

# NORTHRIDGE WEST NEIGHBORHOOD COUNCIL

## BYLAWS

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## ARTICLE I NAME

The name of this Neighborhood Council shall be the Northridge West Neighborhood Council (“NWNC”).

## ARTICLE II PURPOSE

**Principles of Governance** - The purpose of the NWNC 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 NWNC is:

1. To provide an inclusive and open forum for public discussion of community issues, and to advise the City on issues concerning City governance, the needs of this neighborhood, the delivery of City services, and on matters of a citywide nature, as they relate to the Stakeholders of the NWNC;
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 Community Stakeholders on issues of concern to the community and/or the Stakeholders.

B. The **POLICY** of the NWNC 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 NWNC;
2. To remain non-partisan with respect to political party affiliation and inclusive in our operations including, but not limited to, the process of electing or selecting the Board of Directors, Officers, and committee members, as hereinafter set forth;
3. To utilize the Early Notification System (ENS) to inform the Council and Community 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 Community 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 NWNC covers a 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 – southern side of the 118 Freeway;
- B. East – western side of Reseda Boulevard;
- C. South – northern side of Nordhoff Street and Nordhoff Way; and
- D. West – eastern side of Corbin Avenue.

Shares Fire Station 70, 9861 Reseda Blvd, Northridge, CA 91324, and Northridge Recreation Center area with Northridge East Neighborhood Council.

The boundaries of NWNC are set forth on Attachment A - Map of the Northridge West Neighborhood Council.

**Section 2: Internal Boundaries** - Not applicable.

### ARTICLE IV STAKEHOLDER

Neighborhood Council membership is open to all Stakeholders. "Stakeholders" shall be defined as those who live, work or own real property in the neighborhood and also to those who declare a stake in the neighborhood as a community interest stakeholder, defined as a person who affirms a substantial and ongoing participation within the Neighborhood Council's boundaries and who may be in a community organization such as, but not limited to, educational, non-profit and/or religious organizations.

### ARTICLE V GOVERNING BOARD

The Board of Directors ("the Board") shall be the Governing Body of the NWNC 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 thirteen (13) Stakeholders elected, selected or appointed by the Board and/or Community Stakeholders. The composition of the Board shall be as follows:

A. **AT-LARGE:** Eleven (11) board Members shall be elected "at-large", must qualify as those who live, work or own property within the confines of the NWNC.

B. **COMMUNITY INTEREST STAKEHOLDER:** Two (2) Stakeholders who is at least eighteen (18) years of age or older at the time of the election and who lives, works, owns property or claims a substantial and ongoing stake within boundaries of the Northridge West Neighborhood Council"

C. All Board Members shall be at least eighteen (18) years of age.

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

**Section 2: Quorum** - The quorum shall be seven (7) members of the Board. No floating quorums are allowed.

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

**Section 4: Terms and Term Limits** – Board members shall serve a four (4) year staggered term commencing after being seated. There no term limits.

Five (5) At-Large seats, and one (1) Open At-Large seat to be up for election in 2018 and six (6) At-Large seats and one (1) Open At-Large seat in 2020; and alternating each election period.

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

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

A. President Fills Vacancies with Board Approval

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.

B. In no event shall a vacant seat be filled where a general election is scheduled to occur within sixty (60) days of the date that a written application is presented to the Board.

**Section 7: Absences** - Any Board Member who misses three (3) regularly scheduled consecutive Neighborhood Council Governing Board Meetings or, optionally, four (4) total Governing Board Meetings during any twelve (12) month period shall be automatically removed from the Board. 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 Board of Northridge West Neighborhood Council scheduled and noticed as per the Brown Act shall constitute a meeting for the purpose of determining Board Member attendance. However, committee meetings jointly noticed as board of Northridge West Neighborhood Council meetings where the purpose is to have a committee meeting shall not count as board meetings for the purpose of this section. Regular meetings are those regularly scheduled meeting of the board as set forth in the Bylaws or Standing Rules.

Any Executive Committee Member who misses three (3) regularly scheduled consecutive Neighborhood Council Executive Committee Meetings or, optionally, four (4) total Governing Board Meetings during any twelve (12) month period shall be automatically removed from the Executive Committee and be removed from their Executive Committee Office. Each Executive Committee Member absence shall be recorded in the Committee Meeting Minutes or other manner of Council record keeping, and that, upon missing the required number of Executive Committee Meetings for removal, the Council Presiding Officer shall notify the Executive Committee Member and provide notice to that Executive Committee Member that their office has been declared vacant. 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 attendance.

**Section 8: Censure** - The Council can take action to publically reprimand a Board member for actions conducted in the course of Council business by censuring the Board member at a Council Board meeting. Censures shall be placed on the agenda for discussion and action by vote. The Board shall consult with the Office of the City Attorney throughout any Censure process.

**Section 9: Removal of Governing Board Members** - The Council shall consult with the Office of the City Attorney throughout any Board removal process. Board Members may be removed in the following ways:

- A. **Petition by Stakeholders** - A Board Member may be removed from office by the submission of a written petition to the Secretary, for a violation of these bylaws which includes: i) the identity of the Board member to be removed, ii) a description, in detail, of the reason for removal, and iii) the valid signatures of the greater of ten percent (10%) of the total number of ballots in the last council election or not less than fifty (50) stakeholders.
1. Upon receipt of a written petition for removal, the Secretary shall cause the matter to be placed on the agenda for a vote of the Board at the next regular Council meeting.
  2. Removal of the identified Board Member requires a two-thirds (2/3) majority of the attending Board Members.
  3. The Board Member who is the subject of the removal action shall have the right to deliver to Board Members a written statement about the matter and/or to speak at the Board Meeting prior to the vote, but shall not be counted as part of the quorum, nor allowed to vote on the matter.
- B. **Petition by Board** - A Board Member may be removed from the Board for good cause, including, but not limited to, disruptive conduct; interfering with Council business; violations of the Bylaws, Operating Procedures or Code of Conduct following a Board Member's submission to the Board of a petition which includes: i) the identity of the Board Member to be removed, ii) states the reason for removal by identifying the violation of the bylaws or procedures and specifies the conduct of the person, and iii) contains the signatures of at least three (3) Board Members.
1. The petition shall be delivered simultaneously to all Board Members and the matter placed on the agenda and scheduled for a vote at the next regular Board Meeting.
  2. Removal of the identified Board Member requires a two-thirds (2/3) majority of the attending Board Members.
  3. The Board Member who is the subject of the removal action shall have the right to deliver to Board Members a written statement about the matter and/or to speak at the Board Meeting prior to the vote, but shall not be counted as part of the quorum, nor allowed to vote on the matter.
  4. The Board Member being removed must first have been censured by the Board once for the same action before a Petition by the Board for removal shall be considered by the Council.

If the vote for removal is affirmative, the position shall be deemed vacant and filled via the Council's vacancy clause.

**Section 10: Resignation** – A Board Member may resign from the Council and the position shall then be deemed vacant. Any Member of the Board who ceases to be a Stakeholder is required to submit his or her resignation to the Board for discussion and action at a Board Meeting. Removal of the Board Member requires a majority of the attending Board Members.

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

The Council shall have a standing Outreach Committee, chaired by the Vice-President (VP) of Outreach which will report its activities and recommendations to the Board monthly at the regular Council Meeting.

The Council shall maintain a web site presence to disseminate information to Council Stakeholders and others interested in the Council. The Vice-President (VP) of Outreach will be responsible for working with the Webmaster in conjunction with the President.

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, Vice-President for Administration, and Vice-President of Outreach and Communications.

**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. **PRESIDENT:** The President shall preside at all meetings and direct all activities of the NWNC; chair Executive Committee meetings; represent the interests of the NWNC before the City Council and City Departments, boards and commissions, or delegate such representation as warranted; serve as a spokesperson for the NWNC in the press and before other neighborhood councils and/or the public; and appoint Committee chairs as necessary subject to confirmation by a majority vote of the Board.
- B. **VICE-PRESIDENT FOR ADMINISTRATION:** shall serve in place of the President in that persons absence and be responsible for the operational, administrative, and logistical needs of the council. Other specific duties may be determined by the board.
- C. **VICE-PRESIDENT FOR OUTREACH AND COMMUNICATION:** This individual shall coordinate the NWNC's external communications and outreach activities. Other specific duties may be determined by the Board.
- D. **SECRETARY:** The Secretary shall keep minutes of all Board meetings. An Alternate Secretary may be appointed by the Board to serve in the absence of the Secretary as needed. Unless the person serving as Alternate Secretary is already a Board member, he or she shall not have any of the rights of a Board member, including the right to vote on matters before the Board.
- E. **TREASURER:** The Treasurer shall maintain the records of the Council's finances and books of accounts and perform other duties in accordance with the Council's Financial Management Plan and the Department’s policies and procedures.

**Section 3: Selection of Officers** - Officer Positions shall be filled annually, at the first official Board meeting following their election or selection in Board election years, and at July meeting of the Board in non-election years. The election of the executive committee will be facilitated by the Department of Neighborhood Empowerment or their designated representatives.

**Section 4: Officer Terms** - The Officers shall serve one (1) year terms, or until the new board is seated 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.

**Section 1: Standing Committees** – The Standing Committees of the NWNC are: The Executive Committee, Budget and Finance Committee, Community Outreach Committee, Beautification Committee, Planning/Land/Zoning Use Committee, Elections Committee, Education Committee, Public Safety Committee and Bylaws Committee.

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

### **Section 3: Committee Creation and Authorization**

**A. Committee Authority** – All committee recommendations shall be brought back to the full Board for discussion and action.

**B. Committee Structure** – With the exception of the Executive Committee, Committee members shall be appointed by the President and ratified by the Board. Standing Committees shall be comprised of at least two (2) Board members and may include any interested Stakeholders. Ad Hoc Committees shall be comprised of three (3) or less Board members and may include any interested Stakeholders.

**C. Committee Appointment** – All Committee Chairs shall be appointed by the President and confirmed by the Board. Only those Committee members who are Board members are eligible to serve as Chairman 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.

**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 NWNC boundaries at a location, date and time set by the Board. A calendar of regular meetings shall be established by the Board at its first regular meeting of each calendar year.



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

**Section 2: Agenda Setting** – The Executive Committee shall set the agenda for each General Board meeting. If the Executive Committee does not meet, the President shall set the meeting agenda within one hundred twenty (120) hours before the upcoming General Board meeting.

**Section 3: Notifications/Postings** – Notice of a regular meeting shall be a minimum of three (3) days (72 hours) in advance of the meeting and at least one (1) day (24 hours) in advance of a special meeting. At a minimum, notice shall be posted at the Council's one (1) Public Notice Locations specified on the Posting Location Form filed with the Department, on its website (if applicable) and emailed out to Stakeholders if the Council maintains such a database. Regular and special meeting agendas shall also be emailed to the Department.

**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 NWNC website, if available.
- D. Each month, the Treasurer shall provide to the Board detailed reports of the NWNC's accounts.
- E. At least once each quarter, the President and at least one (1) other individual other than the Treasurer, who is designated by the Board, shall examine the NWNC's accounts and attest to their accuracy before submitting the documentation to the Department for further review.
- F. The Council will not enter into any contracts or agreements except through the Department.

#### **ARTICLE X ELECTIONS**

**Section 1: Administration of Election** – The NWNC'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** – All Stakeholders aged sixteen (16) years old and above shall be entitled to vote in the NWNC's elections.

**Section 4: Method of Verifying Stakeholder Status** – Voters will verify their Stakeholder status by providing acceptable documentation.

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

**Section 6: Other Election Related Language** – Not Applicable.

## **ARTICLE XI GRIEVANCE PROCESS**

- A. Any grievance by a Stakeholder must be submitted in writing to the Secretary. Within ten (10) days of receipt, the Secretary will refer the grievance to a grievance panel comprised of five (5) Stakeholders who are randomly selected by the President from a list of Stakeholders who have expressed an interest in serving from time-to-time on such a grievance panel. Within ten (10) days of the referral, the Secretary will coordinate a time and place for the panel to meet with the person(s) submitting the grievance to discuss the basis for the grievance and the desired outcome.
- B. Within thirty (30) days of the panel meeting with the person(s) submitting the grievance, the panel members will conduct any investigation necessary in order to reach agreement on the panel's recommendation to the Board. A report will be written and forwarded to the Secretary outlining the panel's collective recommendations for resolving the grievance. This item shall then be placed on
- C. The agenda for discussion at the next Board meeting. The Board may receive a copy of the panel's report and recommendations prior to the meeting, but the matter will not be discussed among Board members until the matter is heard by the existing and present Board at a meeting, pursuant to the Brown Act.
- D. This formal grievance process is not intended to apply to Stakeholders who simply disagree with an Official Action taken by the Board. Those grievances can be aired at Board meetings. This grievance process is intended to address matters involving procedural disputes, e.g., the Board's failure to comply with its rules or these Bylaws. The Neighborhood Council grievance review process will be conducted pursuant to any and all City ordinances, policies and procedures pertaining to Neighborhood Council grievances.
- E. In the event that a grievance cannot be resolved through this grievance process, the matter may be referred to the Department for consideration or dispute resolution in accordance with the Plan.
- F. The Council will not enter into any contracts or agreements except through the Department.

## **ARTICLE XII PARLIAMENTARY AUTHORITY**

The Council shall use Rosenberg's Rules of Order current addition as published by the League of California Cities when conducting Council Meetings. If Rosenberg's Rules of Order are silent on an issue, the Council shall refer to Robert's Rules of Order.

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

## **ARTICLE XIII AMENDMENTS**

- A. A NWNC Member or a Stakeholder may propose amendments to these Bylaws during the public comment period of a NWNC meeting.
- B. A proposal to amend these Bylaws must then be formalized in writing and submitted by the Board member or Stakeholder making the request, to the NWNC Executive Board and then put on agenda for the next NWNC regular meeting or special meeting.
- C. An amendment to these Bylaws requires two-thirds (2/3) vote of the NWNC Board members present at a duly noticed general or special meeting. All changes shall then be forwarded to the Department for review and approval.
- D. Amendments shall not be valid, final or effective until approved by the Department. Once approved, any changes in the Bylaws shall become effective immediately.

## ARTICLE XIV COMPLIANCE

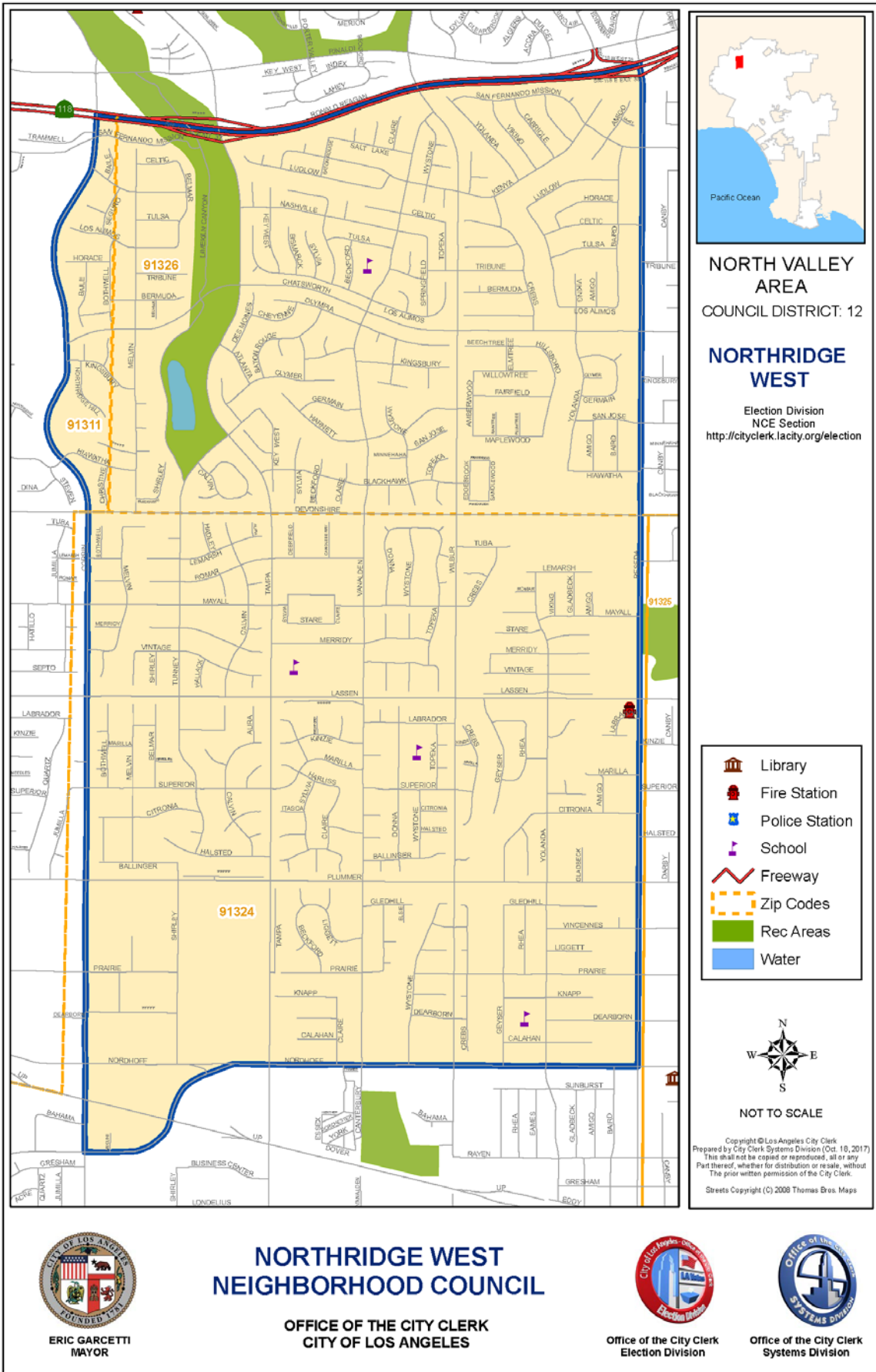
The NWNC, its representatives, and all Community Stakeholders shall comply with these Bylaws and with any additional Standing Rules or Procedures as may be adopted by the Board as well as all local, county, state and federal laws, including, without limitation, the Plan, the City Code of Conduct, the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

**Section 1: Code of Civility** – The NWNC, its representatives, and all Community Stakeholders shall conduct all NWNC 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** – All Board members shall take training in the fundamentals of Neighborhood Councils, including, but not limited to, ethics, funding, workplace violence and sexual harassment trainings provided by the City within sixty (60) days of being seated, or they will lose their Board voting rights. All board members must take ethics and funding training prior to making motions and voting on funding related matters.

**Section 3: Self-Assessment** – Every year, the NWNC shall conduct a self-assessment pursuant to Article VI, Section 1 of the Plan.

# ATTACHMENT A - Map of Northridge West Neighborhood Council



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

**Northridge West Neighborhood Council – 13 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>
Community Interest Stakeholder Term: 4 Years	2	Elected	Any Stakeholder who is at least eighteen (18) years of age or older at the time of the election and who lives, works, owns property or claims a substantial and ongoing stake within boundaries of the Northridge West Neighborhood Council.	Any Stakeholder who is at least sixteen (16) years of age at the time of the election who affirms a substantial and ongoing participation within the neighborhood council's boundaries and who may be in a community organization such as, but not limited to, educational, non-profit and/or religious organizations
At-Large Representative Term: 4 Years	11	Elected	Any Stakeholder who is at least eighteen (18) years of age at the time of the election living, working or owning property within NWNC Boundaries.	Any Stakeholder who is at least sixteen (16) years of age at the time of the election living, working or owning property within the NWNC boundaries.

End of NWNC Bylaws for  
2018