

# Olympic Park Neighborhood Council Bylaws

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## **ARTICLE I - NAME**

Upon certification, the name of the neighborhood council shall be the Olympic Park Neighborhood Council (OPNC), an official advisory council that is hereby a part of the Los Angeles Citywide System of Neighborhood Councils.

## **ARTICLE II - PURPOSE**

The purpose of the Olympic Park Neighborhood Council (OPNC) shall be as follows:

### **Section 1 Principles of Governance**

The purpose of the Council is to participate as a body per City Charter 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.

### **Section 2 The MISSION of the Council is:**

- A. 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;
- B. To advise the City on issues of interest to the Council, including City governance, the needs of the Council and its representative areas, the delivery of City services to the Council area, and other matters of a City-wide nature;
- C. To initiate, execute and support projects for the physical, social and cultural improvement of the Council area; and
- D. To facilitate communication between the City and Community Stakeholders on issues of concern to the community and/or the Stakeholders

### **Section 3 The POLICY of the Council is:**

- A. To respect the diversity, dignity, and expression of views of all individuals, groups, and organizations within the community and/or involved in the Council;
- B. 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;
- C. To utilize the Early Notification System (ENS) and other appropriate means 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;
- D. To encourage all Community Stakeholders to participate in activities of the Council;

- E. 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
- F. To have fair, open, and transparent procedures for the conduct of all Council business

**ARTICLE III - NEIGHBORHOOD COUNCIL BOUNDARY AREA**

The Olympic Park Neighborhood Council includes a geographic area that has a minimum of 20,000 residents.

**Section 1      The boundaries are described as follows:**

From the intersection of South La Brea Avenue and W Olympic Boulevard, east on W Olympic Boulevard until S Western Avenue, south on S Western Avenue until W 11<sup>th</sup> St. East on W 11<sup>th</sup> St until Normandie Avenue. South on Normandie Avenue until Pico Boulevard. West on Pico Boulevard until S Highland Avenue. South on S Highland Avenue, including both sides of the street (including Los Angeles Unified Sch District and Los Angeles Police Department Wilshire Community Police Station) until Venice Boulevard. West On Venice Boulevard until S La Brea Avenue. North on S La Brea Avenue until W Olympic Boulevard.

Shared Assets with Mid-City Neighborhood Council:

- Los Angeles Unified School District (1406 S Highland Avenue) and Los Angeles Police Department Wilshire Community Police Station (4861 Venice Boulevard)

**Section 2      Internal Boundaries**

See Article V Section 1(A)

**ARTICLE IV - STAKEHOLDERS**

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

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

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

Commerce, houses of worship or other faith-based organizations, educational institutions, or non-profit organizations.

[The definition of “Stakeholder” and its related terms are defined by City Ordinance and cannot be changed without City Council action. See Los Angeles Administrative Code Section 22.801.1]

## **ARTICLE V - GOVERNING BOARD**

The Board of Directors (“the Board”) shall be the Governing Body of the Council within the meaning of that term as set forth in the Plan for a Citywide System of Neighborhood Councils (“Plan”).

### **Section 1      Composition**

The Board shall consist of nineteen (19) Stakeholders elected, selected or appointed by the Board and/or Community Stakeholders. If less than eighteen (18) years of age, a Board member shall be precluded from voting on matters regarding the expenditure of funds, contracts, or recommendations to enter into contracts.

A. Nineteen (19) At-large Area Representative Positions will be divided such that 9 seats represent the population in the eastern portion of the Neighborhood Council District, and 9 seats represent the population in the western portion, with the stipulation that both area populations are to be equal. At this time Crenshaw Boulevard is set as the midpoint of the Council boundaries when determining east/west service areas for the Representative seats. And one (1) Student At-Large Representative Position will be reserved on behalf of any portion of the entire Neighborhood Council District.

1. Nine (9) At-large Area Representative Seats on behalf of the eastern portion of the Neighborhood Council District (east of Crenshaw Boulevard) with a minimum age of eighteen (18).
2. Nine (9) At-large Area Representative Seats on behalf of the western portion of the Neighborhood Council District (west of Crenshaw Boulevard) with a minimum age of eighteen (18).
3. One (1) Student At-Large Representative 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.

B. Any Board member under the age of 18 shall not participate in decision-making votes related to entering into contracts or expenditures of OPNC. In these instances, any Board member under the age of 18 will abstain from voting.

C. In the interest of representing the full diversity of OPNC neighborhoods, 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”).

## **Section 2 Quorum**

The quorum shall be ten (10) members of the Board.

## **Section 3 Official Actions**

A simple majority of the votes cast by the Board present and voting at a meeting, not including abstentions, at which there is a quorum shall be required to take official action, unless specified otherwise in these Bylaws. Proxy voting is not allowed.

- A. Abstentions and recusals are failures to vote and are not counted in the vote total. Therefore, a simple majority of Board Members present and voting shall represent action of a total “Board Count”.
- B. In the event of a recusal, the Board member must leave the room before discussion and vote on the item, even if this would result in loss of quorum.

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

Board members shall serve a two (2) year term limit commencing after being seated. There are no term limits- All board seats shall be up for election every two years, coinciding with Department of City Clerk and Department of Neighborhood Empowerment sponsored elections.

## **Section 5 Duties and Powers**

- A. The primary duties of the Board shall be to govern the Council and to carry out its objectives.
- B. 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, appoint official representatives to other public bodies with the authority to present 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. Stakeholders will be publicly notified that the Board has a vacancy to be filled in a specific category. Any Stakeholder interested in filling a vacancy shall transmit a written or electronic message to the board at least five (5) days in advance of a scheduled Board meeting.

- B. The Board shall cause the matter to be placed on the agenda for the next regular meeting of the Board.
- C. Seats are filled by simple majority vote by the Board members present. In the event that more than two (2) candidates stand for a seat, chair or office:
  - 1. If no candidate wins a majority of votes cast in the first round, only the two (2) candidates with the most votes proceed to a second round of voting.
  - 2. Assuming that any potential ethical conflicts are resolved, all Board members are free to vote for either of the two (2) candidates in the second round, even if they have abstained or recused themselves in the first round, or if it means voting for a different candidate.
  - 3. A coin toss will be used to resolve a tie in either round.
- 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 elected seat be filled where a general election is scheduled to occur within sixty (60) days before and sixty (60) days after the date that a written application is submitted to the Board.

## **Section 7      Absences**

- A. Any Board member who misses three (3) consecutive regularly-scheduled Neighborhood Council Governing Board Meetings or five (5) total Governing Board Meetings during any twelve (12) month period shall be removed from the Board. Any regular meeting of the Neighborhood Council Governing Board scheduled and noticed as per the Brown Act, shall constitute a meeting for the purpose of determining Board member attendance. The Board shall consult with the Office of the City Attorney throughout any possible Board member removal process.
- B. 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, the Council Secretary shall notify the Board member and provide notice to the community that the seat has been declared vacant. Former Board members may reapply for any open seat for which they qualify.
- C. Board members may request a leave of absence of up to six (6) months, subject to approval by the full Board. A Board member may not exceed six (6) months of total leave per elected or appointed term. The Board may, at its discretion, appoint an interim replacement for the length of the leave. During an approved leave of absence, the Board member shall be excused from the attendance requirements outlined above.

## **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 in writing and must be delivered to the Executive Assistant of the Commission or, in the absence of an Executive Assistant, to the President of the Commission within thirty (30) days of the date of the action by the Neighborhood Council to remove the Board member.
  - b. The request must state the basis for the review. The request shall not cite or present any evidence not considered by the Neighborhood Council but must address only procedural deficiencies.
  - c. If the Commission determines the request for review raises sufficient questions regarding procedural deficiencies and agrees to hear the review, it will be placed on the agenda of a regular or special meeting of the Commission within sixty (60) days of receipt of the request for review.
  - d. At the review, the Commission will determine if the facts as presented support the removal motion and if the procedures set out in this policy were correctly applied.
  - e. If the Commission determines that there were either factual or procedural deficiencies, the Commission may either reinstate the Board member or return the matter to the Neighborhood Council for further consideration.
  - f. If the Commission returns the matter for further consideration and the Neighborhood Council does not act within sixty (60) days of the Commission's decision the Board member will be considered reinstated.
  - g. During the period of appeal the Board member shall not be counted as part of the Board for any quorum and shall not participate in any Board actions.
  - h. If the matter is returned to the Neighborhood Council for further consideration the Board member shall not be counted as part of the Board for any quorum and shall not participate in any Board actions until the Board takes action as requested by the

Commission or until the expiration of the sixty (60) day time period.

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

## **Section 10 Resignation**

A Board member may resign from the Council by submitting a signed letter of resignation to the Board, and the position shall then be deemed vacant. Any member of the Board who ceases to be a Stakeholder is also required to submit his or her resignation to the Board.

## **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. A community meeting or town hall in which government leaders and representatives speak to stakeholders may be held at a minimum of once per year with at least a fourteen (14) day notice.

# **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. President**

1. Acts as the chief executive of the Council and presides at all Council meetings. Sets agenda for each NC Board meeting and ensures timely posting.
2. Chair of the Executive Committee, setting agenda and ensuring timely posting.

### **B. Vice President**

1. Serves in place of the President if the President is unable to serve

2. Assists the President as requested in carrying out the President's responsibilities
3. Serves as chair of the Bylaws Committee and acts as Parliamentarian during Board meetings, assists the President by providing an opinion on interpretations of the Bylaws and rules of order.

### **C. Treasurer**

1. Serves in place of the President if the President and Vice-President are unable to serve
2. Maintains the records of the Council's finances and books of accounts and perform other duties in accordance with the Department's policies and procedures.
3. As chair of the Finance Committee, ensures an annual budget is prepared and approved by the OPNC NC Board.
4. Ensures all debts incurred by the OPNC NC Board, according to its bylaws and policies and procedures of the Department, are paid in a timely manner.
5. Ensure a written report of each month's financial transactions (Monthly Expenditure Report – MER), including commitments and expenditures by budget allocation, and balance, is prepared in a timely manner, provided to all Board members in draft at least three (3) days (72 hours) in advance of the subsequent Board meeting, and finalized and posted within three (3) days (72 hours) after that subsequent Board meeting.

### **D. Secretary**

1. Serves in place of the President if the President, Vice-President and Treasurer are unable to serve
2. Responsible for accurate minutes of all Board meetings, ensuring that they are written up in a timely manner, provided to all Board members in draft at least three (3) days (72 hours) in advance of the subsequent Board meeting, and finalized and posted within three (3) days (72 hours) after that subsequent Board meeting. Collaborates with Committee Chairs to create a monthly report of Board member attendance at all Council meetings
3. Responsible for coordinating the filling of Board vacancies and Board member removals
4. Responsible for accepting grievance notifications, choosing and coordinating a grievance panel and the presentation of the grievance report to the Board.

5. Serves as chair of the Board Development Committee, responsible for Board recruitment efforts, training, and the coordination of Board elections/selections

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

Elections for all executive officers, committee chairs, and other Board appointed NC representative liaison positions, shall be held no later than the second official General Board meeting following a public Board election or selection. Officers, chairs and liaisons are appointed by simple majority vote by the Board members present. They serve at the pleasure of the Board and may be removed in the same manner in which they were appointed. In the event of an officer, chair or liaison vacancy, the remaining portion of the term shall be filled by simple majority vote of the Board members present.

### **Section 4 Officer Terms**

All executive officer, committee chair and other Board-appointed NC representative liaison positions shall hold office for a term of two (2) years, and if necessary, on a pro-rated basis until their successors are appointed. There are no term limits. Executive officer terms begin after the meeting at which they are appointed.

## **ARTICLE VII - COMMITTEES and THEIR DUTIES**

All Standing and Ad Hoc Committees shall be established by the Board and included in the Board's standing rules. Suggestions for committees may come from Stakeholders or from members of the Board, and all such suggestions shall be voted upon by the Board. All Committees must be run in compliance with the Council rules referenced in Article XIV.

### **Section 1 Standing Committees**

Standing Committees address topics of continuing interest of the Board. They define goals, issues, and concerns for the Board, investigate possible activities to help further those goals, select appropriate actions and propose those actions to the Board for approval and funding, and implement any official action the Board approves.

### **Section 2 Ad Hoc Committees**

The Board may create Ad Hoc Committees as needed to deal with temporary issues. Ad Hoc Committees are advisory only, and must have a defined purpose and time frame to accomplish that purpose.

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

#### **A. Committee Authority**

All committee recommendations shall be brought back to the full Board for discussion and action. Committees shall not represent an official Board position without prior Board approval.

**B. Committee Structure**

Only confirmed Committee members shall be eligible to vote within the Committee.

1. Standing Committees shall be comprised of at least two (2) Board members and may include any interested Stakeholders. The Executive Committee, however, shall be comprised solely of the four Executive members.
2. Ad Hoc Committees shall be comprised solely of five (5) or less Board members and may not include Stakeholders as voting members.

**C. Committee Appointment**

1. During a meeting of the Board, without objection from a member of Board, the presiding officer of the Board may appoint a Board member to be a member of a standing or ad-hoc committee or stakeholder to be a voting member of a standing committee. If a Board member raises an objection to the appointment, then the appointment must be confirmed by a simple majority of Board members present. Stakeholders may also become voting members of a Standing Committee, subject to confirmation by the Committee itself.
2. With the exception of the Executive, Finance, and Bylaws Committees, all Committee Chairs shall be appointed at a board meeting by the presiding officer without confirmation, unless an objection is raised by a member of that committee, in which case the appointment must be confirmed by a simple majority of Board members present.

**D. Committee Meetings**

Committee meetings shall be held as needed. Standing committee meetings are subject to and shall be conducted in accordance with the dictates of the Brown Act, Neighborhood Council Agenda Posting Policy, and these Bylaws. Minutes shall be taken at every Standing committee meeting.

**E. Changes to Committees**

The Board may establish, disband or make changes as needed to any Standing or Ad Hoc committee by a simple majority of Board members present. Any such action by the Board shall be noted in the Council meeting minutes and reflected in the standing rules.

**F. Removal of Committee Chairs**

Committee Chairs serve at the pleasure of the Board and may be removed in the same manner in which they were appointed.

**ARTICLE VIII - MEETING**

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, 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 general Council meetings shall be established by the Board at its first regular meeting of each calendar year.

- A. Regular Meetings.** General 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.
- C. Meeting Schedule.** The Board will make a good-faith effort to avoid scheduling general Council meetings at times when a significant portion of its Stakeholders would not be able to participate. Should unavoidable known meeting conflicts arise, the Board will explain why the meeting was scheduled for that date and time within the meeting agenda.

## **Section 2 Agenda Setting**

The President shall set the agenda for each general Regular Council meeting.

## **Section 3 Notifications/Postings**

- A.** 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, in accordance with the Ralph M. Brown Act and the Neighborhood Council Agenda Posting Policy.

## **Section 4 Reconsideration**

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

- A.** Before the Board reconsiders any matter, the Board must approve a Motion for Reconsideration. The Motion for Reconsideration must be approved by official action of the Board. After determining that an action should be reconsidered, the Board has the authority to re-hear, continue, or take action on the item that is the subject of reconsideration within any limitations that are stated in the Motion for Reconsideration.
- B.** The Motion for Reconsideration must be brought, and the Board's approval of a Motion for Reconsideration must occur, either during the same meeting where the Board initially acted or during the Board's next regularly scheduled meeting that follows the meeting where the action subject to 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. 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 (Monthly Expenditure Report – MER). This written report must be made available to Board members and Stakeholders a minimum of three (3) days (72 hours) in advance of the meeting.
- E. At least once each quarter, the President and at least one (1) other individual other than the Treasurer, who is designated by the Board, shall examine the Council's accounts and attest to their accuracy before submitting the documentation to the Department for further review.

## 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-2. The OPNC board elected to maintain the current board voting structure:

#### A. Online, Telephone, and U.S. Mail Voting

As of the 2016 election cycle, OPNC elected to add “online, telephone, and by US mail” voting options for its constituents. OPNC will adopt the Commission’s standard requirement process voting options, including verifying its voters via quote “*self-affirmation*”.

1. Online voting: OPNC elected “*self-affirmation*” voter verification
2. U.S. Mail Voting: OPNC elected voting by-mail.

### Section 3 Minimum Voting Age

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

### Section 4 Method of Verifying Stakeholder Status

Voters will verify their Stakeholder status through written self-affirmation. Stakeholder status may also be established by means of declaring a stake (or interest) in the neighborhood and providing the facts to support that declaration.

### 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. All board members should take office as of July 1st of the elected year. Neighborhood Council candidates are required to view a 5-10 minute video training (produced by the City) about the neighborhood Council System and their responsibility as a candidate during the election process prior to the completion of their registration form.

### Section 6 Other Election Related Language.

In the event that the City Clerk or other entity designated by the City is unable to conduct a duly scheduled election, per Article III, Section 2 of the Plan, the Neighborhood Council may adopt an alternate selection process. A selection differs from an election in that individual votes must be

made public, e.g., via signed ballots or a public show of hands. The selection process must preserve the goals and objectives of the Council; occur during the same time period as the planned election; include a method for resolving any challenges to the results; and be inclusive, transparent, and non-discriminatory. The Board must approve the selection process by a two-thirds (2/3) vote of the Board members present.

## **ARTICLE XI - GRIEVANCE PROCESS**

The 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 Council meetings. This grievance process is intended to address matters involving procedural disputes, such as the Board's failure to comply with its rules or these bylaws.

Any grievance by a Stakeholder must be submitted in writing to the Board Secretary. Within thirty days (30) of receiving the grievance:

- A. The Secretary will refer the matter to an Ad Hoc Grievance Panel comprised of two (2) Board members and one (1) non-Board member Stakeholder who at a Board meeting is randomly selected by the Secretary from a list of Stakeholders who may have expressed an interest in serving in this capacity.
- B. The Secretary will coordinate a time and place for the panel to meet with the Board Parliamentarian and the Stakeholder(s) who submitted the grievance to discuss ways in which the dispute may be resolved. The Grievance Panel meeting will be open to the public and noticed like any other regular Council meeting.
  1. Within thirty (30) days of the panel meeting with the Stakeholder(s) who submitted the grievance, the panel members will prepare a written report outlining the panel's collective recommendations for resolving the grievance, and will submit the report to the Secretary
  2. The Secretary will ensure that the report be listed on the agenda of the next regular Council meeting for discussion and, depending on the nature of the grievance, referral to appropriate Board Committee(s). The report must be distributed to the Board members seventy-two (72) hours prior to the scheduled meeting. All Board discussion prior to the meeting will be conducted in accordance with the Brown Act.
- C. The Committees will report back to the Board with recommendations for Board consideration. In the event that a grievance cannot be resolved through this grievance process, then the matter may be referred to the Department for consideration or dispute resolution in accordance with the Plan.
- D. Board members are not permitted to file a grievance against another Board member or against the Council, 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.

The Board shall consult with the Office of the City Attorney throughout any possible grievance review process.

#### **ARTICLE XII - PARLIAMENTARY AUTHORITY**

- A. The Council may choose to use Robert's rules of order or Rosenberg's rules of order when conducting Council meetings, whichever is convenient.
- B. 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. Standing rules shall be made publicly available on the Council's website.
- C. In the role of Parliamentarian, the Vice President serves as a consulting expert in rules of order and the proper procedures for the conduct of meetings.

#### **ARTICLE XIII - AMENDMENTS**

- A. Any Board member or Stakeholder may propose an amendment to these Bylaws. The Board shall forward all proposals to a Bylaws Committee to review and to provide recommendations to the Board.
- B. 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.
- C. An amendment to these bylaws requires a two-thirds (2/3) vote of the Board members present at a duly noticed general or special meeting. All changes shall then be forwarded to the Department for review and approval.
- 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 Council, 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 Council, its representatives, and all Community Stakeholders shall conduct all Council business in a civil, professional and respectful manner.

- A. Board members are required to abide by the Council's Code of Civility, as included in the

standing rules.

- B. Any individual who is disruptive at an official Council function may be removed pursuant to the Brown Act.
- C. Board members will abide by the Commission's Neighborhood Council Board member Code of Conduct Policy

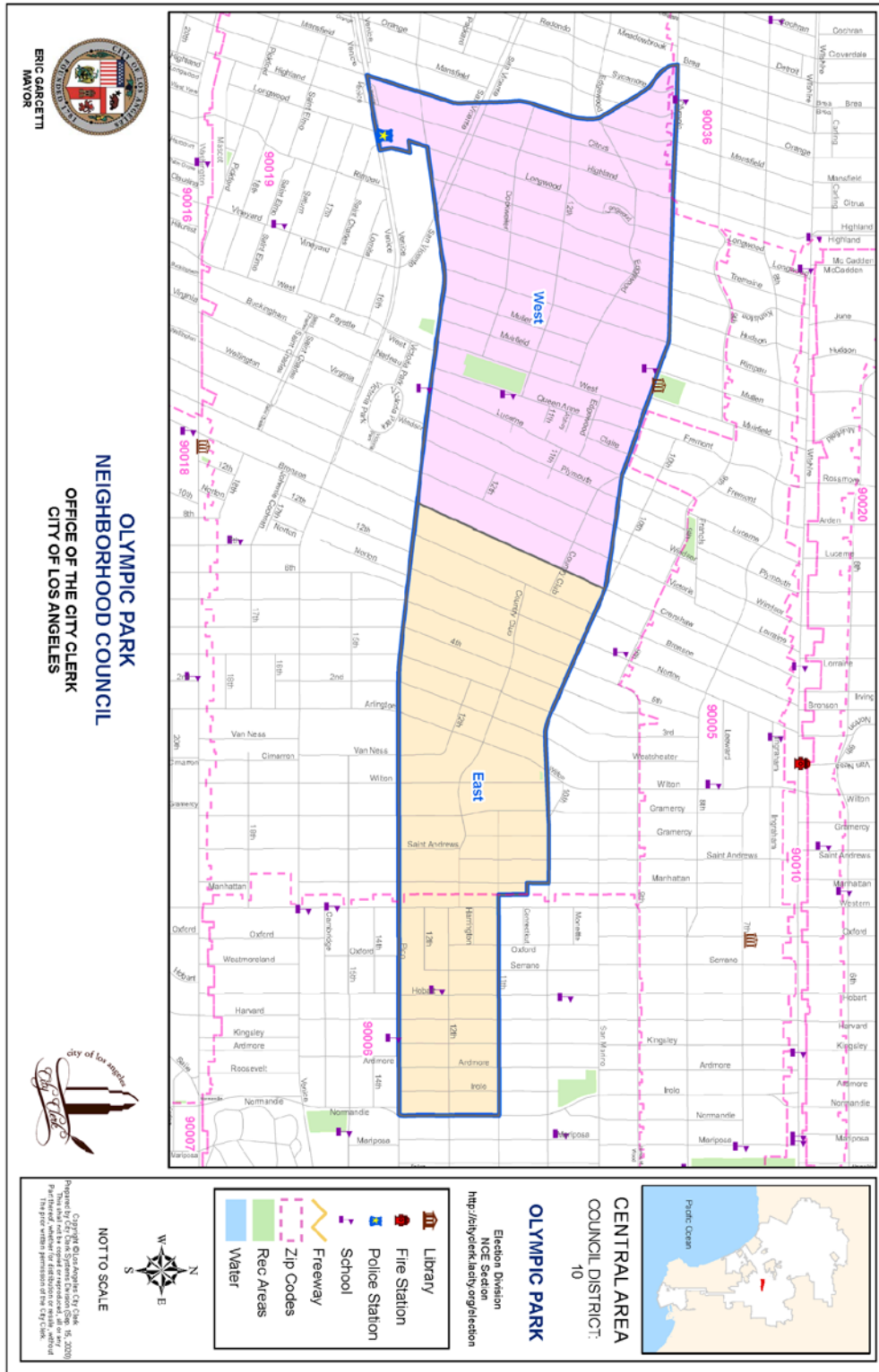
## **Section 2      Training**

All Board members shall take training in the fundamentals of Neighborhood Council, including, but not limited to, ethics, funding, workplace violence and sexual harassment training provided by the City within forty-five (45) days of being seated, or they will lose their Council 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 Council shall conduct a self-assessment pursuant to Article VI, Section 1 of the Plan.

# ATTACHMENT A: Map of Olympic Park Neighborhood Council



**ATTACHMENT B: Governing Board Structure and Voting**  
**Olympic Park Neighborhood Council – 19 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>
At-large Area Representative Seat #1, ( <b>east of Crenshaw Boulevard</b> ) Term: 2 years	9	Elected	An At-large Area Representative Seat on behalf of the eastern portion of the Neighborhood Council District ( <b>east of Crenshaw Boulevard</b> ). Must be 18 years or older.	Any Stakeholder who is at least 16 years of age at the time of the election.
At-large Area Representative Seat #1, ( <b>west of Crenshaw Boulevard</b> ) Term: 2 years	9	Elected	An At-large Area Representative Seat on behalf of the western portion of the Neighborhood Council District ( <b>west of Crenshaw Boulevard</b> ). Must be 18 years or older	Any Stakeholder who is at least 16 years of age at the time of the election.
Student At-Large Representative Seat Term: 2 years	1	Elected	An At-large Area Representative Seat on behalf of the Olympic Park Neighborhood Council District ( <b>OPNC Total Boundary</b> ) who is at least 14 years and no more than 17 years of age on the day of the election.	Any Stakeholder who is at least 14 years of age at the time of the election.