

# *Granada Hills South*



# *Neighborhood Council*

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## ARTICLE I NAME

The name of this Neighborhood Council shall be the Granada Hills South Neighborhood Council (“Neighborhood Council”).

## ARTICLE II PURPOSE

A. The **OBJECTIVES** of the Neighborhood Council are to:

1. Promote good planning and land use, fair taxation, representative government, and the general welfare of the community of Granada Hills (“Community”).
2. Provide an inclusive open forum for the discussion, deliberation and collaboration of Community issues;
3. Act as an advocate for the Community on issues with government agencies and other organizations;
4. Collaborate with other organizations within the Community to help them in accomplishing their goals which the Neighborhood Council determines to support and are consistent with these Bylaws; and
5. Monitor the delivery and enforcement of city services within our boundary area.

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

1. Inform the membership, stakeholders and others of upcoming issues, activities, projects and/or changes which may affect or have the potential to affect the Community;
2. Avoid interfering in the internal affairs of any individual, group or organization;
3. Provide assistance to individuals and groups in achieving goals which promote Community betterment;
4. Facilitate open debate on all aspects of any issue before the Neighborhood Council (within reasonable parameters determined by the Neighborhood Council Chair or acting chair of the meeting);
5. Make recommendations for civic action consistent with these Bylaws;
6. Have fair and open procedures for the conduct of Council business;
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, homeowner/renter status, income, or political affiliation;  
and

8. Utilize the Early Notification System to inform the Council on matters involving the City of Los Angeles and our Community to enhance involvement in the decision-making process.
9. Refrain from acting as a political organization or providing active support to any candidate or political organization. The Neighborhood Council may adopt a position in support of, or opposition to, a ballot measure or legislation; however, no public funds may be expended to advance such a position.
10. Refrain from affiliating itself with any partisan political groups or organizations.

### **ARTICLE III BOUNDARIES**

**Section 1: Boundaries** – The area within the following boundary lines shall define the Neighborhood Council:

- A. WEST: Aliso Canyon Wash; Balboa Blvd. south of Devonshire
- B. NORTH: 118 Freeway
- C. SOUTH: North of Devonshire Street; Lassen Street east of Balboa Blvd.
- D. EAST: 405 Freeway

In addition, a City Facility, Fire Station 87, 10124 Balboa Boulevard, Granada Hills 91344 shall be shared with the Granada Hills South Neighborhood Council and Northridge East 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:

- (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 Neighborhood Council is headed by a Board of Directors (“Board”), which is elected by the Stakeholders of the Neighborhood Council. The Board shall represent the Stakeholders in the boundary of the Neighborhood Council.

**Section 1: Composition** – The Board shall consist of seventeen (17) Stakeholders elected, selected or appointed by the Board and/or Stakeholders and the immediate past President as an ex-officio non-voting Board member.

The composition of the Board shall be as follows:

- A. **At-Large Directors** – Sixteen (16) Directors shall be elected as “At-Large.” An At-Large Director is any Stakeholder as defined in Article IV.
- B. **Youth Board Member** – One (1) Open to Stakeholders between the ages of fourteen (14) and seventeen (17), at the time the Stakeholder is appointed to this seat. The Youth Board member shall be precluded from voting on matters regarding the expenditure of funds, contracts, or recommendations on age restricted issues. However, the Youth member shall be allowed to speak on such matters. The youth member shall be appointed by a simple majority vote by the board members present and voting.

Membership in the Neighborhood Council is automatically forfeited when one no longer lives, works, owns property, in the neighborhood and also to those who no longer declare a stake in the neighborhood as a community interest stakeholder, defined as a person who is a member of or participates in a Community Organization within the Neighborhood Council’s boundaries and who may no longer participate or be a member in a community organization such as, but not limited to, educational, non-profit and /or religious organizations.

The Board shall reflect the diversity of the Neighborhood Council’s Stakeholders. Accordingly, no single Stakeholder group shall comprise a majority of the Board unless extenuating circumstances are warranted and approved by the Department of Neighborhood Empowerment (“Department”).

**Section 2: Quorum** – A quorum shall be nine (9) of the seventeen (17) Directors on the Board must be established before any official meeting or official Board action is taken.

**Section 3: Official Actions** – Once a quorum is established, the Neighborhood Council will take official action by a simple majority vote by the board members present and voting, not including abstentions. A simple majority shall be defined as any number in excess of 50% of the votes cast. Abstentions do not count as a vote.

A Director who is less than eighteen (18) years of age shall be precluded from voting on matters regarding the expenditure of funds, contracts, or recommendations on age restricted issues. However, they shall be allowed to speak on such matters.

**Section 4: Terms and Term Limits** – Directors shall serve a term of two (2) years.

**Section 5: Duties and Powers** – It is the responsibility of the Directors elected to represent all the Stakeholders in the Neighborhood Council.

No Officer, Board Director or Committee Chair shall be entitled to receive a profit from activities associated with Neighborhood Council business. This is not to prohibit Board reimbursement of any Officer, Director or Committee Chair for approved out-of-pocket expenses used for Neighborhood Council business pursuant to City policies and procedures.

**Section 6: Vacancies** – Vacant positions on the Board shall be filled by a simple majority vote of the Board. Such appointed Directors shall meet the requirements of that vacant seat as specified in these Bylaws and shall complete the term of the replaced Director.

**Section 7: Absences** – Any Director who fails to attend six (6) board meetings in any two (2) year period or has three (3) unexcused absences in any one (1) year period may be removed by a simple majority vote of the Board. The Board shall consult with its legal counsel, the Office of the City Attorney throughout the removal process.

**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** – Resignations shall be made in writing and are effective 24 hours after receipt by the Board President, unless withdrawn in the meantime. Board President shall notify the Board by email within 72 hours after the resignation becomes effective.

**Section 11: Community Outreach** – The Neighborhood Council shall have a standing Community Outreach Committee which will report its activities and recommendations to the Board monthly at the regular Council meeting pursuant to Article VII, Section 1A.

The Neighborhood Council is committed to developing a system whereby pertinent information transmitted through the City’s Early Notification System shall be made available in a timely manner.

## **ARTICLE VI OFFICERS**

**Section 1: Officers of the Board** – The Executive Officers (“Officers”) are: 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:

1. preside over all Neighborhood Council General and Special Meetings and determine whether a quorum of Directors is present;
2. appoint all Standing Committee Chairs from the Board with the approval of the Board;
3. appoint all Standing Committee members, Ad Hoc Committee Chairs and Ad Hoc Committee members from Stakeholders (including the Board) with the approval of the Board;
4. represent or appoint a Designee to represent the Neighborhood Council on issues of community concern;
5. appoint a Parliamentarian (who shall not be from the Board) from among the Stakeholders; and
6. be an ex-officio member of all Standing Committees.

B. The Vice-President shall:

1. preside over meetings in the absence of the President and serve if the President is unable to serve; and
2. secure the meeting location and any necessary permits for Neighborhood Council General and Special Meetings.

C. The Secretary shall:

1. record minutes of all meetings; make said minutes available to interested parties;
2. post meeting notices in accordance with the Brown Act;
3. act as custodian for all records of the Council, maintaining said records in appropriate form, excluding finance and membership records;
4. file all documents, reports, certificates and writings in compliance with federal, state and local law;
5. submit required Neighborhood Council information to the City of Los Angeles;
6. and perform these responsibilities in conjunction with other Directors, while retaining responsibility for said duties.

D. The Treasurer shall:

1. serve as financial officer for the Neighborhood Council and maintain procedures for accountability in accordance with the Department guidelines and GAAP (Generally Accepted Accounting Principles);
2. prepare all budgets and records for Neighborhood Council funds;
3. act as custodian of all financial accounts, books and records of the Neighborhood Council and maintain these records in an appropriate form, provide a report to the Board, at least quarterly, on all financial matters and provide open access to financial records when requested.

E. The Parliamentarian shall:

1. settle questions on parliamentary procedure using a current revision of Robert's Rules of Order as well as the Neighborhood Council Bylaws provided that neither conflicts with the Brown Act.

**Section 3: Selection of Officers** – Executive Officers shall be elected at the first meeting following a Board member election by the Board.

**Section 4: Officer Terms** – Officers shall serve two (2) year terms and shall serve at the will of the Board.

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

### **Section 1: Standing**

- A. Beautification Committee. This committee shall have no fewer than three (3) members, and its responsibilities are to work with other neighborhood organizations, City Departments, and Stakeholders to improve the appearance and aesthetics of Granada Hills.

- B. Budget Committee. This committee shall have no fewer than three (3) Board Members. It will keep the Board informed of the accounts, and advocate for the GHSNC budget to DONE and the L.A. City Council.
- C. Bylaws and Rules Committee. This committee shall have no fewer than three (3) Board Members whose responsibilities are the regulations governing this Neighborhood Council, and keeping the bylaws and rules of the Council up-to-date as may be prescribed by the Department of Neighborhood Empowerment.
- D. Community Outreach Committee. This committee shall be responsible for coordinating information exchange between Stakeholders, the Board and all outside community groups; shall seek out prospective Stakeholders and potential Directors from groups which are under-represented in the Neighborhood Council; shall report to the Board monthly on its outreach efforts for the month, the Committee's suggestions for further improving communication and outreach for the Neighborhood Council; shall update the Board on the Committee's ongoing communication and outreach project projects; establish measurable goals with deadlines that may track progress toward the overall objectives for improving communication and outreach; will distribute periodic announcements to all Stakeholders within the boundaries of the Neighborhood Council; shall be responsible for establishing written procedures for communicating with all Stakeholders on a regular basis in a manner ensuring that information is disseminated evenly and in a timely manner in accordance with the Plan for a Citywide System of Neighborhood Councils ("Plan"); will endeavor to use modern technology to its advantage to deliver information to Stakeholders.
- E. Education Committee. This committee shall have no fewer than three (3) Board Members. It shall keep the Council abreast of education issues.
- F. Government Affairs Committee. This committee shall be made up of five (5) Board Members whose primary duties are to formulate Community Impact Statements (CIS).
- G. Membership Committee. This committee shall be responsible for establishing and maintaining all membership records of the Neighborhood Council. This shall include names, addresses and email addresses of all members. These records will remain private and only be used by the Neighborhood Council for official purposes. Stakeholders' personal information will remain private to the extent allowed by law.
- H. Planning and Land Use Management Committee. This committee shall have no fewer than three (3) Board Members. It will oversee planning and land use issues.
- I. Public Safety and Emergency Preparedness Committee. This committee shall have no fewer than three (3) Board Members who will assist and advocate for the Council on all safety related issues.
- J. Other Committees. Other Standing Committees as identified in the Standing Rules, appointed by the President, and approved by the Board

**Section 2: Ad Hoc** – It is anticipated the President and the Board may wish to create Ad Hoc Committees and appoint Stakeholders (including Directors) as head of those committees. This action shall be done with the approval of a majority of Directors during a regular meeting.

**Section 3: Committee Creation and Authorization**

- A. No more than five (5) Directors of the Board may serve on a Standing Committee, which additionally may be comprised of any number of Stakeholders deemed appropriate.
- B. The quorum needed to conduct official meetings will be a majority of existing committee members. A Standing Committee may take official action by a simple majority vote of members present.
- C. Committee actions, recommendations and policies shall be subject to approval by the Board of Directors.
- D. Committee Chairs shall set the agendas for their respective committees.
- E. Committee meetings shall be regularly scheduled as to place and time, and fall under the Brown Act. Committee chairs shall preside.

**ARTICLE VIII MEETINGS**

All meetings, including posting and notifications of agendas, 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**

- A. General Meetings – The Board shall meet at least quarterly on a consistent day and time, and at a regular location within the boundaries of the Neighborhood Council. If a meeting day falls on a holiday, or there is another reason to change the date or venue, the change shall be posted on the website and at a minimum of five (5) public locations seventy-two (72) hours prior to the new meeting.
- B. Special Meetings – If urgent action is required to respond to an item or situation, the President or Vice President may convene a Special Meeting with concurrence of at least five (5) other Directors. A Special Meeting may also be called at any time by fifty (50) Stakeholders of the Neighborhood Council petitioning the Board. A quorum of Board Members is required to take official Board action at Special Meetings.
- C. The Neighborhood Council will work with the Department to obtain approved meeting sites which are ADA compliant.
- D. Public Comment and Testimony Period – All meetings of the Neighborhood Council,

including Special Meetings, shall be conducted under the provisions of the Brown Act and shall be open to the Public. Public comment and testimony shall be taken after an item is presented, but before it is voted on by the Board.

- E. Adjournment and Suspension of Meetings – All meetings may be adjourned or suspended to another specified date, time and place not beyond the next regularly scheduled meeting of the Board. Such adjourned and suspended meetings must meet notification requirements in the Brown Act.

**Section 2: Agenda Setting** - The agenda for all Neighborhood Council General and/or Special Meetings shall be set by the President. Stakeholders, and Board members, may make requests to add particular items to a future agenda during the public comment period and/or Board comment period at a meeting of the Neighborhood Council.

**Section 3: Notifications/Postings** - Agendas for Board meetings and committees shall be posted on the Neighborhood Council website and at one (1) public site, as well as to DONE’s Early Notification System with a minimum of seventy-two (72) hours’ notice prior to Regular Meetings and twenty-four (24) hours’ notice prior to Special Meetings in accordance with the Ralph M. Brown Act and the Neighborhood Council Agenda Posting Policy.

**Section 4: Reconsideration** – The Board is the only body authorized to make decisions for the Neighborhood Council. Any Stakeholder within the Neighborhood Council boundaries may make a request during the public comment section of the same meeting that a Board item be reconsidered. However, the decision to reconsider must be made by the Board. The Board may reconsider or amend its actions through the following Motion for Reconsideration process, in accordance with the Brown Act:

- A. The Board approval of a Motion for Reconsideration must take place during the same meeting in which the Board acted, or during the next regularly scheduled Board meeting. This will not prevent the Board from convening a Special Meeting within the specified time frame to address a Motion for Reconsideration.
- B. Before reconsidering a matter, the Board must approve a Motion for Reconsideration and may then re-hear, continue, or take action on the item, subject to limitations stated in the Motion for Reconsideration.
- C. A Motion for Reconsideration shall be proposed only by a Director (the “Moving Board Member”) who voted on the prevailing side of the original action. The Moving Board Member shall make the Motion for Reconsideration by either:
  - 1. an oral motion made during the same meeting where the action that is the subject of reconsideration occurred; or
  - 2. properly placing the Motion for Reconsideration on the agenda of a meeting occurring within the time periods stated above.

- D. If the Motion for Reconsideration is made subsequent to the meeting where the action that is the subject of reconsideration occurred, the Motion must be placed on the agenda by submitting a memorandum to the President and Secretary at least three (3) days in advance of the deadline for posting notices for the meeting. The Moving Board Member's memorandum must briefly state the reason(s) for requesting reconsideration and provide the language necessary to complete the information to be stated in the agenda, including a description of the Motion for Reconsideration, the item to be re-heard, and a proposed action that may be adopted by the Board if the motion is approved.
- E. A Motion for Reconsideration brought before the Board may be seconded by any Board member during the public hearing.
- F. This reconsideration process shall be conducted at all times in accordance with the Brown Act, including that: any discussion on the issue remain within permissible discussion parameters; that any decision is made during the public hearing; and that if the Motion for Reconsideration is considered at a subsequent meeting to the meeting where the act that is the subject of reconsideration occurred, then the Motion for Reconsideration is properly listed on that meeting's agenda.

## **ARTICLE IX FINANCES**

The Neighborhood Council shall comply with all financial accountability requirements as specified by City Ordinance and with financial reporting requirements prescribed by the Department.

Each month, the Treasurer shall provide to the Board detailed reports of the Council's accounts. The Neighborhood Council will not enter into any contracts or agreements except through the Department.

## **ARTICLE X ELECTIONS**

**Section 1: Administration of Election** – The Neighborhood Council elections 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 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: 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 may 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. Notification shall be posted on the Neighborhood Council website and at one (1) public site.
- B. Each candidate for Director may address Stakeholders at a Candidate Forum prior to the voting process.

**ARTICLE XI GRIEVANCE PROCESS**

The formal grievance process for the Neighborhood Council shall be as follows:

- A. Any grievance by a Stakeholder must be submitted in writing to the Board.
- B. At the next regularly scheduled General Meeting following receipt of a submitted grievance, the Board shall compile a list of Stakeholders who wish to serve on a grievance panel. The list of potential panelists shall remain open for seven (7) days following the meeting date so that others who express interest may be added to the list.
- C. At the end of the seven-day period, the Board Secretary shall randomly draw five (5) names to serve on the Ad Hoc grievance panel. The Board shall determine the method of randomness.
- D. The Secretary will coordinate a time and a place for the panel to meet with the person(s) submitting the grievance to discuss resolutions. The meeting shall be held within fourteen (14) days of panel selection. The Secretary shall facilitate the meeting.
- E. After hearing the grievance, the panel will deliberate solutions and draft a report and recommendation for presentation at the regularly scheduled Board meeting.
- F. The Secretary will add the grievance panel's recommendation to the agenda of the next regularly scheduled General 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 Board until the matter is heard at a meeting of the Board pursuant to the Brown Act.
- G. 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.
- H. This formal grievance process is not intended to apply to Stakeholders who simply



disagree with a position or action taken by the Board. Those grievances can be aired at regular meetings. Rather, the process is intended to address matters involving procedural disputes, e.g., Board failure to comply with these Bylaws. The Neighborhood Council grievance review process will be conducted pursuant to any and all City ordinances, policies and procedures pertaining to Neighborhood Council grievances.

- I. In the event a grievance cannot be resolved through this process, the matter may be referred to the Department for consideration.

## **ARTICLE XII PARLIAMENTARY AUTHORITY**

Neighborhood Council business shall be conducted in accordance with the Brown Act, any applicable local, state and federal law, neighborhood council Bylaws (if not in conflict with the above mentioned laws), then Robert's rules of Order (if not in conflict with the above mentioned laws and Bylaws).

## **ARTICLE XIII AMENDMENTS**

All suggested amendments to these Bylaws shall be submitted in writing, facsimile or e-mail to the Secretary, who shall place suggested amendments on the agenda of the next Board meeting for discussion and vote. These Bylaws shall be amended by a two-thirds (2/3) majority vote, meaning that two-thirds (2/3) of the votes cast, exclusive of recusals, must be in the affirmative. Amendments approved by the Neighborhood Council shall be forwarded within two (2) weeks to the Department and shall not be valid, final or effective until approved by the Department.

## **ARTICLE XIV COMPLIANCE**

The Neighborhood Council, its representatives, and all Stakeholders shall: (1) refrain from violating the Bylaws; (2) be subject to any and all applicable Ethics Laws; and (3) abide by the Plan and all applicable local, county, state and federal laws, including, without limitations, 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 Neighborhood Council, its representatives, and all Stakeholders shall endeavor to conduct Neighborhood Council business in a professional and respectful manner. Board members will abide by the Commission's Neighborhood Council Board Member Code of Conduct Policy.

**Section 2: Training** – 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. Optional: 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.

**Section 3: Self-Assessment** – Intentionally left blank.



**ATTACHMENT B – Governing Board Structure and Voting**

**Granada Hills South Neighborhood Council – 17 Board 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>
Member-at-Large Directors Term: 2 Years	16	Elected	Any stakeholder 18 years or older who lives, works or owns real property in the neighborhood and also those who declare a stake in the neighborhood as a community interest stakeholder, defined as a person who is a member of or participates in a Community Organization within the Neighborhood Council's boundaries and who may be in a community organization such as, but not limited to, educational, non-profit and/or religious organizations.	Any Stakeholder 16 years or older who lives, works, or owns real property in the neighborhood, and also those who declare a stake in the neighborhood as a community interest stakeholder, defined as a person who is a member of or participates in a Community Organization within the boundaries and who may be in a community organization such as, but not limited to, educational, non- profit and/or religious organizations.
Youth Board Member	1	Appointed	Open to GHSNC Stakeholders between the ages of fourteen (14) and seventeen (17) The Youth Board member shall be precluded from voting on matters regarding the expenditure of funds, contracts, or recommendations on age restricted issues. However, the Youth member shall be allowed to speak on such matters.	The youth member shall be appointed by a simple majority vote of the Board.