

# BYLAWS

## of Granada Hills North Neighborhood Council

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**Article I: Name**

The name of this Neighborhood Council shall be **GRANADA HILLS NORTH NEIGHBORHOOD COUNCIL**, herein referred to as the “Council” or “GHNNC,” an officially recognized council hereby part of the Los Angeles citywide system of Neighborhood Councils.

**Article II: Purpose**

The objective of the Council is to enhance the quality of life and sense of community and pride of all its Stakeholders. The Council shall:

- a) reach out to other Neighborhood Councils in an effort to share ideas about how best to give every Stakeholder a voice in government,
- b) attempt to keep abreast of all actions by City government agencies that may affect our community, and
- c) promptly inform Stakeholders of important issues and relevant government actions.

After best-faith efforts to solicit opinions from Stakeholders, the Council shall advocate to the City those public policies that are most likely to enhance our quality of life. In all its meetings and correspondence, the Council shall solicit Stakeholders’ ideas and promote free expression of opinions. The Council shall listen attentively to all ideas for improving the Neighborhood and to concerns over actions and events that may negatively impact our community. The GHNNC does not discriminate in any of its policies, recommendations, or actions against any individual or group on the basis of race, religion, color, creed, national origin, ancestry, sex, sexual orientation, age, disability, marital status, income, homeowner and rental status, or political affiliation.

**Article III: Boundaries**

**Section 1: Boundary Description** - The geographic boundaries of the GHNNC are as follows:

- A. **SOUTH:** State Route 118 (the “118 Freeway”) on the south from where it meets Aliso Canyon west of Zelzah Avenue at Hesperia Avenue, heading east to Interstate Route 405 (“I-405”);
- B. **EAST:** Following I-405 north to Interstate Route 5 (“I-5”); Following I-5 northwest to the County line;
- C. **NORTH:** Heading south along the County line following the northwestern edge of O’Melveny Park, continuing to Aliso Canyon; and then
- D. **WEST:** South along the western boundary of Aliso Canyon until it intersects again with the 118 Freeway.

Shares Aliso Canyon Park and with the Porter Ranch Neighborhood Council under The Plan for a Citywide System of Neighborhood Councils (“The Plan”)

**Section 2: Internal Boundaries** - The internal geographic boundaries of the GHNNC are as follows:

**A. District One**

**Boundaries**

1. The northwestern section of the GHNNC bounded by I-5 on the north;
2. The City/County line on the west; and
3. The zoning line designating “M3” Heavy Industry on the south and east.

**Qualification**

4. Any Stakeholder living or owning residential property within these boundaries, who does not work within these boundaries, is explicitly excluded from District One and are deemed to be part of District Three.

**B. District Two**

**Boundaries**

5. The northeastern section of the GHNNC bounded by the junction of I-5 and Balboa Boulevard, running southwest on Balboa Boulevard to form the western boundary;
6. Following Balboa Boulevard south to Woodley Avenue, and south along Woodley Avenue to Rinaldi Street to form the west and southwestern boundaries;
7. Following Rinaldi Street east to I-405 to form the southern boundary;
8. Following I-405 northwest to its junction with I-5, then continuing on I-5 to Balboa Boulevard to form the northeastern boundary.

**Qualification**

9. Any Stakeholder living or owning residential property within these boundaries, who does not work within these boundaries, is explicitly excluded from District Two and is deemed to be part of District Three.

**C. District Three**

Encompasses the remaining areas within the GHNNC as defined above in Article III Section 1, including all property on which any person resides, even if such property falls within the boundaries of Districts One or Two as defined in Article III Sections 2(A) and Article III Section 2(B) above. All residents of the Neighborhood are deemed to be living within the boundaries of District Three for the purposes of these Bylaws.

**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**

**Section 1: Composition** -The Board of Directors shall consist of the twenty-one (21) elected Directors who meet one of the following Conditions listed below in this Article IV, and are 18 years of age or older, except for the Student Representative who may be between 14 and 17 years of age:

- A. *Directors Representing Geographic Districts:*** The GHNNC area is divided into three (3) Geographic Districts, as defined in Article III. The number of seats on the Board representing Geographic Districts shall be allocated as follows:
- one (1) seat for District One Stakeholders,
  - one (1) seat for District Two Stakeholders, and
  - thirteen (13) seats for District Three Stakeholders.

The number of Directors from each District shall be determined by population using the most current census figures and canvassing the businesses and industries within the Council boundaries. Based on such population figures, there shall be one (1) seat for approximately every 2,000 Stakeholders. No matter how small the population is in any given District, each District will have at least one (1) Director on the Board.

Every ten (10) years, following the release of new census figures that would significantly change these numbers, or if the Council feels that a new project will significantly change the rationale for these Districts (for example, a project employing a large number of workers, a large development, etc.), the Council may apply to the Department of Neighborhood Empowerment (“Department”) to alter the District boundaries or reallocate the number of Directors from the Districts.

- B. *Director Positions Reserved for Special Interest Groups:*** The following Directors will represent the various segments and interests of the various groups that exist in the Neighborhood. Each will be expected to attend meetings regularly; bring to the Board the concerns of those they represent; and keep those they represent informed of the Council’s actions and items of interest. Because some candidates and voters may qualify in more than one (1) category, the candidates and voters must designate which group they wish to represent and/or vote for at the time of the forum or at registration and show valid proof of their qualifications at such time. All Directors who hold a Special Interest Group seat are expected to report to the Board no less than once per quarter as to how they are fulfilling their constituent responsibilities. Any such Director who regularly fails to show adequate involvement either with his or her

constituency or with the Board may be subject to removal by the Board by a two-thirds (2/3rds) vote.

1. **Faith-Based Representative:** This Director is a Stakeholder who is an actively involved member of a synagogue, church, temple, mosque, or any other faith-based organization that lies within the Neighborhood.
2. **Neighborhood Organizations Representative:** This Director is a Stakeholder who participate 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.
3. **Resident Associations Representative:** This Director is a District Three Stakeholder who is an actively involved member of a homeowner, condominium, townhouse, apartment, or renter's association that holds regular meetings (at least four (4) times annually) and whose property lies within the Neighborhood.
4. **Small Business and Workers Representative:** This Director is a Stakeholder who is actively involved in a business employing seventy-five (75) or fewer workers in a facility that is physically located within the Neighborhood. Those persons legally operating a business from a residence within the Council area may also qualify. This category will represent all workers.
5. **Student Representative:** This Director, a student between the ages of fourteen (14) and seventeenth (17) on the date of the s/election living within or attending a school within the Neighborhood, represents fellow students by bringing their concerns to the Board, keeping them informed of issues of particular interest to them, and encouraging their participation in City government. The student may register to run for this office based on residency or student ID and if the student is under the age of 18 years old must present a letter of approval to run for this office from a parent.

**C. Community Interest Representative:** In addition to the Director seats defined in Article V Sections 1 A and B), the Council shall also have a Community Interest Representative seat. This Director is a Stakeholder as previously defined in Article IV Stakeholder.

**D. Voting Qualifications:** To be eligible to vote the voter must also meet the requirements to run for office but may be 16 years of age or older.

The Board must, to the extent possible, reflect the diversity of the Council's Stakeholders. Accordingly, no single Stakeholder group, organization, or entity shall comprise a majority of the Council's governing body, unless extenuating circumstances are warranted and approved by the Department.

**Section 2: Quorum** - Eleven (11) Directors shall constitute a quorum of the Board. No vote or

other official action may be taken in the absence of a quorum.

**Section 3: Official Actions** - The Board will seek to achieve consensus.

For an item to be approved, it must receive a majority of the affirmative votes of those Directors present and voting at any meeting of the Board not including abstentions and recusals. Voting on financial issues will be conducted by roll call as required by the Office of the City Clerk and the Department (DONE).

On each issue under consideration, the Board shall vote by a show of hands, unless two (2) or more Board Members call for a vote by roll call on such issue, in which case the vote of each Board Member shall be recorded by name.

The Board may not vote by secret ballot nor by proxy.

No Board Member under the age of eighteen (18) may vote on financial issues or if prohibited from doing so under applicable law.

In the event of a tie vote, the motion may be carried over to the next Regular meeting, or to a Special meeting convened specifically to resolve such motion.

For an issue of significant interest or contention, the Board may, at its discretion, call a Special Meeting at which all Stakeholders may participate more broadly in the discussion and cast an advisory vote on said issue. Said vote may be taken by voice or by a show of hands, at the discretion of the Board, and will be considered by the Directors in their deliberations and voting. However, the ultimate decision on such issue resides exclusively within the Board's purview.

**Section 4: Terms and Term Limits** - All Directors' terms shall be for the duration of two (2) years or until a successor is duly elected or appointed. Any Director appointed to fill a vacancy shall serve for the duration of the elected term.

**Section 5: Duties and Powers** - Newly elected Directors will assume their duties at the first meeting of the Board following certification of the s/election.

The Board may consider matters, make recommendations, and adopt positions relating to the education, recreation, health, safety, aesthetics, planning, zoning, and other issues that affect the Neighborhood.

The Board may take a public position in support of or in opposition to any ballot measure or pending legislation, within the guidelines of the Brown Act.

The Board may work with other Neighborhood Councils on interests of mutual concern to lend support to the interests of those councils.

Any Director may appear as an advocate for a position previously voted on and approved by the Board. Any Director who holds a position in opposition to one taken by the Board may express his or her contradictory position in any public forum, but only as an individual Stakeholder who clearly states such position as being his or her own independent opinion.

No Officer or Board Member will be entitled to receive any compensation from the Council.

However, the Council shall reimburse a Director for reasonable expenses consistent with the approved budget incurred in performing the duties of his or her office or while on Council business.

**Section 6: Vacancies** - A vacancy on the Board shall be filled by a Stakeholder who satisfies the eligibility requirements for holding the vacated Board seat. Any Stakeholder interested in filling a vacant seat shall submit a written application to the Secretary or Nomination Committee Chair within sixty (60) days of the date that the seat becomes vacant. After the lapse of such sixty (60) day period, the Secretary shall forward the names of all applicants to the President. The President shall have discretion to fill the vacancy from the applicants or among any other qualified Stakeholders at any time, subject to a majority vote of the Board at a public meeting. The appointed applicant's term shall be limited to the term for the vacated seat.

Any Stakeholder can be appointed by a majority vote of the Board to represent the Council before City government agencies or other Neighborhood Councils or organizations.

**Section 7: Absences** - The Standing Rules shall indicate the GHNNC attendance policy.

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

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

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

3. The Board member subject to removal shall be given a minimum of thirty (30) days prior written notice, which may include email sent to the last email address on file with the Neighborhood Council, of any meeting at which a motion to remove will be heard. The notice shall provide the specific facts and grounds for the proposed removal as specified in 1 above. The Board shall also provide a copy of the notice to the Department of Neighborhood Empowerment a minimum of thirty (30) days prior to any meeting at which a motion to remove will be considered.
4. The Board member subject to removal shall be given reasonable time to be heard at the meeting, either orally or in writing, prior to the Board's vote on a motion for removal.
5. The Board shall decide whether or not the Board member should be removed by an affirmative vote of two-thirds (2/3) of the currently sitting Board members. The Board member who is the subject of the removal motion shall not be allowed to vote and shall not be counted when determining the two-thirds (2/3) majority vote. For the purpose of the removal motion, abstentions shall not be counted as votes.
6. In no event shall a motion to remove a Board member be heard by the Neighborhood Council within sixty (60) days of the next election or selection.
7. The Commission may review a Neighborhood Council's removal decision if requested to do so by the affected Board member. Once the request is made for the Commission to review the decision to remove, the Neighborhood Council voting to remove the board member may not fill the vacancy created by the removal until the Commission has made a decision on whether the removal was proper or the Commission declines to review the matter. The Commission's decision whether to hear or decline to hear the removal review request shall be sent in writing to the requestor and the Neighborhood Council within 30 days after the request for review is delivered.
8. A request for the Commission to review a Neighborhood Council's removal decision shall proceed as follows:
  - a. The request must in writing and must be delivered to the Executive Assistant of the Commission or, in the absence of an Executive Assistant, to the President of the Commission within thirty (30) days of the date of the action by the Neighborhood Council to remove the Board member.
  - b. The request must state the basis for the review. The request shall not cite or present any evidence not considered by the Neighborhood Council but must address only procedural deficiencies.
  - c. If the Commission determines the request for review raises sufficient questions regarding procedural deficiencies and agrees to hear the review, it will be placed on the agenda of a regular or special meeting of the Commission within sixty (60) days of receipt of the request for review.
  - d. At the review, the Commission will determine if the facts as presented support

the removal motion and if the procedures set out in this policy were correctly applied.

- e. If the Commission determines that there were either factual or procedural deficiencies, the Commission may either reinstate the Board member or return the matter to the Neighborhood Council for further consideration.
  - f. If the Commission returns the matter for further consideration and the Neighborhood Council does not act within sixty (60) days of the Commission's decision the Board member will be considered reinstated.
  - g. During the period of appeal the Board member shall not be counted as part of the Board for any quorum and shall not participate in any Board actions.
  - h. If the matter is returned to the Neighborhood Council for further consideration the Board member shall not be counted as part of the Board for any quorum and shall not participate in any Board actions until the Board takes action as requested by the Commission or until the expiration of the sixty (60) day time period.
9. This policy is not intended to restrict or eliminate a Neighborhood Council's ability to remove or render ineligible to serve, Board members who fail to attend meetings, join committees, maintain their stakeholder status, or perform other duties as may be described in the Neighborhood Council's bylaws and/or standing rules. Nor is it intended to limit a Neighborhood Council's ability to remove committee chairs or committee members according to the Neighborhood Council's bylaws and/or standing rules.

**Section 10: Resignation** - A Board member may resign from the Council, and the position shall then be deemed vacant. Any member of the Board who ceases to be a Stakeholder is required to report his or her resignation to the Board by submitting his or her resignation in writing to the Secretary and the President.

**Section 11: Community Outreach** - The GHNNC shall communicate regularly with all of its Stakeholders in a manner ensuring timely dissemination of information.

## **Article VI: Officers**

**Section 1: Officers of the Board** - Officers will be elected by the Board from those Directors who wish to serve in those positions. All Officers must be Board Members.

**Section 2: Duties and Powers** - The duties of Officers are as follows and also include such additional powers, responsibilities, and restrictions as may be adopted by official action of the Board or defined in the Standing Rules:

- A. **The President:** Will preside at all meetings of the Board; prepare agendas; serve as an ex-officio member of all standing committees; may call special meetings; and should represent the Board's position at hearings and other meetings whenever possible.
- B. **The Vice-President:** Will preside at meetings in the absence of the President and assume other responsibilities as assigned by the President.
- C. **The Secretary:** Will keep the minutes of all GHNNC meetings; will retain a copy of Stakeholder contact lists; keep records of all Board actions; and oversee the necessary correspondence of the Council.
- D. **The Treasurer:** Will, per the Plan, maintain separate books of accounts in compliance with Generally Accepted Accounting Principles ("GAAP") and shall submit all required monthly expenses to the Council and the Office of the City Clerk. The Treasurer will receive and disburse all Council funds and work closely with the President and Financial Officer.
- E. **The Financial Officer:** Will work with the Treasurer and the Board to prepare and maintain a Council budget which will be reported to the Board at least quarterly, or more often if requested; and will, with the President and Treasurer, track and coordinate GHNNC efforts to secure funding for projects and operations deemed appropriate by the Department.

**Section 3: Selection of Officers** - Nominations and elections for these positions will take place during the first Board meeting after the certification of the s/election, utilizing standard election procedures, including run-offs in the case of three (3) or more candidates vying for a single position where one (1) candidate does not receive more than fifty percent (50%) of the vote in the first round.

**Section 4: Officer Terms** - Officers shall serve for one (1) year. An Officer may not hold the same office for more than four (4) consecutive years unless separately approved by the Board. Such approval must be reapproved annually by a majority vote of the Board, if an officer is to remain in the same position after serving four (4) consecutive terms. When a vacancy occurs between elections, such vacancy may be filled by appointment by the President with confirmation by a majority vote of the Board. If a vacancy occurs in the office of the President, then the Vice-President will assume that position for the remainder of the term.

## **Article VII: Committees and Their Duties**

**Section 1: Standing Committees** - Each respective Standing Committee described below must have at least three (3) Committee Members and, except for the Executive Committee, shall include any number of interested Stakeholders deemed appropriate by the Board, which should encourage full and broad participation in all Standing Committees. The Board shall retain authority to appoint and name any Standing Committees not listed in these Bylaws. Responsibilities of Standing Committees are described in the Standing Rules.

- A. **Executive Committee:** This committee shall consist of the President, Vice-President, Secretary, Financial Officer, and Treasurer; and shall consider procedural issues, financial issues, and agenda items, and track planning and land use matters. The President shall be the Committee Chair for this committee.
- B. **Citywide Issues Committee:** This committee shall research other items and issues that come before the Board from Stakeholders and Directors that do not reside within the purview of other committees.
- C. **Outreach and Publicity Committee:** This committee is responsible for outreach to and communication with Stakeholders and the general community.
- D. **Parks and Beautification Committee:** This committee shall study issues that pertain to parks and community beautification, and shall make appropriate recommendations regarding such. The Parks Representative shall be a member of this committee.
- E. **Planning and Land Use Management Committee:** This committee shall track, study, and make recommendations concerning land use issues.
- F. **Policy and Rules Committee:** This committee shall study bylaws, policies, guidelines, and standing rules, and recommend updates for all GHNNC governing documents.
- G. **Public Safety Committee:** This committee shall study and make recommendations concerning safety issues.

**Section 2: Ad Hoc Committees** - An Ad Hoc Committee, consisting of at least three (3) members, may be appointed by a majority decision of the Board as the need arises to carry out a specified task, at the completion of which—that is, on presentation of its final report to the Board—it automatically ceases to exist. An Ad Hoc Committee may not be appointed to perform a task that falls within the assigned function of an existing Standing Committee. An Ad Hoc Committee shall continue to exist until the duty assigned to it is accomplished, unless discharged sooner, or unless one hundred and eighty (180) days have passed since such committee’s appointment without the Board granting an extension of time. Ad Hoc Committees are not subject to the notice and posting requirements of the Brown Act provided such committees are comprised solely of Board Members, consist of five (5) or fewer Board Members, are advisory, and have no binding decision-making power other than advisory to the Board. Should any person other than a Board Member be appointed to an Ad Hoc Committee, then such committee must operate under the notice and posting requirements of the Brown Act. The quorum for any Ad Hoc committee shall be a simple majority of all such committee’s members.

**Section 3: Committee Creation and Authorization** - The Board shall establish standing committees as set forth in Article VII Section 1 (herein, “Standing Committees”). Additionally, as necessary, the Board may appoint temporary ad hoc committees as set forth in Article VII Section 2 (herein, “Ad Hoc Committees”)

- A. **Quorum of Committees:** The quorum of all Standing Committees, including the Executive Committee, is defined in Section (f) below; the quorum of Ad Hoc

Committees is defined in Article VII Section 2 above.

- B. ***Oversight and Purpose:*** Any actions and/or recommendations of committees shall be subject to approval by official action of the Board. All committees shall investigate the subject(s) assigned to them or that fall within their respective purviews, shall attempt to arrive at recommendations, and shall report their findings and recommendations to the Board. A minority report may also be presented to the Board by any Committee Member who dissents with the majority report. Every committee shall seek, so far as possible within the limits of its function and authority, to involve broad participation in its activities by GHNNC Stakeholders, who may request that a topic be agendaized and discussed. Only Committee Members may make motions, may vote on matters brought up at such committee meetings, and shall count towards a quorum.
- C. ***Committee Chair and Proceedings:*** Each Committee shall elect a Committee Chair, who shall be approved by a majority vote of the Board. If no Committee Chair has been elected, then the Board may appoint the Committee Chair. A Committee Chair shall have the power to prescribe the manner in which his or her committee's proceedings shall be conducted, subject to any specific direction from the Board, these Bylaws, and the current Standing Rules.
- D. ***Authority:*** The Board may, at its discretion, grant approval for any Committee Chair, or designee thereof, to speak on behalf of the GHNNC regarding matters directly related to his or her committee's jurisdiction. The Board may, at any time of its choosing, revoke such approval.
- E. ***Committee Members:*** A "Committee Member" shall be defined as a Stakeholder who has been appointed to a Standing Committee by (i) a majority vote of the Board, (ii) the Committee Chair of said Committee, or (iii) the President of the Board.
- F. ***Committee Action:*** No vote or other official action may be taken by a committee in the absence of a quorum, such quorum being defined as a simple majority of such Committee's members. The meetings and other actions of committees shall be governed by the Brown Act and by provisions of these Bylaws applicable to meetings and actions of the Board. No more than five (5) Directors may actively participate in any Committee meeting without such meeting being duly noticed as a joint Board and Committee meeting. Unless otherwise specified, a majority vote of Committee Members is required to take any appropriate action that resides within such Committee's purview.
- G. ***Minutes:*** Minutes shall be kept of each meeting of each Committee and shall be duly presented at Regular Meetings of the Board during such Committee's report.

### **Article VIII: Meetings**

**Section 1: Meeting Time and Place** - All meetings will be conducted under the provisions of the Brown Act and the Neighborhood Council Agenda Posting Policy. All meetings will be open to the public. Public testimony shall be taken after the presentation of an item and before the item is voted on by the Board. A public comment period will be a part of each meeting. Quorum, as defined in Article V Section 2, must be achieved for the Board to take any official

action.

- A. **Regular Meetings:** The Board shall meet monthly, on a consistent date and time, at a regular location within the boundaries of the Council; provided, however, that if a meeting date falls on a holiday, or there is another valid reason to change the date or venue, the Regular Meeting may be rescheduled to a date that is no more than ten (10) days before or after the date on which the meeting would have been scheduled normally. Such change shall be posted at least seventy-two (72) hours before that meeting. Agendas will be posted at least seventy-two (72) hours prior to all meetings of the Board. Any regular meeting for which notice has been provided either by monthly meeting calendar day, or physical posting, or formal notice, or by email shall be provided notice of cancellation should such meeting be cancelled.
- B. **Special Meetings:** A Special Meeting may be convened by the President or Vice-President, with written or verbal concurrence of at least two (2) other Directors. A Special Meeting may also be called at any time by either a majority vote of Board members or at least fifty (50) Resident Stakeholders petitioning the Board, such meeting to be held within forty-five (45) days of the receipt of such petition by any Director or the Department. Notification of a Special Meeting must be posted at least twenty-four (24) hours prior to the meeting. Such notice shall include the names of the two (2) consenting Directors, if not called by a majority vote of the Board or by Resident Stakeholders. Such meeting shall require a quorum of the Board to be present, and the President or designee thereof shall preside over the meeting. No other business may be transacted except that for which the meeting was called.

**Section 2: Agenda Setting** - The President sets the agenda, and any Stakeholder has a right to submit agenda items for any Board meeting. The President will review all such proposed agenda items and, in a timely manner, place them on the agenda or refer the items to the appropriate Committee Chair for inclusion in his or her Committee agenda.

**Section 3: Notifications/Postings** - Notice of meetings shall be posted on the Council's official website and any other locations submitted by the Council to the Department.

**Section 4: Reconsideration Procedures** - The Board is the only body authorized to make decisions for the Council. However, within ten (10) days of a Board decision, any Stakeholder may request, in writing, a reconsideration of a Board decision (a "Motion for Reconsideration"). In order to be considered, the request must state the Stakeholder's name, address, and contact phone number; and the title and date of the Board's resolution or motion. It must also specify the exact reason(s) for his or her objection to the decision and include any documentation available to support the Stakeholder's position for the objection. The Stakeholder must also sign a declaration stating that all information provided, including any accompanying statements or documents are true, correct, and complete, to the best of his or her knowledge and belief. If such a reconsideration does not interfere with the timely forwarding of that decision to any legislative or governmental body or agency, the Board shall agendaize the item for possible reconsideration at its next meeting. The Board may reconsider or amend its actions through a formal motion for reconsideration, which requires a Director who originally voted on the prevailing side of the issue to change his or her vote and make the motion, such

motion requires another Director to second for discussion and reconsideration to occur.

### **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 GAAP and the City's mandate for the use of standardized budget and minimum funding 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.
- F. The Council may have up to two (2) purchase cards for use in conducting normal operational activities. Each holder of a purchase card is required to maintain all receipts and upload those receipts within 10 days of notice of charges being posted to the City Clerk NC Funding Portal. Purchase cards are for Council business only and may be used solely by the named card holder and only upon authorization by the Board.
- G. The board may withdraw card holder status at any time if there is misuse of the purchase card. Use of the card is defined in the NC Funding guidelines.

### **Article X: Elections**

This Article explains the administration of Council s/elections and provides information regarding Stakeholder membership, the Board's structure, and Stakeholder eligibility for voting and being selected or elected to a Board seat.

**Section 1: Administration of Elections** - 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 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 Board during a single election cycle.

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

- A. **Election Disputes:** Any disputes or challenges regarding voter and candidate eligibility shall be resolved pursuant to the approved City election policy.

**Article XI: Grievance Process**

- A. Those seeking redress of alleged violations relating to matters of these Bylaws or the GHNNC Standing Rules that concerns the entire Board or its committees, not an individual Director, must submit such grievance in writing to the Board substantially in the form attached to the GHNNC Standing Rules. Such form will state Stakeholder status, outline the reason the complaint is being lodged, describe the grievant's proposed remedy, and include any documentation the petitioner wishes to provide. Grievances must be submitted to the GHNNC and Department of Neighborhood Empowerment (DONE).
- B. This formal grievance process is not intended to apply to Stakeholders who simply disagree with a position or action taken by the Board at one of its meetings; those types of disagreements can be aired at any meeting during the public comment period. This grievance process is intended to address matters involving procedural disputes. The complainant must be able to demonstrate his or her standing in relation to the grievance, specifically that an action of the Board directly infringed upon such Stakeholder's rights or caused such Stakeholder to be harmed. The Neighborhood Council grievance review process will be conducted pursuant to any and all City ordinances, policies and procedures pertaining to Neighborhood Council grievances.
- C. At the next regularly scheduled meeting after receipt of the grievance, a list will be compiled by an independent body from a pool of Stakeholder volunteers, excluding Directors, who wish to serve on a grievance panel. The list will remain open for seven (7) days following the meeting to allow Stakeholders to express their interest to serve.
- D. At that time, said independent body shall randomly select three (3) names from such list to serve on the grievance panel. The Board shall determine the method of randomness.
- E. The Secretary will coordinate a time and a place for the panel to meet with the person(s) submitting the grievance to discuss ways in which the grievance may be resolved. The meeting shall be held within fourteen (14) days of the grievance panel being selected. The Secretary shall facilitate the meeting.

- F. After hearing the grievance, the panel will discuss possible solutions and draft a report and recommendation to be heard at the next regularly scheduled general meeting of the Board.
- G. The grievance panel's recommendation shall be added to the agenda of the next Regular Meeting. The Board may receive a copy of the panel's report and recommendations prior to the meeting, but the matter shall not be discussed among the Directors until the matter is heard at a meeting of the Board pursuant to the Brown Act.
- H. The Board shall hear the grievance, take into consideration the grievance panel's recommendation, and shall vote by official action at that time on the matter.
- I. In the event that a grievance cannot be resolved through this grievance process, then the matter may be referred to the Department for consideration or disputed in accordance with the Plan.

#### **Article XII: Parliamentary Authority**

The Standing Rules shall indicate the governing parliamentary authority of all meetings.

#### **Article XIII: Amendments**

All suggested amendments to these Bylaws may be submitted in writing to any Director, either via hardcopy, facsimile transmission, or e-mail. Any such Director who receives a suggested amendment shall immediately forward said amendment to the Policy & Rules Committee for consideration at its next meeting.

These Bylaws shall only be amended by the affirmative vote of two-thirds (2/3) of the Directors present and voting, exclusive of abstentions and recusals, at a Special Meeting called for that purpose.

Amendments approved by the Board shall be forwarded within fourteen (14) days to the Department and shall not be valid, final, or effective until approved by the Department and the Board of Neighborhood Commissioners. The Department has the responsibility to respond to GHNNC with a written opinion or its concurrence within the time limit outlined in the Department guidelines.

#### **Article XIV: Compliance**

The Council, its representatives, and all Stakeholders shall comply with these Bylaws, the Standing Rules, and any procedures as may be adopted by the Board; as well as with all local, county, state, and federal laws, including, without limitation, the Plan, the City Code of Conduct, the Brown Act, the Public Records Act, the American Disabilities Act; and with all laws and governmental policies pertaining to conflicts of interest.

GHNNC shall be subject to all applicable sections of the Ethics Ordinance. All applicable laws of local, state, and federal government shall be the minimum ethical standard for GHNNC, its Board, and its Stakeholders. No individual, group or organization shall attempt to dominate or

control the GHNNC Board. In addition, the following standards are adopted: Board Members may not receive donations or gifts from anyone whose project will foreseeably come before the Board. Board Members will keep a record of all meetings with a proponent or opponent of a project, their attorneys, lobbyists, consultants, or other representatives for any project that foreseeably will come before the Board for consideration. This record will be forwarded to the Secretary for posting, along with a record of those in attendance.

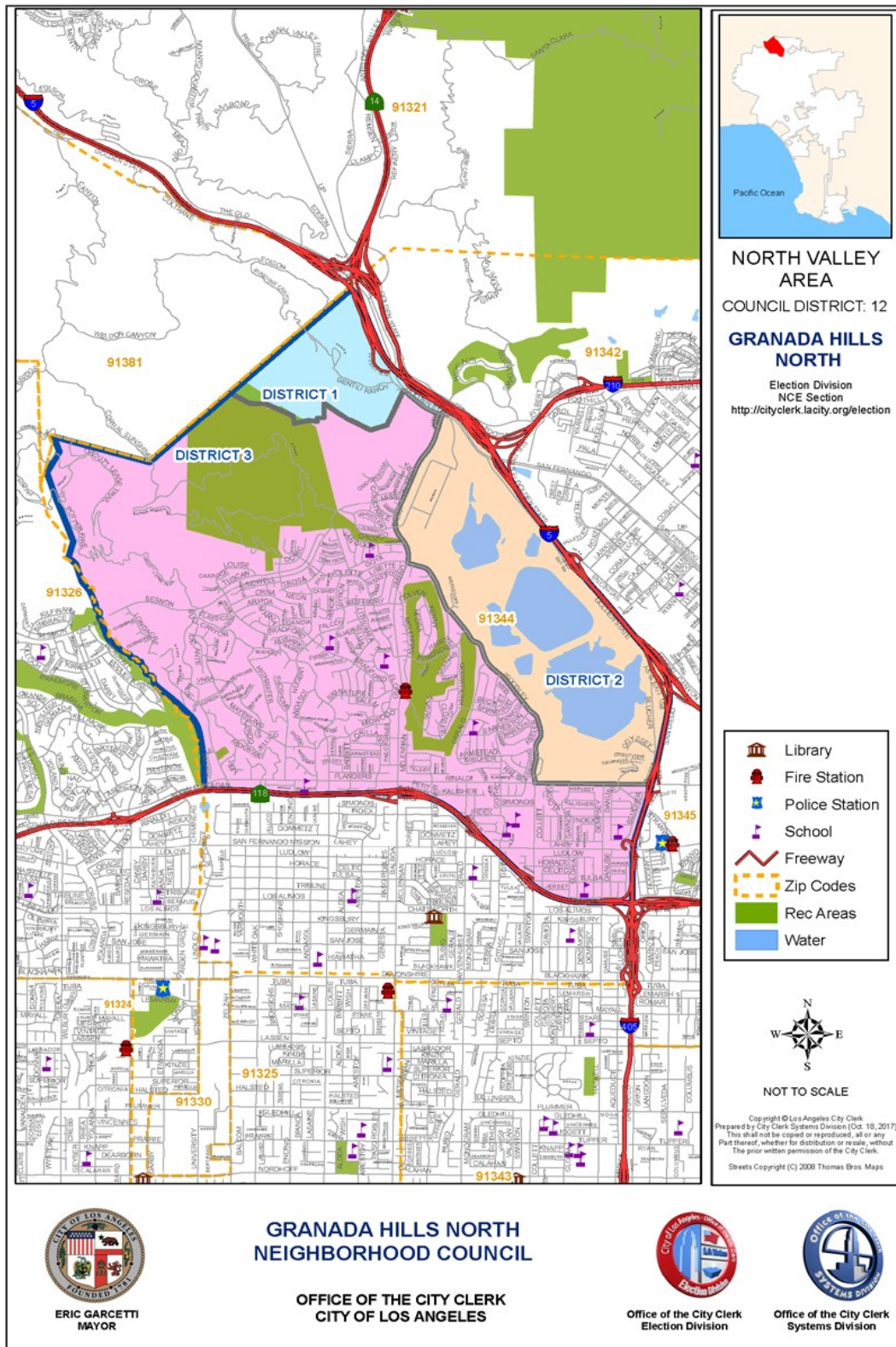
If any Director is voting as a representative of a business, organization, or any other group, such Director must publicly disclose any money, gifts of property, or gifts of services received by the business, group, or organization he or she represents, when considering an action which may benefit that entity. This information will be posted on the Council's official web site prior to consideration of a project. The receipt of money, gifts, or services shall constitute a conflict. When a conflict arises, such Director shall recuse him/herself.

**Section 1: Code of Civility** - The Council, its representatives, and all Community Stakeholders shall conduct all Council business in a civil, professional and respectful manner. Board members will abide by the Commission's Neighborhood Council Board Member Code of Conduct Policy. It should be noted that all board members are equal members regardless of their official positions on the board. No board member has authority over any other board member. Authorities of officers are limited to Board and/or committee processes as well as duties as defined in Article VI Section 2

**Section 2: Training** - All Board members shall take training in the fundamentals of Neighborhood Council operations, including, but not limited to, code of conduct, ethics, funding, workplace violence and sexual harassment trainings, provided by the City, within forty-five (45) days of being seated, or they will lose their Council voting rights. All board members must take ethics and funding training prior to making motions and voting on funding related matters.

**Section 3: Self-Assessment** - Every year, the Council Should conduct a self-assessment pursuant to the Plan.

Attachment A – Map of Granada Hills North Neighborhood Council



**ATTACHMENT B - GOVERNING BOARD STRUCTURE & VOTING****Granada Hills North Neighborhood Council – 21 Seats**

<b>Board Position</b>	<b># of seats</b>	<b>Elected or Appointed?</b>	<b>Eligibility to run for the seat</b>	<b>Eligibility to vote for the seat</b>
District One Seat Term: 2 Years	1	Elected	District One. Any Stakeholder 18 years or older who work in District One. Stakeholder living or owning residential property within these boundaries, who does not work within these boundaries, is explicitly excluded from District One and are deemed to be part of District Three. (See Art. III. Sec. 2(A) & Art V. Sec. 1)	District One Stakeholders who are 16 years of age or older and who live, work, rent, or own property within the boundaries of District One. (See Art. III. Sec. 2(A) & Art. V Sec.1(D))
District Two Seat Term: 2 Years	1	Elected	District Two. Any Stakeholder 18 years or older who work in District Two. Stakeholder living or owning residential property within these boundaries, who does not work within these boundaries, is explicitly excluded from District Two and is deemed to be part of District Three. (See Art. III. Sec. 2(B) & Art. V. Sec. 1)	District Two Stakeholders who are 16 years of age or older and, who live, work, or own property within the boundaries of District Two." (See Art. III. Sec. 2(B) & Art. V Sec.1(D))
District Three Seats Term: 2 Years	13	Elected	District Three. Stakeholders who are 18 years of age or older who live, work, or own property within the NC boundaries. (See Art. III. Sec. 2(C) & Art. V. Sec.c 1)	District Three Resident Stakeholders who are 16 years of age or older and who live or own property within the NC boundaries (See Art. III. Sec. 2(C) ) & Art. V Sec.1(D))
Faith-based Representative Term: 2 Years	1	Elected	Stakeholder who is 18 years of age or older and involved with any faith- based organization located within the Neighborhood (See Art. V. Sec. 1 & Sec. 1(B))	Stakeholders who are 16 years of age or older and involved with any faith-based organization located within the Neighborhood (See Art. V. Sec. 1(B) & Art. V Sec.1(D))
Neighborhood Organization Representative Term: 2 Years	1	Elected	Stakeholder who is 18 years of age or older and involved with any community based organization that meets regularly within the Neighborhood (See Art. V. Sec. 1 & Sec. 1(B))	Stakeholders who are 16 years of age or older and involved with any community group that meets regularly within the Neighborhood (See Art. V. Sec. 1(B) & Art. V Sec.1(D))
Residents Associations Representative Term: 2 Years	1	Elected	Stakeholder who is 18 years of age or older and who lives within the Neighborhood and is a member of a valid HOA (or similar) (See Art. V. Sec. 1 & Sec. 1(B))	Stakeholders who are 16 years of age or older and who live within the Neighborhood and are members of a valid HOA (or similar) (See Art. V. Sec. 1(B) & Art. V Sec.1(D))
Small Business and Workers Representative Term: 2 Years	1	Elected	Stakeholder who is 18 years of age or older and involved in a Neighborhood business employing 75 or fewer workers (See Art. V. Sec. 1 & Sec. 1(B))	Stakeholders who are 16 years of age or older and involved in a Neighborhood business employing 75 or fewer workers (See Art. V. Sec. 1(B) & Art. V Sec.1(D))

<b>Board Position</b>	<b># of seats</b>	<b>Elected or Appointed?</b>	<b>Eligibility to run for the seat</b>	<b>Eligibility to vote for the seat</b>
Student Representative Term: 2 Years	1	Elected	Stakeholder aged 14 to 17 years old on the day of the election who is a student (See Art. V. Sec. 1 & Sec. 1(B))	Stakeholders aged 14 years old on the day of the election who are students (See Art. V. Sec. 1(B) ) & Art. V Sec.1(D))
Community Interest Representative Term: 2 Years	1	Elected	Stakeholders who are 18 years or older and live, work, own real property, or declare a stake in the neighborhood as a community interest stakeholder (See Art. V. Sec. 1 & Sec. 1(B))	Stakeholder who is 16 years or older who declare as a community interest stakeholder within the NC boundaries. (See Art. V. Sec. 1(B) & Art. V Sec.1(D))