



# Northridge South Neighborhood Council Bylaws

You can access an editable version of this template by downloading the version available [here](http://tiny.cc/NCBylawTemplateEditable):  
<http://tiny.cc/NCBylawTemplateEditable>.

# **Bylaws Table of Contents**

**Article I     NAME**

**Article II    PURPOSE**

**Article III    BOUNDARIES**

**Section 1: Boundary Description**

**Section 2: Internal Boundaries**

**Article IV    STAKEHOLDER**

**Article V     GOVERNING BOARD**

**Section 1: Composition**

**Section 2: Quorum**

**Section 3: Official Actions**

**Section 4: Terms and Term Limits**

**Section 5: Duties and Powers**

**Section 6: Vacancies**

**Section 7: Absences**

**Section 8: Censure**

**Section 9: Removal**

**Section 10: Resignation**

**Section 11: Community Outreach**

**Article VI    OFFICERS**

**Section 1: Officers of the Board**

**Section 2: Duties and Powers**

**Section 3: Selection of Officers**

**Section 4: Officer Terms**

**Article VII COMMITTEES AND THEIR DUTIES**

**Section 1: Standing**

**Section 2: Ad Hoc**

**Section 3: Committee Creation and Authorization**

**Article VIII MEETINGS**

**Section 1: Meeting Time and Place**

**Section 2: Agenda Setting**

**Section 3: Notifications/Postings**

**Section 4: Reconsideration**

**Article IX FINANCES**

**Article X ELECTIONS**

**Section 1: Administration of Elections**

**Section 2: Governing Board Structure and Voting**

**Section 3: Minimum Voting Age**

**Section 4: Method of Verifying Stakeholder Status**

**Section 5: Restrictions on Candidates Running for Multiple Seats**

**Section 6: Other Elections Related Language**

**Article XI GRIEVANCE PROCESS**

**Article XII PARLIAMENTARY AUTHORITY**

**Article XIII AMENDMENTS**

**Article XIV COMPLIANCE**

**Section 1: Code of Civility**

**Section 2: Training**

**Section 3: Self Assessment**

**ATTACHMENT A - Map of Neighborhood Council**

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

## ARTICLE I NAME

The name of this Neighborhood Council shall be the Northridge South Neighborhood Council (hereinafter referred to as "the NSNC" or "the Council"), an officially recognized Neighborhood Council and a part of the Los Angeles citywide system of Neighborhood Councils.

## ARTICLE II PURPOSE

The purpose of the Council is to promote more citizen participation in government and make government more responsive to local needs. Neighborhood councils shall include representatives of the many diverse interests in communities and shall have an advisory role on issues of concern to the neighborhood.

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 the Council's 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, sexual orientation, age, disability, marital status, income, homeowner/renter 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 Council represents Stakeholders within the following geographic boundaries (see Attachment A):

- A. **NORTH** - Nordhoff Street from Winnetka Avenue to Corbin Avenue, then Nordhoff Way from Corbin Avenue to Nordhoff Street, then continuing on Nordhoff Street again to the flood control channel (Bull Creek) between Petit Avenue and Hayvenhurst Avenue;
- B. **EAST** - The Bull Creek flood control channel from Nordhoff Street to Roscoe Boulevard;
- C. **SOUTH** - Roscoe Boulevard from the Bull Creek flood control channel between Hayvenhurst Avenue and Roscoe Place to Louise Avenue, then Louise Avenue from Roscoe Boulevard to Saticoy Street, then Saticoy Street from Louise Avenue to White Oak Avenue, then White Oak Avenue from Saticoy Street to Roscoe Boulevard, then Roscoe Boulevard from White Oak Avenue to Corbin Avenue; and;

D. **WEST** - Corbin Avenue from Roscoe Boulevard to Parthenia Street, then Parthenia Street from Corbin Avenue to Winnetka Avenue, then Winnetka Avenue from Parthenia Street to Nordhoff Street.

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

The Northridge South Neighborhood Council shares the Northridge Library with Northridge East Neighborhood Council.

## **Section 2: Internal Boundaries**

**Not Applicable.**

## **ARTICLE IV   STAKEHOLDER**

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

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

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

[The definition of “Stakeholder,” “Community Interest Stakeholder,” and their related terms are defined by City Ordinance and cannot be changed without City Council action. See Los Angeles Charter Section 906(a)(2) and [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.

### Section 1: Composition

The Board shall consist of **15** Stakeholders elected, selected, or appointed.

The composition of the Board shall be as follows:

A. **Residential Stakeholder Board Members (6)** – Open to Stakeholders eighteen (18) years of age or older whose primary place of residence is located within the NSNC boundaries.

B. **Business Stakeholder Board Members (2)** – Open to Stakeholders eighteen (18) years of age or older who work or own a business or business property within the NSNC boundaries

C. **Community Organization Board Members (2)** – Open to Stakeholders eighteen (18) years of age or older who participate in a religious institution, educational institution, community organization, non-profit organization, neighborhood association, school/parent group, faith based group, senior group, youth group, arts association, service organization, boys or girls club, cultural group, or environmental group within the NSNC boundaries.

D. **Senior Stakeholder Board Member (1)** – Open to Stakeholders sixty-five(65) years of age or older.association, service organization, boys or girls club, cultural group, or environmental group within the Council boundaries.

E. **Youth Stakeholder Board Member (1)** – Open to Stakeholders between the ages of fourteen (14) and seventeen (17) on the day of the election or selection. 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.

F. **At-Large Stakeholder Board Members (3)** – Open to Stakeholders at least eighteen (18) years of age.

Per the [Administrative Code section 22.810.1 \(b\)\(2\)\(C\)\(iii\)\(1\)](#):



No single Stakeholder group shall hold a majority of Board seats unless extenuating circumstances exist and are approved by the Department of Neighborhood Empowerment (“Department”).

When a Board Member ceases to maintain their Stakeholder status pursuant to these Bylaws, their position shall be deemed vacant.

If the Stakeholder status of a Board Member is in question, then the Department will verify status using the Department’s procedure, at the request of the Board.

## **Section 2: Quorum**

The quorum shall be **8** members of the Board. Board and Committees shall have a fixed quorum number. Floating quorum is not allowed.

## **Section 3: Official Actions**

Unless specified otherwise in these Bylaws, official action is taken at a meeting at which a quorum is met by a simple majority vote by the Board Members

Present and Voting & Not including Abstentions. An abstention is treated as a non-vote.

## **Section 4: Terms and Term Limits**

Board Members shall serve a two (2) year term commencing after being seated. There are no term limits on the Council Board.

## **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 City 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**

If a Board seat becomes vacant, the Board may choose to verify Stakeholder status of an individual filling the vacant seat or may choose to request the Department do so following its internal procedure(s).

Vacancies on the Board shall be filled using the following procedure:

### **Board Fills Vacancies**

- A. Any Stakeholder interested in filling a vacancy on the Board shall submit a written application to the Board.
- B. The Board shall cause the matter to be placed on the agenda for the next regular meeting of the Board.
- C. 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.
- D. The candidate who wins shall fill the remaining term of the Board seat unless an election or selection occurs sooner.
- E. In no event shall a vacant seat be filled where an election is scheduled to occur within sixty (60) days of the date that a written application is presented to the Board.

## **Section 7: Absences**

A Board member may be removed from office for unexcused failure to attend three (3) regularly scheduled and posted Neighborhood Council meetings in a calendar year or for other cause as determined by the Board. This action will require ten (10) affirmative votes of the full Board. The procedure for determining whether an absence shall be considered “excused” or “unexcused” is set forth in the NSNC Standing Rules.

Each Council Board Member absence shall be recorded in the Council’s Meeting Minutes or other manner of Council record keeping, and that, upon missing the required number of Board Meetings for removal.

The Council Presiding Officer shall notify the Board Member and provide notice to that Board Member that their seat has been declared vacant. Any meeting of the Neighborhood Council Board, scheduled and noticed as per the Brown Act, shall constitute a meeting for the purpose of determining Board Member attendance.

When a Board Member advises the President that they will have a temporary absence of more than three months, the President may nominate an alternate to fulfill the obligations of the absent Board Member until said Board Member returns. The alternate must take all the necessary training to 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 may censure any Board Member at a regular or special meeting open to the public 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. 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 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 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 describe 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 procedure item 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 thirty (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 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 Councils ability to remove committee chairs or committee members according to the Neighborhood Council’s bylaws and/or standing rules.

## **Section 10: Resignation**

Board Member resignation must be submitted in writing to an executive officer and should include the secretary. The position shall then be deemed vacant. Any member of the Board who ceases to be a Stakeholder is required to submit their resignation to an executive officer and should include the secretary. If the Stakeholder status of a Board Member is challenged, then the Department will contact the board member, verify the Stakeholder status using its 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 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 Council meeting.
- The Council shall maintain a web site presence to disseminate information to Council Stakeholders and others interested in the Council.
- Outreach also should be undertaken at public events.

# **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, 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 in accordance with *BONC Policy*. 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 perform duties in accordance with City policies and procedures.

### **Section 3: Selection of Officers**

Officer positions are elected during the elections of the Council.

A petition to remove a member from their position as an Officer must be made by a Board member in writing 14 days prior to a regular meeting and delivered to the Chair, Secretary, and the Department representative. If such a petition is timely delivered, the item shall be placed on the agenda of the next regular or special Board meeting.

Officer positions may be revoked by two thirds (2/3) vote of Board members present and voting at a regular or special Board meeting. If the Officer is removed, the Officer position shall be filled at the next regular Board meeting.

### **Section 4: Officers Terms**

The Officers shall serve two (2) year terms and serve at the pleasure of the Board. They may stand for reelection or reappointment every two (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 NSNC are: The Budget and Finance Committee, the Bylaws and Procedures Committee, the Community Activities and Projects Committee, the Environmental-Sustainability Committee, the Executive Committee, the Governmental Affairs Committee, the Outreach and Communications Committee, the Planning and Land Use Committee, the Public Safety Committee, and the Transportation and Public Works Committee.

## **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.

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 to the full Board for discussion and action.
- B. **Committee Structure** – All committees shall have an established membership. Board Members may include any interested Stakeholders.

Ad Hoc Committees shall be composed of three (3) or fewer Board Members and may include any interested Stakeholders.

- C. **Committee Appointment** – All Committee Chairs shall be appointed by the Board. Committee members do not have to be Board members, however they are not eligible to serve as Chairperson of a committee. With the exception of the Executive Committee, Committee members shall be appointed by the Board. The

Committee Chairs shall keep a written record of Committee meetings and shall provide regular reports on Committee matters to the Board.

- D. **Committee Meetings** – With the exception of Ad Hoc committees created in compliance with Article VII, Section 2, 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. See *Article V Governing Board, Section 9 Removal*.

## **ARTICLE VIII MEETINGS**

All meetings, as defined by the Ralph M. Brown Act (*California Government Code Section 54950 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 or their Committees.

- 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 of time and format of the public comment period as appropriate.
- B. **Special Meetings** – The President or a majority of the Board shall be allowed to call a Special Council Meeting.

### **Section 2: Agenda Setting**

The Executive Committee shall set the agenda for each Council meeting.

If called by the majority of the Board, the agenda shall be set at a Brown Act Compliant public meeting.

### **Section 3: Notifications/Postings**

The Neighborhood Council shall comply with the Ralph M. Brown Act and Department requirements for posting notices, including the Neighborhood Council Agenda Posting Policy approved by the Board of Neighborhood Commissioners. 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.

### **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 finding 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**

Instead of an election, a Town Hall selection process will be conducted every two (2) years 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 or selection.

## **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 selection cycle.

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

A. Outreach for Candidates – The Board shall actively conduct outreach for candidates throughout the NSNC community during the candidate application period. No less than sixty (60) days prior to the election, the Board shall post a flyer soliciting candidates for the NSNC Board of Directors at a minimum of five (5) public locations within the NSNC boundaries. The flyer shall state the number and type of Board seats available, the candidate requirements, the application process, the deadline for applications, the election process, and contact information for questions and/or to obtain a Candidate Application.

B. Candidate Application Process – If necessary, the Board may develop a Candidate Application, which, at a minimum, shall require the applicant to state his or her name, address, age, contact information, the Board position sought, an affirmation of basic Board member requirements, and a brief candidate

statement. The application also shall state how to return the Application and the Application deadline and note that the information on the Application is a matter of public record. The Board shall appoint one or more of its members to receive the Applications. These members shall call or send a written acknowledgement via email to each candidate within one (1) day after receiving his or her Application. This acknowledgment shall include the date, time and location of the election, general candidate outreach information and other procedural information that may be helpful to the candidate. The Board shall provide the same information and shall provide the same filing period to all candidates.

C. Election Outreach - Information about the election process and the candidates shall be posted at least twenty (20) days in advance of the election both on the NSNC web site and at a minimum of five (5) public locations within the NCSC boundaries. The Board and the candidates also shall actively conduct outreach throughout the NSNC boundaries to encourage Stakeholders to participate in the election.

D. Vacancies – Any Board seats remaining unfilled at the end of the election process shall be filled in accordance with the vacancy clause set forth herein. If the elected members of the Board do not comprise a quorum of the Board, the elected Board members shall follow the loss of quorum policy enacted by the Board of Neighborhood Commissioners.

## **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 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 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. Board members are not permitted to file a grievance against another Board member or against the NSNC, except as permitted under the City's grievance policy. The Neighborhood Council grievance review process will be conducted pursuant to any and all City ordinances, policies and procedures pertaining to Neighborhood Council grievances.

**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 a Neighborhood Council Representative who shall present an opening argument (not to exceed 10 minutes) and a rebuttal (not to exceed 5 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 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 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 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 and/or the Commission. Once approved, any changes in the Bylaws shall become effective immediately. Boundaries changes or Board structure changes will require the Board of Neighborhood Commissioners' approval.
- 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.

Any approved Board changes to the bylaws must be submitted to the Department of Neighborhood Empowerment (Department) for final approval before becoming effective.

## **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 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 pursuant to Commission and City regulations.

### **Section 2: Training**

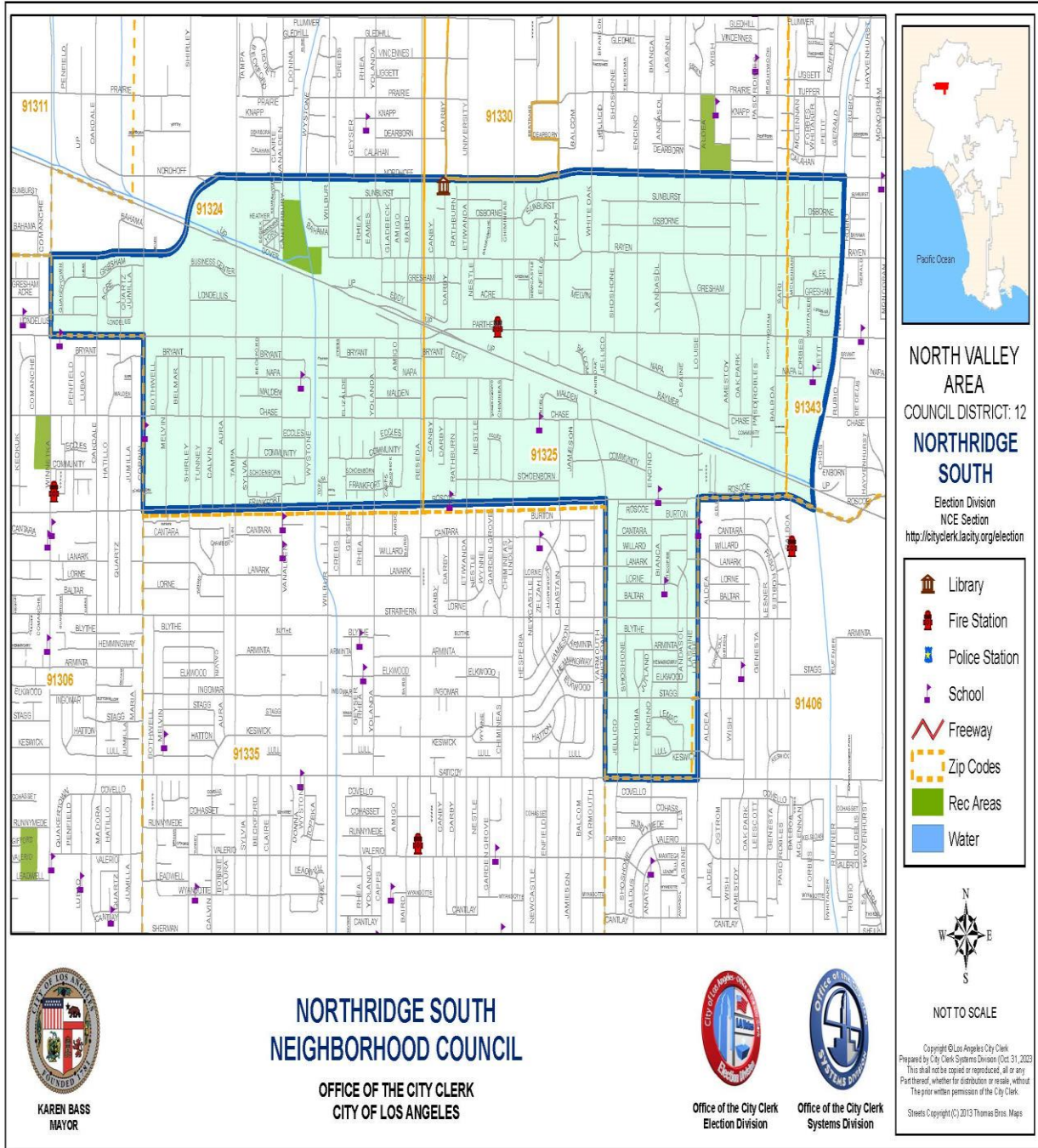
Neighborhood Council Board Members, whether elected, selected or appointed, are required to complete Ethics, Funding, Code of Conduct, Anti-Bias, Gender Expression, and Gender Identity to vote on all funding and non-funding matters before the agenda. Training courses available to Board Members are created to ensure success during their period of service. All Board Members shall complete mandatory training courses as prescribed by the City Council, the Commission, the Office of the City Clerk, Funding Division, and the Department.

Board members not completing mandatory training courses provided by the City within 45 days of being seated or after expiration of the training, shall lose their Council voting rights on all items before the board.

### **Section 3: Self Assessment**

The Council may conduct a regular self-assessment to determine whether it has achieved its goals and objectives.

# ATTACHMENT A



## ATTACHMENT B

**Elected:** Board members elected by stakeholders.

**Appointed:** Appointed by members of the Board.

**Selected:** Applicable for Neighborhood Council choosing the Selection versus Election method for filling board seats.

| BOARD POSITION                                     | NUMBER OF SEATS | ELECTED, APPOINTED or SELECTED? | ELIGIBILITY TO RUN FOR THE SEAT   | ELIGIBILITY TO VOTE FOR THE SEAT |
|--|-----------------|---------------------------------|---|----------------------------------|
| <b>Residential Stakeholder</b><br>Term: 2 Years    | 6               | Selected                        | Stakeholders whose primary place of residence (owned or rented) is located within the NSNC boundaries and who are 18 years of age or older.   | Stakeholders 16 years and older. |
| <b>Business Stakeholder</b><br>Term: 2 Years       | 2               | Selected                        | Stakeholders who work or own a business or business property within the NSNC boundaries and who are 18 years of age or older.   | Stakeholders 16 years and older. |
| <b>Organizational Stakeholder</b><br>Term: 2 Years | 2               | Selected                        | Stakeholders who participates in a religious institution, educational institution, community organization, non-profit organization, neighborhood association, school/parent group, faith based group, senior group, youth group, arts association, service organization, boys or girls club, cultural group, or environmental group within the NSNC boundaries and who are 18 years or older. | Stakeholders 16 years and older. |

|   |   |          |   |                                  |
|---|---|----------|---|----------------------------------|
| <b>Youth Representative<br/>Term: 2 Years</b> | 1 | Selected | Open to Stakeholders between the ages of fourteen (14) and seventeen (17) on the day of the election or selection who lives, works or attends school within the boundaries of NSNC. | Stakeholders 14 years and older. |
| <b>Senior Stakeholder<br/>Term: 2 Years</b>   | 1 | Selected | Stakeholders who are 65 years of age or older who lives, works or owns property within the boundaries of NSNC.  | Stakeholders 16 years and older. |
| <b>At Large Stakeholder<br/>Term: 2 Years</b> | 3 | Selected | Stakeholders 18 years and older.  | Stakeholders 16 years and older. |