

**NORTHRIDGE EAST  
NEIGHBORHOOD COUNCIL BYLAWS**

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## ARTICLE I NAME

The name of this Neighborhood Council shall be the Northridge East 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 make Northridge East a great place to live, work, play, and learn.
2. To improve the quality of life and the business climate for Stakeholders within the Northridge East community.
3. To facilitate and improve communication between the Stakeholders, other Neighborhood Councils and the City of Los Angeles in order to improve the quality of life.
4. To provide a forum for public discussion of issues and to advise the City of Los Angeles on issues concerning City governance, the needs of this Neighborhood Council, the delivery of City services, and matters of citywide interest.
5. To prohibit discrimination against any individual or group in our operations on the basis of race, religion, color, creed, national origin, ancestry, sex, sexual orientation, age, disability, marital status, income or political affiliation.
6. To establish procedures for communicating with all Neighborhood Council community Stakeholders on a regular basis in a manner ensuring that information is disseminated evenly and in a timely manner.

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

1. To make Northridge East a great place to live, work, play, and learn.
2. To improve the quality of life and the business climate for Stakeholders within the Northridge East community.
3. To facilitate and improve communication between the Stakeholders, other Neighborhood Councils and the City of Los Angeles in order to improve the quality of life.
4. To provide a forum for public discussion of issues and to advise the City of Los Angeles on issues concerning City governance, the needs of this Neighborhood Council, the delivery of City services, and matters of citywide interest.

5. To prohibit discrimination against any individual or group in our operations on the basis of race, religion, color, creed, national origin, ancestry, sex, sexual orientation, age, disability, marital status, income or political affiliation.
6. To establish procedures for communicating with all Neighborhood Council community Stakeholders on a regular basis in a manner ensuring that information is disseminated evenly and in a timely manner.

### **ARTICLE III BOUNDARIES**

The Council covers the geographic area described below.

**Section 1: Boundary Description** - The boundaries about the boundaries of adjacent Neighborhood Councils and include those areas of the City within the following lines of demarcation:

- A. **North** – 118 Freeway from Reseda Boulevard east to Aliso Wash.;
- B. **East** – 118 Freeway south on Aliso Wash to Devonshire Street, east on Devonshire Street to Balboa Boulevard, south on Balboa Boulevard to Lassen Street, east on Lassen Street to Woodley Avenue, south on Woodley Avenue to Plummer Street, west on Plummer Street to Bull Creek, and south on Bull Creek to Nordhoff Street;
- C. **South** – Nordhoff Street west from Bull Creek to Reseda Boulevard; and
- D. **West** – Reseda Boulevard north from Nordhoff Street to the 118 Freeway.

The boundaries of the Council are set forth in Attachment A - Map of the Northridge East Neighborhood Council Boundaries.

In addition, three (3) adjacent City facilities shall be shared with abutting Neighborhood Councils: Northridge Branch Library, 9051 Darby Avenue, Northridge 91325 with the Northridge South Neighborhood Council; and Fire Station 87, 10124 Balboa Boulevard, Granada Hills 91344 with the Granada Hills South Neighborhood Council; and Fire Station 70, 9861 Reseda Boulevard, Northridge 91324 with the Northridge West Neighborhood Council.

The Northridge Recreation Center, 18300 Lemarsh Street, Northridge 91325 is located within the boundaries of the Council and is a facility shared with the Northridge West 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:

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- (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 (“the Plan”).

**Section 1: Composition** - The Board shall consist of fifteen (15) Stakeholders elected, selected or appointed by the Board and/or Community Stakeholders. All Board Members and Alternates shall be at least 18 years of age on the day of election or appointment except for the Youth Board Member. The composition of the Board shall comprise the following categories (with the number of seats in each category shown in parentheses):

- A. **California State University, Northridge (CSUN) Faculty, Administration and Staff Board Member (1)** – Appointed by, and serving at the pleasure of the President of CSUN.
- B. **CSUN Student Body Board Member (1)** – Appointed by, and serving at the pleasure of the President of the Associated Students.
- C. **At-Large Stakeholder Board Members (2)** – Open to all Stakeholders.
- D. **Business Owner or Employee Board Member (1)** – Open to Stakeholders who are Business Owners or Employees within the boundaries of the Council. Business owners or Employees need not live within the boundaries of the Council.
- E. **Property Owner Board Member (2)** – Open to Stakeholders who are owners of real property within the boundaries of the Council. Property Owners need not live within the boundaries of the Council.

**F. Resident Board Member (7)** – Open to Stakeholders who are Residents within the boundaries of the Council.

**G. Youth Board Member (1)** – Open to Stakeholders between the ages of fourteen (14) and seventeen (17) on the day of the election. See Admin. Code § 22.814(c). If less than eighteen (18) years of age, the Youth Board Seat member shall be precluded from voting on financial matters, such as Neighborhood Council expenditures, financial reports, annual budgets, contracts, and recommendations to enter into contracts.

**H. Alternates (3)** – Up to three (3) Alternate positions will be seated after each election as voting Alternate(s) for any Board members who are not present at any meeting of the Board, or for any vacant seat. The seat of an absent Board member, or a seat that is vacant, temporarily becomes an At-Large Seat only during that specific meeting. Alternates are ranked 1 to 3 and shall be seated in the order of all runner up candidates' vote totals or tie-breakers, if applicable. Only candidates that run in the election for the above seats are qualified to be the initial Alternates seated for each new term. However, in the event of a vacancy in one or more Alternate positions, any eligible stakeholder may apply and be considered for appointment pursuant to the procedures specified in Section 6 Vacancies.

Note that no single Stakeholder category comprises a majority of Board seats; this must be preserved, unless extenuating circumstances exist and are approved by the Department of Neighborhood Empowerment (“Department”).

When a Board Member or Alternate ceases to maintain their Stakeholder status pursuant to these Bylaws, their position shall be deemed vacant. However, Board Members who remain stakeholders but whose stakeholder category has shifted may only serve out the remainder of their term in the seat to which they were elected or appointed if the remainder of their term is one year or less. If the Stakeholder status of a Board Member or Alternate is in question, then the Department will verify status using the Department’s adopted procedure, at the request of the Board.

**Section 2: Quorum** - The quorum shall be eight (8) members of the Board.

**Section 3: Official Actions** - A simple majority vote by the Board members present, including abstentions, which act as a “no” vote, 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** - Board members shall serve a four (4) year staggered term as described below, commencing after being seated, except for the Business Owner or Employee Board Member, the Youth Board Member and the three Alternates, who shall serve a two (2) year term following each biennial election. No member shall serve on the Board for more than four (4) consecutive terms. In no way does this limit a former Board Member from being appointed to an open seat.

The following Board seats shall be elected to serve a four (4) year term in 2023 and elected every four (4) years thereafter:

At-Large Stakeholder Board Member  
Property Owner Board Member  
Resident Board Members - four (4)

The following Board seats shall be elected to serve a four (4) year term in 2025 and elected every four (4) years thereafter:

At-Large Stakeholder Board Member  
Property Owner Board Member  
Resident Board Members - three (3)

**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** - A vacancy on the Board shall be filled by a Stakeholder who satisfies the eligibility requirements for holding the vacated Board seat. The President shall have the discretion to appoint the vacancy from any 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.

**Section 7: Absences** - Each Council Board Member's or Alternate's absence, and whether it is excused, shall be recorded in the Council's Meeting Minutes or other manner of Council record keeping. Any 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 or Alternate attendance.

A. **Excused.** A Board Member or Alternate who wishes to be excused from a meeting shall notify the Presiding Officer at least one (1) full day before the meeting, stating the reason for the request. For notifications provided less than one day in advance, the presiding officer shall have the discretion to accept the absence as excused or not, which ratification thereof shall be considered by the Executive Committee at its next meeting. A Board Member or Alternate may only be excused for a maximum of three (3) absences in any twelve (12) month period. Any further absences will be considered unexcused.

B. **Unexcused.** Any Board Member or Alternate who has more than three (3)



unexcused absences from regularly scheduled Neighborhood Council Governing Board Meetings during any twelve (12) month period may be removed from the Board. When this occurs, the Council Presiding Officer shall notify the Board Member or Alternate of the absences and place on the agenda the removal of the Board Member or Alternate at a regular or special Board meeting. At this meeting, the Board shall determine the validity of the absences before taking action to remove the Board Member or Alternate.

**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 of Governing Board Members** – 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 be 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 or Alternate resignation must be submitted in writing to the Executive Committee. The position shall then be deemed vacant. Any Board Member or Alternate who ceases to be a Stakeholder is required to immediately submit their resignation to the Executive Committee. If the Stakeholder status of a Board Member or Alternate is challenged, then the Department will contact the Board Member or Alternate, and verify the Stakeholder status using its adopted procedure.

**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 attract future leaders of the Council, and to encourage all Stakeholders to seek leadership positions within the Council. In particular:

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

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

C. Outreach also should be undertaken at public events and shall be coordinated with other Neighborhood Councils when appropriate.

## ARTICLE VI OFFICERS

**Section 1: Officers of the Board** - The officers of the Board (“Officers”) shall include the following positions which all together comprise the Executive Committee: President, 1st Vice-President, Secretary and Treasurer. The 2nd Vice-President shall be an Alternate member of the Executive Committee and shall vote in the absence of any other officer.

**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 preside at all meetings and direct all activities of the Board.
- B. The **1<sup>st</sup> Vice-President** shall serve as president in the absence of the President.
- C. The **2<sup>nd</sup> Vice-President** shall serve as president in the absence of the President and the 1st Vice-President.
- D. The **Secretary** shall keep minutes of all Board and Council meetings. In the absence of the Secretary, the President shall choose an alternate Secretary from the members of the Board to take the minutes of the meeting.
- E. The **Treasurer** shall oversee all Council funds and assets.

**Section 3: Selection of Officers** - The Executive Board positions shall be filled by a majority vote of the Board present at the first meeting following the elections and annually thereafter. Any vacancy of an officer position shall be filled for the remainder of the term by majority vote of the Board at the next regular meeting.

**Section 4: Officer Terms** - The Officers shall serve one (1) year terms and serve at the pleasure of the Board. They may stand for reelection annually.

## **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.

It shall be the responsibility of all Committee Chairs to appoint their Committee members and alternates subject to the approval of the Board. The Board shall determine the size of the Committees, the number of alternates, and the length of service. Alternate Committee members shall be designated in order of priority to serve in the absence of a voting Committee member.

**Section 1: Standing Committees** – The Standing Committees of the Council include the Executive Committee, Outreach Committee and other Standing Committees as specified in the Standing Rules. The responsibilities of all Standing Committees shall be specified in the Standing Rules.

**Section 2: Ad Hoc Committees** – The Board may create an Ad Hoc Committee as needed to deal with temporary issues and report its findings, conclusions or recommendations to the Board. An Ad Hoc Committee must have a defined purpose

and limited timeframe, carry out a specific task, be composed of only Board Members that constitutes less than a majority of the Quorum and cease to exist upon the completion of its specific task. In particular, in election years, an Election Committee will be created. If an Ad Hoc Committee is not created as set forth above and includes Stakeholders, the committee must operate under the notice and posting requirements of the Brown Act.

### **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** – All committees shall have an established membership. Standing Committees shall be comprised of at least one (1) but no more than four (4) Board members and Alternates, and may include any interested Stakeholders. Ad Hoc Committees shall be comprised of at least one (1) but no more than four (4) Board members and Alternates, and may include any interested Stakeholders. Each Board member shall join at least one (1) committee by the third meeting of the Board after each biennial election.

C. **Committee Appointment** – All Committee Chairs shall be appointed by the President and confirmed by the Board. Only those committee members who are current or former Board members or Alternates are eligible to serve as chair of a committee. 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** – Committee members may be removed in the same manner in which they were appointed.

## **ARTICLE VIII MEETINGS**

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

**Section 1: Meeting Time and Place** – 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 calendar quarter.

B. **Special Meetings** – The President or a majority of the Board shall be allowed to call a Special Council Meeting as needed.

C. **Board Actions** – At a regular or special meeting, the Board may take actions on any matter on the agenda. 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. A simple majority of those present is required to take official action.

**Section 2: Agenda Setting** – The Executive Committee shall set the agenda for each Council meeting and the president may add items as necessary.

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

**Section 3: Notifications/Postings** – 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. The notice shall include the agenda of all proposed actions to be considered at the meeting and the City of Los Angeles Neighborhood Council posting policy shall be followed.

Notification of all meetings shall include, at a minimum:

- a) Posting on the Early Notification System (ENS)
- b) Posting at each location referenced in the Standing Rules.
- c) Posting on the Council website and mass emailing
- d) Make additional reasonable efforts to notify the community of the meeting

#### **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. The Council will not enter into any contracts or agreements except through the appropriate City officials.

## **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.

**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)] Regarding the eligibility to vote for the Youth Board seat, Stakeholders must be at least 14 years of age on the day of the election.

**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 Council Board during a single election cycle.

**Section 6: Other Election Related Language** - An Ad Hoc Election Committee shall be formed by the Board to oversee the Neighborhood Council election.

## **ARTICLE XI GRIEVANCE PROCESS**

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

A. Any Grievance by a Stakeholder must be submitted to the Department's Grievance Portal so that the Department may determine whether such Grievance conforms with the [Los Angeles Administrative Code \(L.A.A.C.\) 22.818](#) Subsections (c)(1) [Grievance Defined] and (c)(2) [Exclusions].

B. Once the Department certifies the Grievance, the Board will be notified. Such certification of the Grievance by the Department shall not be construed as a statement regarding the validity or invalidity of the Grievance.

C. After receiving a certified Grievance from the Department, the Board must, at its next regular or special meeting, but not more than sixty (60) calendar days from the communication from the Department, take one of the following actions:

a. Consider the Grievance in accordance with a Grievance process specified in the Board's Bylaws and issue a decision to sustain and cure or reject the Grievance in whole or in part; OR

b. Waive consideration of the Grievance and request the Department to forward the Grievance directly to a Regional Grievance Panel for

consideration.

D. Any inaction by the Board passing the sixty (60) calendar days will waive consideration of the Grievance and the Department shall forward the Grievance to the Regional Grievance Panel in accordance with [L.A.A.C. 22.818](#) Subsection (d)(5).

E. Only the Grievant may appeal a Board' s decision pursuant to [L.A.A.C. 22.818](#) Subsection (d)(2)(A). Such appeals must be filed with the Department on the portal within seven (7) calendar days from the date of the Board' s action on the certified Grievance. A Grievant may not appeal a decision by the Board to waive consideration of any or all Grievances.

F. The formal grievance process is intended to address matters involving procedural disputes, e.g., the Board's failure to comply with Board Rules or these Bylaws. This 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. The Neighborhood Council grievance review process will be conducted pursuant to any and all City ordinances, policies and procedures pertaining to Neighborhood Council grievances.

G. Any grievance by a Stakeholder must be submitted in writing to the Secretary. The Secretary shall then refer the matter to an ad hoc Grievance Panel comprised of three (3) Stakeholders who are randomly selected by the Secretary from a list of Stakeholders who have previously expressed an interest in serving as needed on such Grievance Panel.

H. The Grievance Panel shall meet within thirty (30) days of being appointed.

I. After the Grievance Panel has met, one (1) member chosen by the Panel members shall promptly (within fourteen (14) days) prepare a written report outlining the Panel's recommendations for resolving the grievance. The Grievance Panel may seek additional time from the Board to complete this task.

J. The written report shall be presented to the Secretary who shall then forward the report to the Board.

K. The Board may receive a copy of the Panel's report and recommendations prior to any meeting by the Board. However, pursuant to the Brown Act, the matter shall not be discussed among the Board Members until the matter is heard at the next regular Board meeting.

L. The Board shall agendaize, discuss and vote on the grievance at the next regular meeting of the Board.

M. In the event that a grievance cannot be resolved through this grievance process, then the matter may be referred to Department for consideration or dispute resolution in accordance with the Plan.

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

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

### **Regional Grievance Panel**

A. When a certified Grievance is sent to a Regional Grievance Panel, the Board must appoint one or more Neighborhood Council Representative(s) who shall present an opening argument (not to exceed 40 thirty (30) minutes) and a rebuttal (not to exceed fifteen (15 minutes) on behalf of the Neighborhood Council Board to the Panel.

### **ARTICLE XII PARLIAMENTARY AUTHORITY**

The Council shall use the Robert's Rules of Order when conducting Council meetings. 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.

These Bylaws supersede the parliamentary rules mentioned above.

### **ARTICLE XIII AMENDMENTS**

A. Any Board member or a Stakeholder may propose amendments to these Bylaws during the public comments period of a Council regular meeting. The Board shall forward all proposals to a Bylaws Committee to review and to provide recommendations to the Board.

B. A proposal to amend these Bylaws will then be formalized in writing by the party making the proposal, and then submitted to the Executive Committee for referral to Bylaws Committee for a possible recommendation.

C. Any recommended amendment by the Bylaws Committee will be noticed on the next Board agenda for public discussion and a vote at the following Board meeting.

D. An amendment or adjustment to these Bylaws requires a two-thirds (2/3) vote of the Board present.

E. Thereafter, and within fourteen (14) days after a vote recommending amendment or adjustment to the Bylaws, a Bylaw Amendment Application shall be submitted to the Department for review and approval in accordance with the Plan. No amendment shall be valid, final, or effective until approved by the Department.

F. No amendment shall operate to alter the eligibility of any Board Member to serve on the Council for the remainder of that Board Member's term in which the amendment is approved.

### **ARTICLE XIV COMPLIANCE**

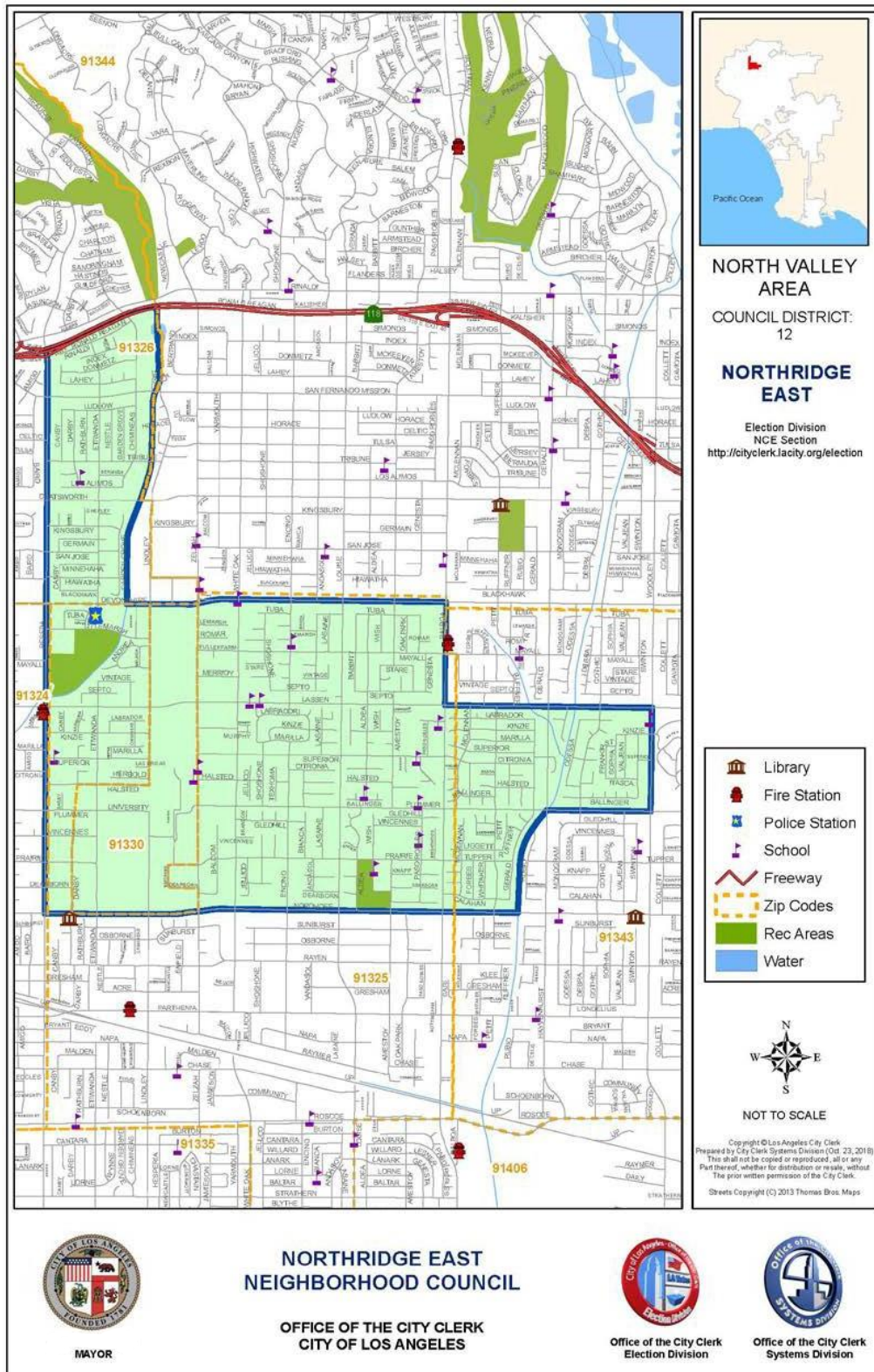
The Council, Alternates, its representatives, and all Stakeholders shall comply with these Bylaws and with any additional Standing Rules as may be adopted by the Board as well as all local, county, state and federal laws, including, without limitation, the policies approved by the Board of Neighborhood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

**Section 1: Code of Civility** – The Council, its representatives, and all Stakeholders shall conduct all Council business in a civil, professional and respectful manner. Board members will abide by the Commission’s Neighborhood Council Board Member Code of Conduct Policy.

**Section 2: Training** – Neighborhood Council Board Members and Alternates, 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 and Alternates are created to ensure success during their period of service. All Board Members and Alternates shall complete mandatory trainings as prescribed by the City Council, the Commission, the Office of the City Clerk, Funding Division, and the Department. Board members and Alternates not completing all mandatory trainings required by the City within forty-five (45) days of being seated, or upon expiration of their current training(s), shall lose their Council voting rights on all items before the board, including the ability to make or second motions, until they have successfully taken or renewed such training(s). For continuing Board members and Alternates, there is no grace period upon the expiration of any mandatory training.

**Section 3: Self-Assessment** – The Council may conduct a regular self-assessment to determine whether it has achieved its goals and objectives..

# ATTACHMENT A - Map of Northridge East Neighborhood Council



**ATTACHMENT B – Governing Board Structure and Voting**  
**Northridge East Neighborhood Council – 15 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>
CSUN Faculty, Administration and Staff Board Member	1	Appointed by CSUN President	A CSUN faculty, administration or staff member on the day of the appointment.	N/A
CSUN Student Body Board Member	1	Appointed by CSUN Associated Students President	A registered student of CSUN on the day of the appointment.	N/A
At-Large Stakeholder Board Members	2	Elected	Any Stakeholder who is at least 18 years of age on the day of the election.	Any Stakeholder who is at least 16 years of age or older on the day of the election.
Business Owner or Employee Board Member	1	Elected	Any Stakeholder who is a business owner or employee within the Council boundaries who is at least 18 years of age on the day of the election.	Any Stakeholder who is a resident, owner of real property, business owner or employee within the Council boundaries and who is at least 16 years of age or older on the day of the election.
Property Owner Board Member	2	Elected	Any Stakeholder who is an owner of real property within the Council boundaries who is at least 18 years of age on the day of the election.	Any Stakeholder who is a resident, owner of real property, business owner or employee within the Council boundaries and who is at least 16 years of age or older on the day of the election.
Resident Board Member	7	Elected	Any Stakeholder who is a resident within the Council boundaries who is at least 18 years of age on the day of the election.	Any Stakeholder who is a resident, owner of real property, business owner or employee within the Council boundaries and who is at least 16 years of age or older on the day of the election.
Youth Board Member	1	Elected	Open to Stakeholders between the ages of fourteen (14) and seventeen (17) on the day of the election.	Any Stakeholder who is at least 14 years of age or older on the day of the election.