



**THE GREATER VALLEY GLEN COUNCIL BYLAWS**

**Bylaws Table of Contents**

ARTICLE I NAME ..... 3

ARTICLE II PURPOSE..... 3

ARTICLE III BOUNDARIES ..... 4

    Section 1: Boundary Description .....4

    Section 2: Internal Boundaries .....5

ARTICLE IV STAKEHOLDER ..... 5

ARTICLE V GOVERNING BOARD ..... 6

    Section 1: Composition .....6

    Section 2: Quorum .....6

    Section 3: Official Actions .....6

    Section 4: Terms and Term Limits .....6

    Section 5: Duties and Powers .....7

    Section 6: Vacancies.....7

    Section 7: Absence .....7

    Section 8: Censure.....7

    Section 9: Removal .....8

    Section 10: Resignation ..... 11

    Section 11: Community Outreach ..... 11

ARTICLE VI OFFICERS ..... 11

    Section 1: Officers of the Board. .... 11

    Section 2: Duties and Powers ..... 11

Section 3: Selection of Officers ..... 12

Section 4: Officer Terms ..... 12

ARTICLE VII COMMITTEES AND THEIR DUTIES ..... 12

Section 1: Standing ..... 12

Section 2: Ad Hoc ..... 12

Section 3: Committee Creation and Authorization..... 12

ARTICLE VIII MEETINGS ..... 12

Section 1: Meeting Time and Place..... 12

Section 2: Agenda Setting..... 13

Section 3: Notifications/Postings ..... 13

Section 4: Reconsideration ..... 13

ARTICLE IX FINANCES..... 14

ARTICLE X ELECTIONS ..... 14

Section 1: Administration of Election..... 14

Section 2: Governing Board Structure and Voting ..... 14

Section 3: Minimum Voting Age ..... 12

Section 4: Method of Verifying Stakeholder Status ..... 14

Section 5: Restrictions on Candidates Running for Multiple Seats ..... 14

Section 6: Other Election Related Language..... 14

ARTICLE XI GRIEVANCE PROCESS..... 15

ARTICLE XII PARLIAMENTARY AMENDMENTS..... 15

ARTICLE XIII AMENDMENTS..... 15

ARTICLE XIV COMPLIANCE..... 15

Section 1: Code of Civility ..... 15

Section 2: Training ..... 16

Section 3: Self-Assessment ..... 16

ATTACHMENT A - Map of Greater Valley Glen Council..... 17

ATTACHMENT B – Governing Board Structure and Voting ..... 18

## **ARTICLE I NAME**

The name of the organization shall be "The Greater Valley Glen Council" (GVGC).

## **ARTICLE II PURPOSE**

A. The GVGC shall seek to enhance the economic vitality and quality of life of the community, to preserve and enhance its character, and prevent its deterioration.

B. Methods to achieve objectives:

1. Identify issues affecting the community, gather information concerning these issues and serve as a forum for the discussion of such issues.
2. Strive to reach general agreement among the Stakeholders concerning the community's issues and priorities.
3. Seek resources that will benefit the community.
4. Foster cooperation between community organizations, area businesses and institution
5. Serve as a link between the community, its elected representatives and government agencies.
6. Advise and advocate Stakeholders' concerns and priorities to other elected representatives.
7. 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, gender expression, immigration status or political affiliation.
8. Utilize the Early Notification System to inform our Neighborhood Council of matters involving the City of Los Angeles and our community in a way that is tailored to provide opportunities for involvement in the decision-making process.

### ARTICLE III BOUNDARIES

The GVGC covers a geographic area described below.

**Section 1: Boundary Description** – The GVGC’s geographic area shall be all of Valley Glen and surrounding areas as described herein. On the west, the boundary runs along Hazeltine Avenue from Burbank Boulevard to Vanowen Street. At Vanowen Street, the boundary runs east to Woodman Avenue, then north to Sherman Way. At Sherman Way, the boundary runs east to the Tujunga Wash, then south along the Tujunga Wash to Vanowen Street. At Vanowen Street, the boundary runs east to Hollywood Freeway. The boundary then runs south along the Hollywood Freeway (170) to Burbank Blvd. At Burbank Boulevard, the boundary runs west to Hazeltine Avenue.

**Section 2: Internal Boundaries** – The area will be divided into six (6) districts (hereinafter referred to as “districts”) as noted in Attachment A.

The district boundaries are as follows:

District 1: North of Oxnard Street to Vanowen Street. East of Hazeltine Avenue to Woodman Avenue.

District 2: North of Victory Boulevard to Sherman Way. East of Woodman Avenue to the Tujunga Wash.

District 3: North of Victory Boulevard to Vanowen Street. East of the Tujunga Wash to the Hollywood Freeway (170).

District 4: North of Burbank Boulevard to Oxnard Street. At Woodman Avenue, north to Victory Boulevard. East of Hazeltine Avenue to Fulton Avenue.

District 5: North of Oxnard Street to Victory Boulevard. East of Fulton Avenue to Whitsett Avenue. At Whitsett Avenue, north of Erwin Street to Victory Boulevard and east to the Hollywood Freeway (170).

District 6: North of Burbank Boulevard to Oxnard Street. At Whitsett Avenue, north of Burbank Boulevard to Erwin Street. East from Coldwater Canyon Boulevard to the Hollywood Freeway (170).

#### **ARTICLE IV STAKEHOLDER**

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

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

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

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

## **ARTICLE V GOVERNING BOARD**

The Board shall be governed by the following rules:

**Section 1: Composition** – The Board shall consist of seventeen (17) voting Board Members who are Stakeholders from the following categories:

- A. One (1) elected Board Members from each of the Districts 1-6.
  - a. Any person who lives within the GVGC boundaries, who occupies and either leases, owns or rents their place of residence, whether single or multi-family.
- B. Ten (10) At-Large Board Members. Any Stakeholder.
- C. Youth – one (1) At-Large Board Member appointed bi-annually by the President with Board confirmation. Youth, between the ages fourteen (14) to seventeen (17) on the day of the appointment, who lives, works, owns property or attends school within the GVGC area.

**Section 2: Quorum** – A quorum for the transaction of business at any meeting of the Board shall consist of nine (9) Board Members.

**Section 3: Official Actions** – An Official Action may be taken by majority vote of those Board Members present and voting, not including abstentions.

- A. The Presiding Officer may vote on all motions and actions.
- B. A majority is determined only by affirmative and negative votes. An Abstaining vote will not count for either the affirmative or the negative votes.
- C. Any Board Member under the age of eighteen (18) is ineligible to vote on monetary issues coming before the Board.
- D. No Board Members will be permitted to vote by proxy.

**Section 4: Terms and Term Limits** – Elected Board Members shall serve a two (2) year term commencing from the date of the election certification. Appointed Board Members shall serve out the remaining term of the Board Member they replace. There are no term limits.

**Section 5: Duties and Powers** – The powers of the Board shall be those usually consistent with the operation of an organization including, but not limited to: management of fiscal affairs, the deliberation of issues and establishment of the GVGC’s position on issues relevant to its Stakeholders through communication with the membership, the dissemination and implementation of such positions.

No Board Member shall utilize the city seal for his/her personal use or in communications by individuals expressing personal opinions. The purpose of the seal is to indicate that official city business is being conducted and any other use is only permissible with prior permission from the City Clerk or the administration of the Department of Neighborhood Empowerment of Neighborhood Empowerment (Department of Neighborhood Empowerment).

**Section 6: Vacancies** – Any Board member may nominate a stakeholder to the President and the President will submit the nomination to the Board for confirmation by a majority of the Board. Nominated Stakeholders shall meet the same eligibility requirements that apply to the position they would fill, as are required of elected Board Members. If the Board is unable to fill a vacancy, the process for filling the vacancy will continue with each regular meeting thereafter until the time such vacancy is filled.

**Section 7: Absences** –

- A. The seat of any Board Member who fails to attend three (3) regularly scheduled Board meetings in any six (6) month period shall be deemed forfeited and vacated, and the Board Member shall be notified in writing of their removal from the Board, effective immediately.
- B. The seat of any Board Member who fails to attend three (3) regularly scheduled Committee meeting in any six (6) month period shall be deemed forfeited and vacated on the committee, and the Board Member shall be notified in writing of their removal from the Committee, effective immediately. Said member may be reassigned to another committee by the President.

**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 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: and 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.

**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' 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** – Any Board Member may resign at any time by delivering a written resignation to the President or Secretary of the Board or by verbal resignation at a Board meeting, which is reflected in the minutes. Said resignation shall be effective as of the date of receipt or verbal announcement.

Any Board Member holding one (1) of the four (4) Officer positions or the Chairperson of a Committee may resign their position at any time by delivering a written resignation to the President or Secretary of the Board or by verbal resignation at a Board meeting, which is reflected in the minutes. The resignation shall be effective as of the date of receipt or verbal announcement and shall not constitute resignation as a Board Member.

**Section 11: Community Outreach** – The GVGC will establish procedures for communicating with all the Stakeholders on a regular basis in a manner ensuring that the information is disseminated evenly and in a timely manner

## **ARTICLE VI OFFICERS**

**Section 1: Officers of the Board** – The GVGC consists of the following four (4) Officers: President, Vice President, Secretary and Treasurer.

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

- A. The PRESIDENT shall be the Chief Administrator and Executive Officer of the GVGC. The President shall preside over all GVGC meetings.
- B. The VICE PRESIDENT shall, in the absence of the President, function as the presiding Officer and shall carry out the duties and responsibilities of the President.
- C. The SECRETARY shall be responsible for the minutes of all meetings of the Officers, the Board Members, and the general membership, and for all notices issued by and for the GVGC as assigned by the Presiding Officer.
- D. The TREASURER shall be responsible for verification and review of all council funds, accounts of receipts and disbursements belonging to the GVGC written monthly financial report to be made available to the public at the regularly scheduled General Board meetings.

**Section 3: Selection of Officers** – The Board Members shall elect Officers from among their members at the first regular meeting of the Board following the election. Officers shall be elected by a majority vote. Officers may be removed from their elected office by a two-thirds (2/3) vote of the Board. Such removal will not constitute removal from the Board.

**Section 4: Officer Terms** – The term of an Officer shall be for the term of two (2) years.

## **ARTICLE VII COMMITTEES AND THEIR DUTIES**

**Section 1: Standing Committees** – As designated in Section 3 below.

**Section 2: Ad Hoc Committees** – The President shall have the sole authority to establish a temporary ad-hoc committee. Ad hoc committees that include non-board member stakeholders shall be agendized and noticed in keeping with the Brown Act.

**Section 3: Committee Creation and Authorization** – The President shall establish, dissolve and appoint committees as deemed appropriate and necessary to facilitate and further the intent of the GVGC, and each such action shall be confirmed by a majority vote of the Board.

- A. **Committee Authority** – All committee work must be reported to the Board and the Board can take no action without a vote. If a motion fails in committee, it cannot be considered by the Board.
- B. **Committee Structure** – The President shall nominate committee chairpersons from the Board, and each nominee shall be confirmed by a majority vote of the Board. Each committee will include at least one (1) Board Member and no committee shall have less than three (3) members or more than five (5) members.
- C. **Committee Appointment** – The President shall appoint all committee members after receiving input from the appointed committee chairs.
- D. **Removal of Committee Members** – A Committee Chairperson or Committee member may be removed by a majority vote of the Board. Committee member removal must be initiated by the Committee Chair. Committee Chair removal must be initiated by the Board President.

## **ARTICLE VIII MEETINGS**

All meetings will be conducted in accordance with the Brown Act.

**Section 1: Meeting Time and Place** – The Board will meet monthly. The Board shall have the right to declare a recess of any Board meeting for any specified month.

- A. **Regular Meetings** – The meetings will be held on the first Monday of the month except

when a holiday interferes, at which point, the regular meeting will be held the following Monday.

- B. **Special Meetings** – The Board can be called into Special Session with proper notice (a minimum of twenty-four (24) hours) by the President or Vice President or by a quorum of the Board.

**Section 2: Agenda Setting** – All items for the agenda must be submitted to the President or the President’s designee (by Stakeholders and/or Board Members) a minimum of ninety-six (96) hours in advance of any meeting concerning the GVGC.

**Section 3: Notifications/Postings** –

- A. The President or the President’s designee will post the agendas of all meetings in compliance with the Ralph M. Brown Act. At a minimum, meeting notices shall be posted in compliance with the Ralph M. Brown Act and in compliance with City of Los Angeles Neighborhood Council posting policy. An updated listing of the Neighborhood Council’s physical posting location/s shall be kept on file with the Neighborhood Council.
- B. The Notifications/Postings regulations also applies to all committees. Committee Chairs or Chair’s designee will post agendas.

**Section 4: Reconsideration** – The Board may reconsider and amend its action on items listed on the agenda if that reconsideration takes place immediately following the original action or at the next regular meeting.

- A. The Board shall: (1) make a motion for reconsideration and if approved, (2) hear the matter and take an action. If the motion to reconsider an action is to be scheduled at the next meeting following the original action, then two (2) items shall be placed on the agenda for that meeting: (1) A motion for reconsideration on the described matter and (2) a (proposed) action should the motion to reconsider be approved.
- B. A motion for reconsideration can only be made by a Board Member who has previously voted on the prevailing side of the original action taken. If a motion for reconsideration is not made on the date the action was taken, then a Board Member on the prevailing side of the action must submit a memorandum to the Secretary identifying the matter to be reconsidered and a brief description of the reason(s) for requesting reconsideration at the next regular meeting. The memorandum must be submitted to the Secretary or President a minimum of one hundred and twenty (120) hours prior to the meeting at which the Board Member wants the matter to be heard.
- C. The aforementioned shall all be in compliance with the Brown Act.
- D. Any action to rescind a Board action shall be subject to the same procedure as required for Reconsideration as outlined immediately above. The Board is not prohibited from taking any action superseding a prior action of the Board.

## ARTICLE IX FINANCES

The GVGC shall keep a book of accounts according to generally accepted accounting principles and in compliance with Department of Neighborhood Empowerment guidelines.

## ARTICLE X ELECTIONS

**Section 1: Administration of Election** – Regular elections of Board Members shall occur as determined by the City of Los Angeles.

**Section 2: Governing Board Structure and Voting** – The allotted Board seat in a given category will be filled with a Stakeholder who is eligible in that category by either open elections or by appointment as designated in Attachment B. There shall be no proxy votes.

**Section 3: Minimum Voting Age** – Except with respect to a Youth Board Seat, a stakeholder must be at least 16 years of age on the day of the election or selection to be eligible to vote. [See Admin. Code §§ 22.814(a) and 22.814(c)]

**Section 4: Method of Verifying Stakeholder Status** – Voters will verify their Stakeholder status through written self-affirmation.

**Section 5: Restrictions on Candidates Running for Multiple Seats** – A candidate shall declare their candidacy for no more than one (1) position on the Council Board during a single election cycle.

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

- A. The Board's authority shall expire upon certification of a newly elected Board by the City of Los Angeles.
- B. The newly elected Board shall be seated at the first regular meeting after Certification, and the outgoing President shall preside until the election of a new President who shall then chair the remainder of the meeting. No other business may come before the Board until after the election of Officers.
- C. The *President shall* establish an Election Committee to provide assistance to the City of Los Angeles in preparing for and conducting the bi-annual elections of the Board.

## **ARTICLE XI GRIEVANCE PROCESS**

A. A written complaint regarding the GVGC shall be submitted to the Board. The Board will then refer the matter to an ad hoc grievance panel comprised of five (5) Stakeholders randomly selected by the GVGC Secretary from a list of Stakeholders who have expressed an interest in serving on such a panel. The Secretary will coordinate a time and place for the panel to meet with the person(s) submitting a grievance and to discuss dispute resolution. Thereafter, a panel member shall prepare a written report within two (2) months to be forwarded by the Secretary to the Board outlining the panel's recommendations for the resolving the grievance. The matter shall be heard at the next regular meeting of the Board pursuant to the Brown Act.

B. The formal grievance process shall address matters involving procedural disputes, e.g., the Board's failure to comply with Board Rules or these Bylaws. Any grievance filed that addresses other matters shall be summarily dismissed, and any grievance filed that also includes other matters shall be dismissed as to the other matters. The President shall make these determinations except in the case that the President is the subject of the grievance, and then the Vice President shall make such determinations.

C. If the grievance cannot be resolved through the grievance process, then the complainant has the right to file a complaint with the Department of Neighborhood Empowerment (*Per Article 6 § 4 of the Plan for a Citywide System of Neighborhood Councils*)

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

## **ARTICLE XII PARLIAMENTARY AUTHORITY**

Rosenberg's Rules of Order shall decide all question of normal order not otherwise provided for by the GVGC bylaws or Board rules.

## **ARTICLE XIII AMENDMENTS**

These bylaws may be amended by a two-thirds (2/3) vote of the Board present and voting at the Board meeting. Thereafter, any adjustment or amendment shall be submitted to the Department of Neighborhood Empowerment for final approval.

## **ARTICLE XIV COMPLIANCE**

All Board Members will comply with the GVGC bylaw, Board rules and the city's ethics provisions and will abide by all applicable laws of the local, state and federal government.

**Section 1: Code of Civility** – The GVGC, its representatives, and all Stakeholders shall conduct all GVGC 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 to vote on issues that come before the Council. (Los Angeles Municipal Code Section [Sec. 22.821](#))

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 Board of Neighborhood Commissioners, the Office of the City Clerk's Funding Division, and the Department.

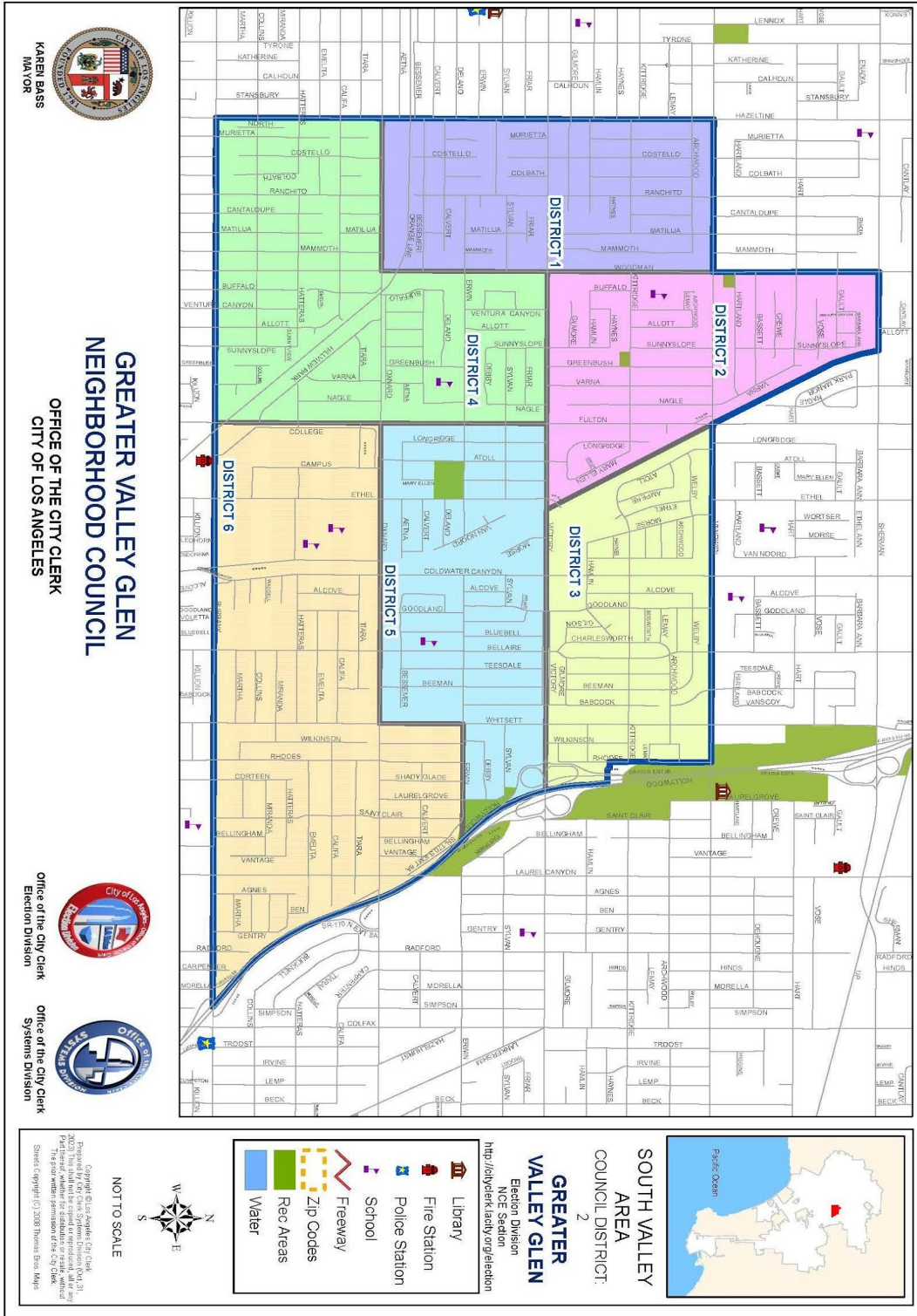
Board members not completing all mandatory trainings provided by the City within 30 days of being seated or after expiration of the training, shall lose their Council voting rights on all items before the board.

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** – Board Self-Assessment shall be done on an annual basis per the Department of Neighborhood Empowerment's timetable.

# ATTACHMENT A - Map of Greater Valley Glen Council



## ATTACHMENT B –

### Governing Board Structure and Voting Greater Valley Glen Council – 17 Board Seats

BOARD POSITION	ELECTED OR APPOINTED?	ELIGIBILITY TO RUN FOR THE SEAT	ELIGIBILITY TO VOTE FOR THE SEAT
District 1 – 1 seat <i>Resident</i>  Term: 2 years	Elected	<i>Resident</i> Stakeholder who is 18 years of age or older who lives within District 1 of the GVGC boundaries who occupies and either lease, owns or rents their place of residence whether single or multi family.	<i>Resident</i> Stakeholder who is 16 years of age or older who lives within District 1 of the GVGC boundaries who occupies and either lease, owns or rents their place of residence whether single or multi family.
District 2 – 1 seat <i>Resident</i>  Term: 2 years	Elected	<i>Resident</i> Stakeholder who is 18 years of age or older who lives within District 2 of the GVGC boundaries who occupies and either lease, owns or rents their place of residence whether single or multi family.	<i>Resident</i> Stakeholder who is 16 years of age or older who lives within District 2 of the GVGC boundaries who occupies and either lease, owns or rents their place of residence whether single or multi family.
District 3 – 1 seat <i>Resident</i>  Term: 2 years	Elected	<i>Resident</i> Stakeholder who is 18 years of age or older who lives within District 3 of the GVGC boundaries who occupies and either lease, owns or rents their place of residence whether single or multi family.	<i>Resident</i> Stakeholder who is 16 years of age or older who lives within District 3 of the GVGC boundaries who occupies and either lease, owns or rents their place of residence whether single or multi family.
District 4 – 1 seat <i>Resident</i>  Term: 2 years	Elected	<i>Resident</i> Stakeholder who is 18 years of age or older who lives within District 4 of the GVGC boundaries who occupies and either lease, owns or rents their place of residence whether single or multi family.	<i>Resident</i> Stakeholder who is 16 years of age or older who lives within District 4 of the GVGC boundaries who occupies and either lease, owns or rents their place of residence whether single or multi family.
District 5 – 1 seat <i>Resident</i>  Term: 2 years	Elected	<i>Resident</i> Stakeholder who is 18 years of age or older who lives within District 5 of the GVGC boundaries who occupies and either lease, owns or rents their place of residence whether single or multi family.	<i>Resident</i> Stakeholder who is 16 years of age or older who lives within District 5 of the GVGC boundaries who occupies and either lease, owns or rents their place of residence whether single or multi family.
District 6 – 1 seat <i>Resident</i>  Term: 2 years	Elected	<i>Resident</i> Stakeholder who is 18 years of age or older who lives within District 6 of the GVGC boundaries who occupies and either lease, owns or rents their place of residence whether single or multi family.	<i>Resident</i> Stakeholder who is 16 years of age or older who lives within District 6 of the GVGC boundaries who occupies and either lease, owns or rents their place of residence whether single or multi family.
At-Large Community Stakeholder – 10 Seats  Term: 2 years	Elected	Any Stakeholder, who is 18 years of age or older who lives, works, or own real property, or declare a stake in the neighborhood as a community interest stakeholder, including, but not limited to, the homeless, owners of, or workers in home-based businesses.	Stakeholder who is 16 years of age or older at the time of the election.

Youth – 1 At-Large Seat Term: 2 years	Appointed bi-annually by President with Board Confirmation	Any Stakeholder, ages 14-17 who lives, works, owns property, or attends school within the GVGC area.	Appointed
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