

North Westwood Neighborhood Council Bylaws

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ARTICLE I NAME

The name of this Neighborhood Council shall be the North Westwood Neighborhood Council. (“Council”).

ARTICLE II PURPOSE

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

A. The MISSION of the Council is:

1. To provide an inclusive and open forum for public discussion of issues of interest to the Council, including City governance, the needs of the Council, the delivery of City services to the Council area, and other matters of a City wide nature;
2. To advise the City on issues of interest to the Council, including City governance, the needs of the Council, the delivery of City services to the Council area, and other matters of a City wide nature;
3. To initiate, execute and support projects for the physical, social and cultural improvement of the Council area; and
4. To facilitate communication between the City and Stakeholders on issues of concern to the community and/or the Stakeholders.

B. The POLICY of the Council is:

1. To respect the diversity, dignity, and expression of views of all individuals, groups, and organizations within the community and/or involved in the Council;

2. To remain non-partisan with respect to political party affiliation and inclusive in our operations including, but not limited to, the process of electing or selecting the Board of Directors, Officers, and committee members, as hereinafter set forth;
3. To utilize the Early Notification System (ENS) to inform the Council and Stakeholders of matters involving the City and our community in a way that is tailored to provide opportunities for involvement in the decision- making process;
4. To encourage all Stakeholders to participate in activities of the Council;
5. To prohibit discrimination against any individual or group in our operations on the basis of race, religion, color, creed, national origin, ancestry, sex, gender identity, sexual orientation, age, disability, marital status, income, immigration status, homeowner/renter/homeless status, or political affiliation; and
6. To have fair, open, and transparent procedures for the conduct of all Council business.

ARTICLE III BOUNDARIES

The Council covers a geographic area described below.

Section 1: Boundary Description - The boundaries of the Council shall include the areas within the following lines of demarcation:

- A. North – The south side of Sunset Boulevard from Veteran Avenue in the west to Hilgard Avenue in the east; and
- B. East – The west side of Hilgard Ave from Sunset Blvd in the north to Strathmore Drive in the south; the east side of Hilgard Ave from south side of Strathmore Drive to the north to the south side of Weyburn Ave to the south; the south side of Weyburn Ave from Hilgard Ave in the west to Malcolm Avenue in the east; the west side of Malcolm Ave from Weyburn Ave in the north to Wilshire Boulevard in the south; the east side of Westwood Blvd from Wilshire Blvd in the north to Ohio Avenue in the south; and
- C. South – The south side of Wilshire Blvd from Malcolm Ave in the east to Westwood Blvd in the west; the north side of Ohio Ave from Westwood Blvd in the east to Veteran Ave in the west; and
- D. West –The east side of Veteran Ave from Sunset Blvd in the north to Ohio Ave in the south.

The following locations are shared facilities with the Westwood Neighborhood Council: Los Angeles Fire Department Station 37 (1090 Veteran Avenue), UCLA Outpatient Rehabilitation Services (1000 Veteran Avenue), the Westwood Branch Library (1246 Glendon Avenue), Westwood Recreation Center (include: Aidan's Place Playground, Outdoor Turf soccer field, Indoor Racquetball Courts, Outdoor Basketball Courts, Two (2) Gymnasiums with Indoor Basketball Court and stage, Indoor Aquatics Facility, Tennis Court Concessions)—1350 Sepulveda Blvd) and Westwood Gardens Park (10853 Wellworth Ave).

The boundaries of the Council are set forth in Attachment A - Map of the North Westwood 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 Board of Directors (“the Board”) shall be the Governing Body of the Council within the meaning of that term as set forth in the Plan for a Citywide System of Neighborhood Councils

Section 1: Composition - The Board shall consist of nineteen (19) Stakeholders, who must be eighteen (18) years of age or older, who are elected, selected or appointed by the Board and/or Stakeholders.

The composition of the Board shall be as follows:

- A. Homeowner Stakeholder Board Members (1) – Open to Stakeholders who own a residence that is located within the NC boundaries.
- B. Renter Stakeholder Board Members (2) – Open to Stakeholders who rent a residence located within the NC boundaries. Renters need not currently reside within the NC district boundaries as long as they have done so within the past 180 days and intend to do so within the next 180 days.
- C. General Residential Stakeholder (2) – Open to Stakeholders who live within the NC boundaries, either as a homeowner, renter, person who experiences homelessness, or person who sublets or otherwise resides within the boundaries. Residents need not currently reside within the NC district boundaries as long as they have done so within the past 180 days and intend to do so within the next 180 days.
- D. Business Stakeholder Board Members (3) – Open to Stakeholders who work at or own a business or business property within the NC boundaries.
- E. Undergraduate Student Member (2)—Open to stakeholders who are undergraduate students at a university or college within the NC boundaries. Students need not be currently enrolled as long as they have been enrolled within the past 180 days and intend to re-enroll within the next 180 days.
- F. Graduate Student Member (1)—Open to stakeholders who are current graduate or professional students at a university or college within the NC boundaries. Students need not be currently enrolled as long as they have been enrolled within the past 180 days and intend to re-enroll within the next 180 days.
- G. University Staff or Administrative Member (1) – Open to stakeholders who work at a university or college within the NC boundaries in a capacity in which they spend the majority of their time neither conducting research nor teaching. Employee need not be currently employed as long as they have been employed within the past 180 days and intend to be re-employed within the next 180 days.
- H. Faculty Member (1) – Open to stakeholders who work at a university or college within the NC boundaries in a capacity in which they spend the majority of their time conducting research and/or teaching. Employee need not be currently employed as long as they have been employed within the past 180 days and intend to be re-employed within the next 180 days.

- I. Worker Stakeholder (1) – Open to non-owner paid employees of a business, non- profit, or educational property within the NC boundaries.
- J. Organizational Stakeholder Board Members (2) – Open to Stakeholders who actively participate in a religious organization, educational institution, community-organization, non-profit organization, neighborhood association, chamber of commerce, business improvement district, sorority, fraternity, school/parent group, student association, arts association, service organization, cultural group, etc. that primarily operates within the NC boundaries.
- K. At-Large Stakeholder Board Members (3) – Open to 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, defined as a person who affirms a substantial and ongoing participation with a community organization that has continuously maintained a physical street address for not less than one year, and that performs ongoing and verifiable activities and operations that benefit the neighborhood, and is located within the NC’s boundaries. A for-profit entity shall not qualify as a Community Organization.

Section 2: Quorum - The quorum shall be 10 members of the Board.

Section 3: Official Actions - A simple majority vote by the Board members present, not including abstentions, at a meeting at which there is a quorum shall be required to take official action, unless specified otherwise in these Bylaws.

Section 4: Terms and Term Limits – Elected board members shall serve a two (2) year term. Terms of office shall begin when and be extended until each election is certified by the City. Board members may serve no more than 7 consecutive years on the Council Board, and may not be elected or appointed to a term of office that, if fully served, would cause them to exceed 15 consecutive years of service in total. Variances of up to 6 months may be granted by the Council Board to these term limits, to prevent members from being disqualified from further service as a result of the City shifting the days it holds or certifies elections.

Section 5: Duties and Powers - The primary duties of the Board shall be to govern the Council and to carry out its objectives. No individual member of the Board shall speak for the Board or otherwise publicly represent a Board position unless authorized to do so by official action of the Board. The Board may, by official action, delegate to any individual the authority to present before any public body a standing Council position previously adopted by the Board or a statement that the Council has had insufficient time to develop a position or recommendation on a matter before that body. Such authority may be revoked at any time by the Board.

Section 6: Vacancies – Vacancies on the Board shall be filled by the Board using the following procedure:

- A. Within 4 days of a position becoming vacant, the Council shall notify the public via Website posting, and all actively managed Social Media accounts of the opportunity to apply for the open position through its website and any other efficient channels of communication at least 20 days after public notice must pass before proceeding with an Appointment/Election to fill the vacant seat.
- B. Any Stakeholder interested in filling a vacancy on the Board shall submit a written application to the Board.
- C. The Board shall cause the matter to be placed on the agenda for the next regular meeting of the Board.
- D. The Board shall vote on the application at the meeting. If multiple applications for one seat have been submitted, the candidate with the most votes wins.
- E. The candidate who wins shall fill the remaining term of the Board seat unless an election or selection occurs sooner.
- F. In no event shall a vacant seat be filled where a general election is scheduled to occur within sixty (60) days of the date that a written application is presented to the Board.

Section 7: Absences - Any Board Member who misses three regular Neighborhood Council Governing Board Meetings within one calendar year, without such absences being declared excused by the President or the Governing Board, will be subject to remedial action by the Board. Any Board Member who registers five or more regular Neighborhood Council Governing Board Meetings excused absences within one calendar year will likewise be subject to these provisions.

Members unable to attend a meeting must provide written notice to the President prior to the meeting in questions, stating their reasons for non-attendance, whereupon the President may deem their absences excused. Each Council Board Member absence shall be recorded in the Council's Meeting Minutes or other manner of Council record keeping as wither excused or unexcused.

Upon registering either three unexcused absences or five excused absences, the Council Presiding Officer must notify the Board Member of the absences and place on the agenda a motion for appropriate remedial action to be taken at a regular or special Board meeting. Such remedial actions may include removal of the Board Member from the Board. The Board shall determine the validity of the absences and the appropriate remedial action. Any regular meeting of the Neighborhood Council Governing Board, scheduled and noticed as per the Brown Act, shall constitute a meeting for the purpose of determining Board Member attendance. The Board member whi is the subject of the remedial action shallnot be allowed to vote and shall not be counted when determining the majority vote.

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 censure will be considered.

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

f. If the Commission returns the matter for further consideration and the Neighborhood Council does not act within sixty (60) days of the Commission's decision the Board member will be considered reinstated.

g. During the period of appeal the Board member shall not be counted as part of the Board for any quorum and shall not participate in any Board actions.

h. If the matter is returned to the Neighborhood Council for further consideration the Board member shall not be counted as part of the Board for any quorum and shall not participate in any Board actions until the Board takes action as requested by the Commission or until the expiration of the sixty (60) day time period.

9. This policy is not intended to restrict or eliminate a Neighborhood Council's ability to remove or render ineligible to serve, Board members who fail to attend meetings, join committees, maintain their stakeholder status, or perform other duties as may be described in the Neighborhood Council's bylaws and/or standing rules. Nor is it intended to limit a Neighborhood Council's ability to remove committee chairs or committee members according to the Neighborhood Council's bylaws and/or standing rules.

Section 10: Resignation - A 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 submit his or her resignation to the Board for discussion and action at a Board meeting. However, board members who remain stakeholders but whose stakeholder category has shifted may serve out the remainder of their term in the seat to which they were elected or selected (e.g. if a renter buys a home in Westwood, or an undergraduate student becomes a grad student, they could respectively retain their renter and undergrad seats until the next election but then would thereafter have to seek seats that correspond with their new stakeholder status.) Removal of the resigning Board member requires a majority of the attending Board members

Section 11: Community Outreach - The Council shall direct that a system of outreach be instituted to inform Stakeholders as to the existence and activities of the Council, including its Board elections, to find future leaders of the Council, and to encourage all Stakeholders to seek leadership positions within the Council.

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

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

In addition, the Board shall create, or shall cause to be created, a marketing plan to solicit participation from Stakeholders. The plan may include, for example, the creation of flyers, postcards, Social Media posts, pamphlets and other related materials. It may also include e-mail

blasts to various organizations including a regularly scheduled e- blast to local government officials and to the Business Improvement District, Neighborhood Associations, Student Associations and other local organizations as determined by the Board.

ARTICLE VI OFFICERS

Section 1: Officers of the Board - The officers of the Board (“Officers”) shall include the following positions which altogether comprise the Executive Committee: 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 act as the chief executive of the Council and shall preside at all Council meetings.
- B. The Vice President shall serve in place of the President if the President is unable to serve.
- C. The Secretary shall keep minutes of all Board meetings. An Alternate Secretary may be appointed by the Board to serve in the absence of the Secretary, as needed. Unless the person serving as Alternate Secretary is already a Board member, he or she shall not have any of the rights of a Board member, including the right to vote on matters before the Council.
- D. The Treasurer shall maintain the records of the Council's finances and books of accounts and perform other duties in accordance with the Council's Financial Management Plan and the Department’s policies and procedures.

Section 3: Selection of Officers - Officer positions shall be appointed by the board at the first official Board meeting following the election of the Board, every 2 years.

Section 4: Officer Terms - The Officers shall serve 2 year terms and serve at the pleasure of the Board. They may stand for reelection every 2 years.

ARTICLE VII COMMITTEES AND THEIR DUTIES

All Standing and Ad Hoc Committees shall be established by the Board. Suggestions for committees may come from Stakeholders or from members of the Board, and all such suggestions shall be voted upon by the Board.

Section 1: Standing Committees – The Standing Committees of the Council are: The Executive Committee, the Budget and Finance Committee, The Outreach and Communications Committee, The Planning and Land Use Committee, The Transportation and Safety Committee, The Elections Committee, the Homelessness and Community Health Committee and the Community Activities and Projects Committee.

Section 2: Ad Hoc Committees – The Board may create Ad Hoc Committees as needed to deal with temporary issues.

Section 3: Committee Creation and Authorization

- A. Committee Authority - All committee recommendations shall be brought back to the full Board for discussion and action.
- B. Committee Structure – With the exception of the Executive Committee, Committee members shall be appointed by the President and ratified by the Board. Standing Committees shall be comprised of at least two (2) Board members and may include any interested Stakeholders. Ad Hoc Committees shall be comprised of 3 or fewer Board members and may include any interested Stakeholders.
- C. Committee Appointment – All Committee Chairs shall be appointed by the President and confirmed by the Board. The Chairs shall keep a written record of Committee meetings and shall provide regular reports on Committee matters to the Board.
- D. Committee Meetings – Committee meetings are subject to and shall be conducted in accordance with the dictates of the Brown Act. Minutes shall be taken at every Committee meeting.
- E. Changes to Committees - The Board may establish, disband or make changes as needed to any Standing or Ad Hoc committee. Any such action by the Board shall be noted in the Council meeting minutes.
- F. Removal of Committee Members – The President may recommend that the Board remove a committee member, with due cause. The cause for removal must be publicly discussed, with aggrieved Committee member able to rebut, if needed. Removal shall require a majority vote of those board members in attendance.

ARTICLE VIII MEETINGS

All meetings, as defined by the Ralph M. Brown Act (California Government Code Section 54950.5 et seq.), shall be noticed and conducted in accordance with the Act and all other applicable laws and governmental policy.

Section 1: Meeting Time and Place - All meetings shall be held within the Council boundaries at a location, date and time set by the Board. A calendar of regular meetings shall be established by the Board at its first regular meeting of each calendar year.

- A. Regular Meetings - Regular Council meetings shall be held at least once per quarter and may be held more frequently as determined by the Board. Prior to any action by the Board, there shall be a period of public comment. The Board shall determine the length and format of the period as appropriate.
- B. Special Meetings – The President or a majority of the Board shall be allowed to call a Special Council Meeting as needed.

Section 2: Agenda Setting – The President shall set the agenda for each Council meeting.

Any Stakeholder may make a proposal for action by the Council by submitting a written request to the Secretary or during the public comment period of a regular Council meeting. The Secretary shall promptly refer the proposal to a Standing Committee or the Board. At the next regular Council meeting, the Board may either consider the proposal or create an Ad Hoc Committee to consider the proposal. The Council may to consider the proposal, or to pass a motion objecting to consideration of the proposal and stating the reasons for this objection, at a Committee or Board meeting, but is not required to take any action on the proposal. Proposals made under this subsection are subject to the rules regarding reconsideration.

Section 3: Notifications/Postings – Notice of a regular meeting shall be a minimum of three (3) days (72 hours) in advance of the meeting and at least one (1) day (24 hours) in advance of a special meeting. At a minimum, notice shall be posted at one physical location pursuant to the Brown Act and per the Board of Neighborhood Commissioner’s Agenda Posting Policy.

Section 4: Reconsideration

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

- A. Before the Board reconsiders any matter, the Board must approve a Motion for Reconsideration. The Motion for Reconsideration must be approved by official action of the Board. After determining that an action should be reconsidered, the Board has the authority to re-hear, continue, or take action on the item that is the subject of reconsideration within any limitations that are stated in the Motion for Reconsideration.
- B. The Motion for Reconsideration must be brought, and the Board's approval of a Motion for Reconsideration must occur, either during the same meeting where the Board initially acted or during the Board's next regularly scheduled meeting that follows the meeting where the action subject to reconsideration occurred. The Council may also convene a

special meeting within these specified time frames to address a Motion for Reconsideration.

- C. A Motion for Reconsideration may be proposed only by a member of the board that previously voted on the prevailing side of the original action that was taken by the Board (the "Moving Board Member").
- D. The Moving Board Member may make the Motion for Reconsideration orally during the same meeting where the action that is the subject of reconsideration occurred, or by properly placing the Motion for Reconsideration on the agenda of a meeting that occurs within the allowed specified periods of time as stated above.
- E. In order to properly place the Motion for Reconsideration on the agenda of the subsequent meeting, the Moving Board Member shall submit a memorandum to the Secretary at least two (2) days in advance of the deadline for posting notices for the meeting. The memorandum must briefly state the reason(s) for requesting the reconsideration, and provide the Secretary with an adequate description of the matter(s) to be re-heard and the proposed action that may be adopted by the Board if the Motion for Reconsideration is approved.
- F. A Motion for Reconsideration that is properly brought before the Board may be seconded by any member of the Board.
- G. This reconsideration process shall be conducted at all times in accordance with the Brown Act.

ARTICLE IX FINANCES

- A. The Board shall review its fiscal budget and make adjustments as needed to comply with City laws and City administrative rules, and to keep in compliance with Generally Accepted Accounting Principles and the City's mandate for the use of standardized budget and minimum 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. At least once each quarter, the President and at least one (1) other individual other than the Treasurer, who is designated by the Board, shall examine the Council's accounts and attest to their accuracy before submitting the documentation to the Department for further review.
- F. The Council will not enter into any contracts or agreements except through the Department.

ARTICLE X ELECTIONS

Section 1: Administration of Election - The Neighborhood Council's election will be conducted pursuant to any and all City ordinances, policies and procedures pertaining to Neighborhood Council elections. The Council shall make voting as accessible as possible to its stakeholders by allowing not only in-person voting but also online voting when feasible, and mail-in voting when possible. The Council may also consider allowing other forms of voting such as voting by mail.

Section 2: Governing Board Structure and Voting - The number of Board seats, the eligibility requirements for holding any specific Board seats, and which Stakeholders may vote for the Board seats are noted in Attachment B.

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

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

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

Section 6: Other Election Related Language: Each stakeholder may cast up to one vote per seat for which they are eligible to vote. Thus, for instance, if there are 3 "at-large" seats, each stakeholder could vote for up to 3 candidates, and the top 3 total vote-getters would win the election.

ARTICLE XI GRIEVANCE PROCESS

- A. Any grievance by a Stakeholder must be submitted in writing to the Board who shall cause the matter to be placed on the agenda for the next regular Council meeting.
- B. At that meeting, the Board shall refer the matter to an Ad Hoc Grievance Panel comprised of three (3) Stakeholders randomly selected by the Board from a list of Stakeholders who have expressed an interest in serving from time-to-time on such a panel.
- C. Within two (2) weeks of the panel's selection, the Board shall coordinate a time and place for the panel to meet with the person(s) submitting a grievance to discuss ways in which the dispute may be resolved.
- D. Within two (2) weeks following such meeting, a member of the panel shall prepare a written report to be forwarded by the Secretary to the Board outlining the panel's collective recommendations for resolving the grievance. The Board may receive a copy of the panel's report and recommendations prior to a Board meeting, but, in accordance with the Brown Act, the matter shall not be discussed among the Board members until it is heard publicly at the next regular Council meeting.
- E. This grievance process is intended to address matters involving procedural disputes, such as the Board's failure to comply with Board Rules or these Bylaws. It is not intended to apply to Stakeholders who merely disagree with a position or action taken by the Board at one of its meetings, which grievances may be aired publicly at Council meetings.
- F. Board members are not permitted to file a grievance against another Board member or against the Council.

ARTICLE XII PARLIAMENTARY AUTHORITY

The Council shall use the Rosenberg's rules of order when conducting Council meetings. If Rosenberg's rules of order are silent on an issue, the Council shall refer to Robert's rules of order.

Additional rules and/or policies and procedures regarding the conduct of the Board and/or Council meetings may be developed and adopted by the Board.

ARTICLE XIII AMENDMENTS

- A. Any Board member may propose an amendment to these Bylaws by requesting that the Secretary place the item on the agenda.

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

ARTICLE XIV COMPLIANCE

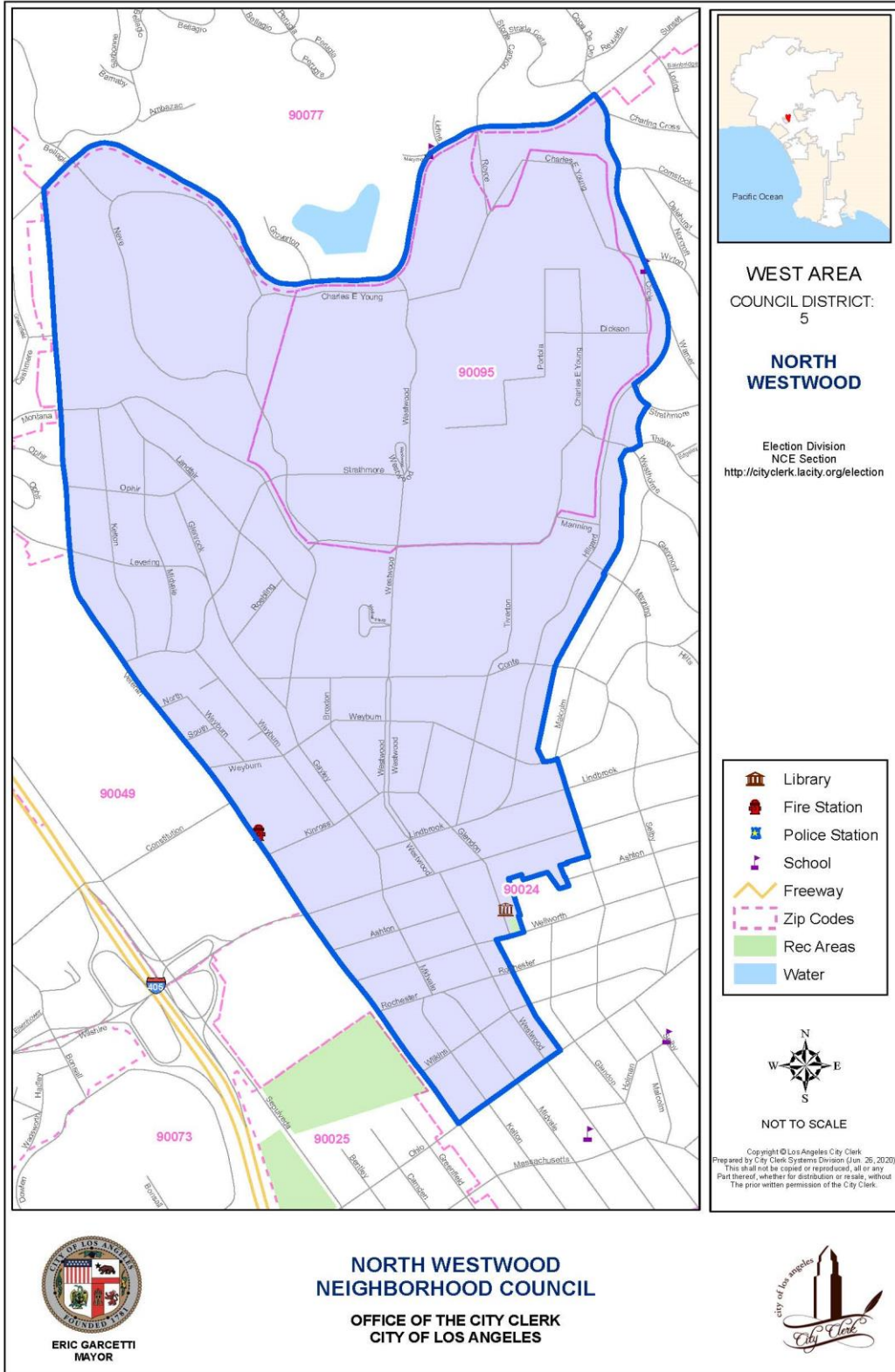
The Council, its representatives, and all Stakeholders shall comply with these Bylaws and with any additional Standing Rules or Procedures as may be adopted by the Board of Directors as well as all local, county, state and federal laws, including, without limitation, the Plan for Citywide System of Government (hereinafter referred to as “the Plan”), the City Code of Conduct, the City Governmental Ethics Ordinance (Los Angeles Municipal Code Section 49.5.1), the Brown Act (California Government Code Section 54950.5 et seq.), the Public Records Act, the American Disabilities Act, and all laws and governmental policies pertaining to Conflicts of Interest.

Section 1: Code of Civility – The Council, its representatives, and all Stakeholders shall conduct all Council business in a civil, professional and respectful manner.

Section 2: Training – All Board members shall take training in the fundamentals of Neighborhood Council, including, but not limited to, ethics, funding, Code of Conduct, 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.

Section 3: Self-Assessment

Attachment A – Map of the North Westwood Neighborhood Council



Approved Bylaws June 28, 2020

Attachment B – Governing Board Structure and Voting

North Westwood Neighborhood Council – 19 Board Seats

BOARD POSITION	# OF SEATS	ELECTED OR APPOINTED?	ELIGIBILITY TO RUN FOR THE SEAT	ELIGIBILITY TO VOTE FOR THE SEAT
Seat 1: Homeowner Stakeholder Term: 2 Years	1	Elected	Open to Stakeholders who are eighteen (18) years old and above and own a residence that is located within the NC boundaries.	All stakeholders who are students at a University within the NC boundaries, or who are employed by a business, educational institution, or non-profit within the NC boundaries, or who own a property, business, or reside within the NC boundaries, aged sixteen (16) years old and above.
Seats 2-3: Renter Stakeholders Term: 2 Years	2	Elected	Open to Stakeholders who are eighteen (18) years old and above and rent a residence located within the NC boundaries. Residents need not currently reside within the NC district boundaries as long as they have done so within the past 180 days and intend to do so	All stakeholders who are students at a University within the NC boundaries, or who are employed by a business, educational institution, or non-profit within the NC boundaries, or who own a property, business, or reside within the NC boundaries, aged sixteen (16) years old and above.
Seats 4-5: General Residential Stakeholders Term: 2 Years	2	Elected	Open to Stakeholders who are eighteen (18) years old and above and live within the NC boundaries, either as a homeowner, renter, person who experiences homelessness, or person who sublets or otherwise resides within the boundaries. Residents need not currently reside within the	All stakeholders who are students at a University within the NC boundaries, or who are employed by a business, educational institution, or non-profit within the NC boundaries, or who own a property, business, or reside within the NC boundaries, aged sixteen (16) years old and above.
Seats 6-8: Business Stakeholders Term: 2 Years	3	Elected	Open to Stakeholders who are eighteen (18) years old and above and work at or own a business or business property within the NC boundaries.	All stakeholders who are students at a University within the NC boundaries, or who are employed by a business, educational institution, or non-profit within the NC boundaries, or who own a property, business, or reside within the NC boundaries, aged sixteen (16) years old and above.

Seat 9: Worker Stakeholder	1	Elected	Open to stakeholders who are eighteen (18) years old and above and a non-owner paid employee of a business, non-profit, or educational property within the NC boundaries.	All stakeholders who are students at a University within the NC boundaries, or who are employed by a business, educational institution, or non-profit within the NC boundaries, or who own a property, business, or reside within the NC boundaries, aged sixteen (16) years old and above.
BOARD POSITION	# OF SEATS	ELECTED OR APPOINTED?	ELIGIBILITY TO RUN FOR THE SEAT	ELIGIBILITY TO VOTE FOR THE SEAT
Seat 10-11: Undergraduate Student Member Term: 2 Years	2	Elected	Open to stakeholders who are eighteen (18) years old and above and are undergraduate students at a university or college within the NC boundaries. Students need not be currently enrolled as long as they have been enrolled within the past 180 days and intend to re-enroll within the next 180 days.	All stakeholders who are students at a University within the NC boundaries, or who are employed by a business, educational institution, or non-profit within the NC boundaries, or who own a property, business, or reside within the NC boundaries, aged sixteen (16) years old and above.
Seat 12: Graduate Student Member Term: 2 Years	1	Elected	Open to stakeholders who are eighteen (18) years old and above and are current graduate or professional students at a university or college within the NC boundaries. Students need not be currently enrolled as long as they have been enrolled within the past 180 days and intend to re-enroll within the next 180 days.	All stakeholders who are students at a University within the NC boundaries, or who are employed by a business, educational institution, or non-profit within the NC boundaries, or who own a property, business, or reside within the NC boundaries, aged sixteen (16) years old and above.
Seat 13: University Staff or Administrative Member Term: 2 Years	1	Elected	Open to stakeholders who are eighteen (18) years old and above and work at a university or college within the NC boundaries in a capacity in which they spend the majority of their time neither conducting academic research nor teaching. Employee need not be currently employed as long as they have been employed within the past 180 days and intend to be re-employed within the next 180 days.	All stakeholders who are students at a University within the NC boundaries, or who are employed by a business, educational institution, or non-profit within the NC boundaries, or who own a property, business, or reside within the NC boundaries, aged sixteen (16) years old and above.

Seat 14: Faculty Member Term: 2 Years	1	Elected	Open to stakeholders who are eighteen (18) years old and above and work at a university or college within the NC boundaries in a capacity in which they spend the majority of their time conducting research and/or teaching. Employee need not be currently employed as long as they have been employed within the past 180 days and intend to be re-employed within the next 180 days.	All stakeholders who are students at a University within the NC boundaries, or who are employed by a business, educational institution, or non-profit within the NC boundaries, or who own a property, business, or reside within the NC boundaries, aged sixteen (16) years old and above.
BOARD POSITION	# OF SEATS	ELECTED OR APPOINTED?	ELIGIBILITY TO RUN FOR THE SEAT	ELIGIBILITY TO VOTE FOR THE SEAT
Seats 15-16: Organizational Stakeholders Term: 2 Years	2	Elected	Open to Stakeholders who are eighteen (18) years old and above and actively participate in a religious organization, educational institution, community organization, non-profit organization, neighborhood association, chamber of commerce, business improvement district, sorority, fraternity, school/parent group, student association, arts association, service organization, cultural group, etc. that primarily operates within the NC boundaries.	Open to Stakeholders who are sixteen (16) years or older and live, work, own real property, or declare a stake in the neighborhood as a community interest stakeholder, defined as a person who affirms a substantial and ongoing participation with a community organization that has continuously maintained a physical street address for not less than one year, and that performs ongoing and verifiable activities and operations that benefit the neighborhood, and is located within the NC's boundaries. A for-profit entity shall not qualify as a Community Organization.
Seats 17-19: At-Large Stakeholders Term: 2 Years	3	Elected	Open to Stakeholders who are eighteen (18) years or older and live, work, own real property, or declare a stake in the neighborhood as a community interest stakeholder, defined as a person who affirms a substantial and ongoing participation with a community organization that has continuously maintained a physical street address for not less than one year, and that performs ongoing and verifiable activities and operations that benefit the neighborhood, and is located within the NC's boundaries. A for-profit entity shall not qualify as a Community Organization.	Open to Stakeholders who are sixteen (16) years or older and live, work, own real property, or declare a stake in the neighborhood as a community interest stakeholder, defined as a person who affirms a substantial and ongoing participation with a community organization that has continuously maintained a physical street address for not less than one year, and that performs ongoing and verifiable activities and operations that benefit the neighborhood, and is located within the NC's boundaries. A for-profit entity shall not qualify as a Community Organization.