A Board member shall be permitted a maximum number of three (3) unexcused absences at general

board meetings per “Council Year” (for purposes of this provision a “Council Year” begins with the first scheduled Council meeting following the Board member’s election and continuing for the next eleven (11) months thereafter).

Examples of an excused absence may include (but is not limited to) illness, illness of a family member, employment obligations, or other personal necessities). Upon occurrence of the third absence, the Board Member may be removed from the ANC. An absence is valid even if a meeting is not held because there was no quorum, i.e. if a General Board meeting agenda has been posted pursuant to the Brown Act, the meeting counts as a meeting under this provision even if quorum is not reached.

The President or Secretary shall provide written notice to the Board member who reaches three (3) unexcused absences, stating that the next unexcused absence may result in the removal of the Board member. Written notice can be by email and by first class registered mail to the Board member’s last known address with return receipt

If an Executive Committee Board Member is being removed because of absences, he/she shall also be removed from the office position he/she holds and a new officer shall be appointed at the next Board Meeting.

### **Section 8: Censure**

The purpose of the censure process is to place a Board member on notice of misconduct and to provide the Board member with an opportunity to correct the misconduct. The Neighborhood Council (“Neighborhood Council”) may censure any Board member at a regular or special meeting open to the public following a good-faith determination by the Neighborhood Council Board that the member has engaged in conduct that is contrary to rules and regulations applicable to the Board or

that impedes the orderly business of Board operations. Grounds for censure include, but are not limited to, persistent disruptive conduct at meetings, violations or abuses of the Board’s bylaws or rules, violations of the Code of Conduct, acting on behalf of the Board without authorization, and misuse or abuse of the censure or removal process by acting in bad faith.

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

1. A motion to censure a Board member may be initiated by any three (3) Board members. Those Board members shall not constitute a majority of the quorum of any Neighborhood Council body, such as a committee. The motion shall be delivered to any officer of the Board or a specific officer or member of the Board as may be specified in the bylaws or standing rules of the Neighborhood Council. The motion shall be in writing and provide the specific facts and grounds for the proposed censure including the date(s) and specific conduct relied upon for the motion. The motion shall not be based upon conclusions, e.g., “for alleged violations of the Code of Conduct” but shall contain factual statements that describe conduct only and is not intended to embarrass or humiliate the board member.
2. The Board member, group of Board members or committee responsible for setting the final Board agenda shall include the motion on the agenda of the next regular or special Board meeting scheduled at least thirty (30) days following the delivery of the proposed censure motion.

3. The Board member subject to censure shall be given a minimum of thirty (30) days prior-written notice, which may include email sent to the last email address on file with the Neighborhood Council, of any meeting at which the motion to censure will be considered. The notice shall provide the specific facts and grounds for the proposed censure as specified in 1 above. The Board shall also provide a copy of the notice to the Department of Neighborhood Empowerment a minimum of thirty (30) days prior to the meeting at which the motion to censure will be considered.
4. The Board member subject to censure shall be given a reasonable opportunity to be heard at the meeting, either orally or in writing, prior to the Board's vote on a motion of censure.
5. The Board shall decide by a majority vote of those present and voting whether or not the Board member should be censured. The Board member who is the subject of the censure motion shall not be counted as part of the majority present and voting and shall not be allowed to vote. For the purpose of censure motions, abstentions shall not be counted as votes.
6. In no event shall a motion to censure a board member be heard by the Neighborhood Council within sixty (60) days of the next scheduled Board election or selection.

## **Section 9: Removal**

Any Board member may be removed by the Neighborhood Council 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 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. A Board member may resign in writing from the Council, and the position shall then be deemed vacant. A written resignation should be presented to the Board President or acting Board chair.

B. Any member of the Board who ceases to be a Stakeholder is required to submit his or her written resignation to the Board.

### **Section 11: Community Outreach**

The ANC will establish a procedure to communicate with all ANC Stakeholders on a regular basis, which ensures an even and fair dissemination of information.

## **Article VI OFFICERS**

### **Section 1: Officers of the Board**

The Officers of the ANC shall consist of the President, Vice-President, Secretary and Treasurer.

### **Section 2: Duties and Powers**

A. **The President** shall preside at all meetings; shall by virtue of the office be Chairperson of the

Board; shall present annually, a report of the work of the ANC; shall see that all books, reports, and certificates required by law are properly kept or filed; and may be one (1) of the officers who may counter-sign the funding documents of the ANC. In the event the Presidency is permanently vacant, the Board will take action to elect a new President at the next scheduled Board meeting.

- 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 ANC with all the rights, privileges, and powers as if he/she had been the duly elected President.
- C. **The Secretary** shall keep the minutes and records of the ANC in the appropriate books; shall file any certificate required by any statute, federal or state; shall be the official custodian of the data records and seal of the ANC (the seal must be unique to guard against possible trademark infringement issues) and may be one (1) of the officers required to sign the financial documents of the ANC.
- D. **The Treasurer** shall include maintaining the ANC's book of accounts, as prescribed by the Department of Neighborhood Empowerment (Department); shall maintain and submit the account records to the Department according to the policy set by the department and shall keep the financial records in accordance with the Generally Accepted Accounting Principles. Additionally, will maintain inventory records of all ANC equipment/property as required by Department.

### **Section 3: Selection of Officers**

Officers may be selected by the Board at the first scheduled meeting of the Board following any elections, no later than the third meeting. If necessary, the Board may appoint interim officers until regular officers are selected.

### **Section 4: Officer Terms**

Officers shall serve one (1) year at the will of the Board.

## **Article VII COMMITTEES AND THEIR DUTIES**

### **Section 1: Standing**

All Standing Committees shall meet at a minimum of once a quarter or as necessary. The following are Standing Committees:

- A. **Executive Committee** – Chaired by the President, the Executive Committee is comprised of the Officers of the Board and shall set the agenda for ANC meetings.
- B. **Budget Committee** – Chaired by the Treasurer, the Budget Committee shall develop and present an annual budget to the Board for approval. In addition, the Budget Committee can bring expenses to the Board for approval. The Budget Committee will be comprised of the standing committee chairs. Ad hoc Committee Chairs can serve as alternates in place of an

absent committee chair.

- C. **Community Improvement/Land Use Committee** – The Community Improvement Committee shall meet to discuss and present possible ideas and/or projects that will improve the community to the Board for approval.
- D. **Outreach Committee** – The Outreach Committee shall develop and distribute flyers to advertise meetings, open Board positions, ANC projects, activities, etc. In addition, the Outreach Committee will work together to develop and distribute Stakeholder surveys, newsletters and any other information the Board deems necessary to distribute to the Stakeholders. The Chairperson will maintain Stakeholder data safe for future communication.
- E. **Animal Welfare Committee** –The AWC shall exist to discuss the needs of the animals of our community and their owners. The committee may engage in outreach, education and review of local and state government animal policies. The AWC may present recommendations to the Board for action and/or projects that will improve the lives of our animal and their owners.
- F. **Bylaws Committee** - The ANC Bylaws Committee shall meet as necessary to consider submitting amendments or changes of the ANC Board Bylaws; after ANC Board approval, changes will be presented to the Board of Neighborhood Commissioners (BONC) and to the Department for consideration of approval.

## **Section 2: Ad Hoc**

The President may establish Ad Hoc Committee(s) to address issues and topics of a specific nature with approval of the Board by a majority vote. Ad Hoc Committees must be of limited duration and must not have any decision making power. Such committees will report back to the full Board with recommendations. Board members on Ad Hoc Committees must be less than a majority of the quorum. If stakeholders are part of the Ad Hoc Committee, the committee is subject to the Brown Act.

## **Section 3: Committee Creation and Authorization**

Each committee will include at least two (2) Board Members and may include interested stakeholders. The President shall nominate the Chairperson of all committees with approval of the Board by a majority vote. All committee chairpersons shall be members of the Board. The Chairs shall keep a written record of Committee meetings and shall provide regular reports on Committee matters to the Board.

- A. **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.
- B. **Changes to Committees** – The Board may establish, disband or make changes as needed to any Standing or AD Hoc committee. Any such action by the Board shall be noted in the Council meeting minutes.
- C. **Removal of Committee Members** – Committee members may be removed in the same manner in which they were appointed.
- D. **The definition of minutes** shall be reflected in ANC standing rules.

## **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**

The ANC will meet at least quarterly on an annual basis. However, additional meetings may be held as deemed necessary. All meetings shall be held within the ANC boundaries at a location, date and time set by the Board.

- a. General Meetings – General Council meetings shall be held at least once per quarter and may be held more frequently as determined by the Board. Prior to any action by the Board, there shall be a period of public comment. The Board shall determine the length and format of the period as appropriate.
- b. Special Meetings – The President or a majority of the Board shall be allowed to call a Special Council Meeting as needed. A “Special Meeting” shall be defined as a meeting necessary because an issue or concern has come up that requires board action and the item cannot wait for a future board meeting and there is insufficient time to post the regularly required seventy-two (72) hour notice. Special Meetings shall be limited to only agenda items deemed necessary and which required the special meeting to be called in the first place. Twenty-four (24) hour notice is required.

### **Section 2: Agenda Setting**

The Executive Committee shall set the agenda for each ANC Board meeting and can also include a stakeholder option. Any Stakeholder may make a proposal for action by the Council by submitting a written request to the Secretary or during the public comment period of a regular Council meeting. The Secretary shall promptly refer the proposal to a Standing Committee or at the next Executive Committee Meeting. The Board shall either consider the proposal or create an Ad Hoc Committee to consider the proposals. The Council is required to consider the proposal at a Committee or Board meeting, but is not required to take further action on the proposal. Proposals made under this subsection are subject to the rules regarding reconsideration.

### **Section 3: Notifications/Postings**

Public posting of all applicable ANC meetings will be conducted pursuant to any and all City ordinances, policies and procedures pertaining to Neighborhood Council posting procedures. Meetings will be posted at two (2) physical locations as determined by the ANC. The outreach may consist of newspapers and electronic media will be utilized to the extent allowed within fiscal capabilities.

### **Section 4: Reconsideration**

The Board may reconsider or amend its actions through the following Motion for Reconsideration process:

- a. Before the Board reconsiders any matter, the Board must approve a Motion for

Reconsideration. The Motion for Reconsideration must be approved by official action of the Board. After determining that an action should be reconsidered, the Board has the authority to re-hear, continue, or take action on the item that is the subject of Reconsideration within any limitations that are stated in the Motion for Reconsideration.

- b. The Motion for Reconsideration must be brought, and the Board's approval of a motion for Reconsideration must occur, either during the same meeting where the Board initially acted or during the Board's next scheduled general meeting that follows the meeting where the action subject to reconsideration occurred. The Council may also convene a special meeting within these specified time frames to address a Motion for Reconsideration.
- c. A Motion for Reconsideration may be proposed only by a member of the Board that previously voted on the prevailing side of the original action that was taken by the Board.
- d. The Board Member may make the Motion for Reconsideration orally during the same meeting where the action that is the subject of reconsideration occurred, or by properly placing the Motion for Reconsideration on the agenda of a meeting that occurs within the allowed specified periods of time as stated above.
- e. In order to properly place the Motion for Reconsideration on the agenda of the subsequent meeting, the Board Member shall submit a memorandum to the Secretary at least two (2) days in advance of the deadline for posting notices for the meeting. The memorandum must briefly state the reason(s) for requesting the reconsideration and provide the Secretary with an adequate description of the matter(s) to be re-heard and the proposed action that may be adopted by the Board if the Motion for Reconsideration is approved.
- f. A Motion for Reconsideration that is properly brought before the Board may be seconded by any member of the Board.
- g. This reconsideration process shall be conducted at all times in accordance with the Brown Act.

## **Article IX FINANCES**

- A. The ANC shall act in accordance with all applicable local, state and federal laws regarding the maintenance of financial records.
- B. In accordance with the duties of the office, the Treasurer shall keep and maintain adequate and correct books and accounting of the ANC. The Treasurer shall send or cause to be given to the Board members such financial statements and reports as are required to be given by law, by the Bylaws, by the Board or by Department policy and procedures. The books of accounts shall be open to inspection by any Board member, Stakeholder, City entity or other authorized personnel at reasonable times.
- C. The Treasurer shall disperse such funds as the Board may order. The governing body of the ANC shall approve all disbursements. Funding Requirements shall be signed by the Treasurer and countersigned by the second signatory.
- D. The Treasurer shall render to the President and the Board, when requested, an account of all transactions and of the financial condition of the ANC. The ANC financial records shall be reconciled monthly with the Department's Funding Program.

E. The ANC will not enter into any contracts or agreements except through the Department.

## **Article X ELECTIONS**

### **Section 1: Administration of Election**

The ANC's election will be conducted pursuant to any and all City ordinances, policies and procedures pertaining to Neighborhood Council elections. ANC may choose the option for conducting a Selection Process (see Section 6)

### **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. Every stakeholder shall be able to vote once in each stakeholder category.

### **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 by providing acceptable documentation.

### **Section 5: Restrictions on Candidates Running for Multiple Seats**

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

### **Section 6: Other Election Related Language**

The Neighborhood Council may adopt an alternate Selection Process rather than participate in a City-conducted election. The Board must approve the selection process by a majority vote of the Board Members present.

In the event, for cost-saving reasons or for any other reason, the City Clerk or other governing City Agency decides to suspend the NC election cycle and postpones elections/ re-elections for NC Board seats; and since we at Arleta Neighborhood Council (ANC) have board seats in four (4) year terms, with half the board seats elected in two (2)-year cycles (Group A and Group B); If the City Clerk or the Department extend the term which are up for election in the coming cycle [say, by adding an additional two (2) years to those seats in Group A], then the terms for Group B will also be extended for an equivalent amount of time [say, for an additional two (2) years.] This will preserve our "Split" Board, every two (2)-year election cycle.

## **Article XI     GRIEVANCE PROCESS**

### **Grievances Submitted by a Stakeholder**

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

### **Grievances Submitted by a Board Member**

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

### **Regional Grievance Panel**

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

## **Article XII     PARLIAMENTARY AUTHORITY**

Robert's Rules of Order Newly Revised 10<sup>th</sup> Edition shall be the parliamentary authority for the running of all meetings of this Neighborhood Council and its Committees. State, Federal or Local Law shall take precedence where there is any conflict with Robert's Rules of Order. Also, the ANC will adopt fair and open procedures for the conduct of its business and shall at all times conduct itself in accordance with the Ralph M. Brown Act.

### **Article XIII AMENDMENTS**

- B. Any Board member may propose an amendment to these Bylaws by requesting that the Secretary place the item on the agenda.
- C. Any Stakeholder may propose an amendment to these Bylaws during the public comment period of a regular Council meeting.
- D. Any proposal to amend the Bylaws shall be formalized in writing and noticed on the agenda for public discussion and Board vote at the next General Council meeting.
- E. An amendment to these Bylaws requires a simple majority vote of the Board members present at a duly noticed regular or special meeting. All changes shall then be forwarded to the Department for review and approval.
- F. Amendments shall not be valid, final or effective until approved by the Department. Once approved, any changes in the Bylaws shall become effective immediately.

### **Article XIV COMPLIANCE**

The Council, its representatives, and all Stakeholders shall comply with these Bylaws and with any additional Standing Rules or Procedures as may be adopted by the Board as well as all local, county, state and federal laws, including, without limitation, the policies approved by the Board of Neighborhood Commissioners, the Department's rules and regulations, the City Governmental Ethics Ordinance (Los Angeles Municipal Code Section 49.5.1), the Brown Act, the Public Records Act, the Americans with 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**

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.

Board members not completing mandatory trainings provided by the City within sixty (60) days of being seated or after expiration of the training, shall lose their Council voting rights on all items before the board.

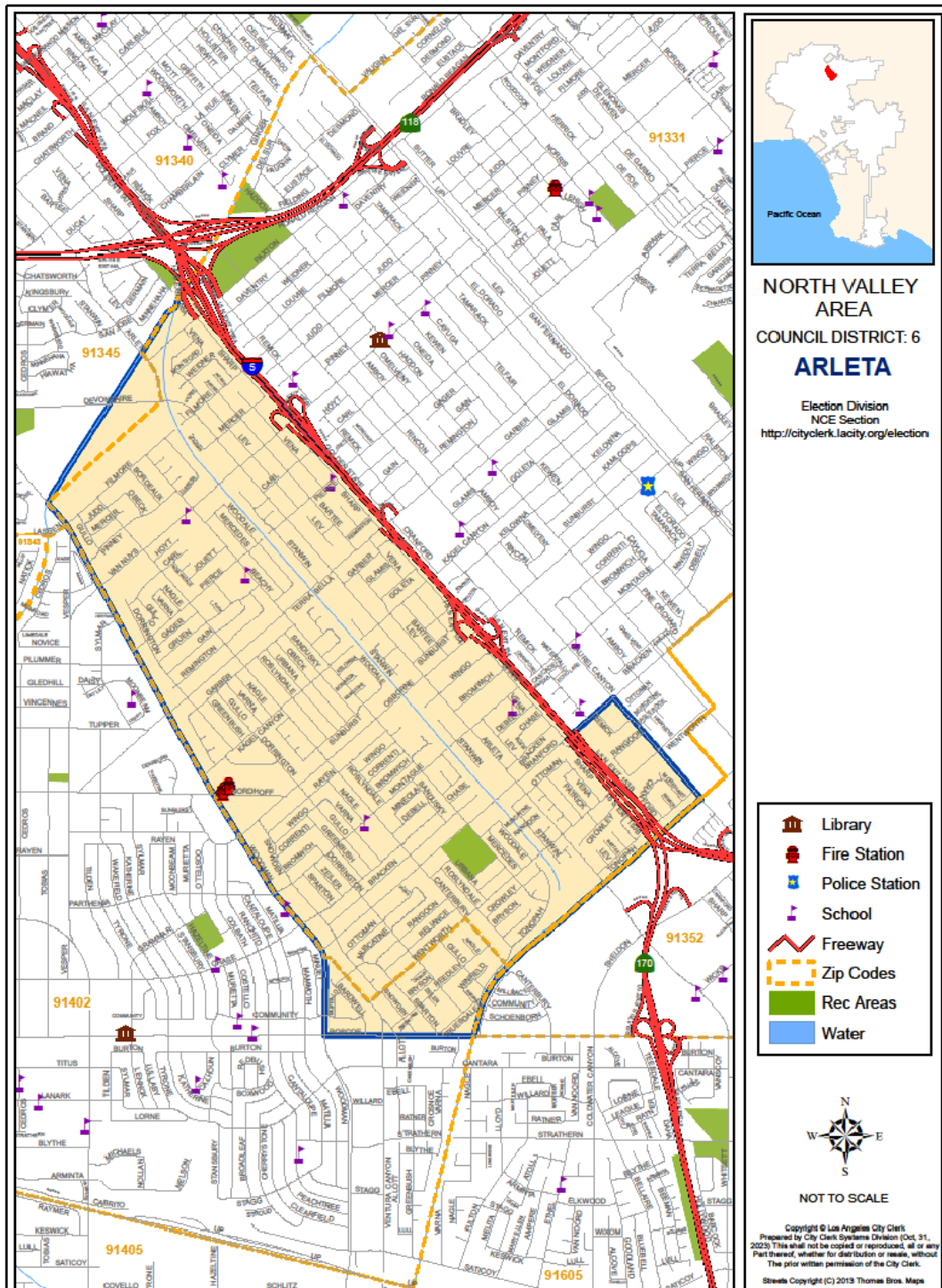
Per the Board of Neighborhood Commissioners Code of Conduct Policy, Board members are suspended from the Board if the Code of Conduct Policy is not acknowledged within 30 days of being seated, and may be removed after 60 days of non-compliance by the Board or the Board of Neighborhood Commissioners. While a board member is suspended, they do not count towards quorum, may not sit at the dais, propose and/or move a motion forward.

“Planning 101” Training shall be required for all appointed and confirmed members of each Neighborhood Council’s planning and land use committee, or an equivalent committee (land use committee). Any individual who does not complete the training shall not be eligible to vote on motions or recommendations on planning, zoning, or land use matters before the land use committee. If the board does not have a planning and land use committee or an equivalent committee, all board members are required to complete the Planning 101 training.

### **Section 3: Self-Assessment**

The ANC shall, with the assistance of the Department as requested, survey its Stakeholders at least once biennially, to assess whether the ANC has met the applicable goals set forth in the Los Angeles City Charter and Article I of the Plan, "Goals and Objectives of the Neighborhood Council System." The form of review shall be prescribed by the Department, and the review shall be made public and made available to its Stakeholders.

# ATTACHMENT A - Map of the Arleta Neighborhood Council



**KAREN BASS**  
**MAYOR**

## ARLETA NEIGHBORHOOD COUNCIL

OFFICE OF THE CITY CLERK  
 CITY OF LOS ANGELES



Office of the City Clerk  
 Election Division



Office of the City Clerk  
 Systems Division

ANC Bylaws Approved 05.11.2026

## ATTACHMENT B – Governing Board Structure and Voting

### Arleta Neighborhood Council – 15 Board Seats

Board Position	# of Seats	Elected or Appointed?	Eligibility to Run for the Seat	Eligibility to Vote for the Seat
Home/Condo Owners Term: 4 Years	4	Elected	Any stakeholder who is 18 years or older, who lives within the ANC boundaries and who owns and occupies their place of residence	Any ANC stakeholder, who is at least 16 years of age on the day of the election
Renters Term: 4 Years	2	Elected	Any stakeholder who is 18 years or older, that rents and resides in a home, condominium, townhouse or apartment within the boundaries of the ANC	Any ANC stakeholder, who is at least 16 years of age on the day of the election
Businesses Term: 4 Years	1	Elected	Any stakeholder who is 18 years or older, who owns and operates a business within the boundaries of the ANC or his/her designee	Any ANC stakeholder, who is at least 16 years of age on the day of the election
Community Based Organizations Term: 4 Years	2	Elected	Any stakeholder who is 18 years or older and; 1. Have carried out activities that involve the stakeholders who reside within the boundaries of the ANC during the last 12 months immediately preceding the election of the Board. 2. The community organization maintains its principal office or headquarters or meets within the boundaries of ANC.	Any ANC stakeholder, who is at least 16 years of age on the day of the election
Animal Welfare Term: 4 Years	1	Elected	Any stakeholder who is 18 years or older residing within the boundaries of the ANC who owns a valid City of Los Angeles licensed animal.	Any ANC stakeholder, who is at least 16 years of age on the day of the election
At Large Term: 4 Years	3	Elected	Any stakeholder who is 18 years or older, who belongs to any stakeholder group and also those who declare a stake in the neighborhood as a community interest stakeholder.	Any ANC stakeholder, who is at least 16 years of age on the day of the election
Seniors Term: 4 Years	2	Elected	Any stakeholder who resides within the boundaries of the ANC and is over the age of 55.	Any ANC stakeholder, who is at least 16 years of age on the day of the election