

# HARBOR GATEWAY SOUTH



# NEIGHBORHOOD COUNCIL BYLAWS

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## Bylaws Table of Contents

|   |        |
|---|--------|
| ARTICLE II: PURPOSE .....   | - 4 -  |
| ARTICLE III: BOUNDARIES .....   | - 5 -  |
| SECTION 1: BOUNDARY DESCRIPTION .....                                 | - 5 -  |
| SECTION 2: INTERNAL BOUNDARIES.....                                   | - 5 -  |
| ARTICLE IV: STAKEHOLDERS .....  | - 5 -  |
| ARTICLE V: GOVERNING BOARD .....                                      | - 6 -  |
| SECTION 1: COMPOSITION. ....  | - 6 -  |
| SECTION 2: QUORUM.....  | - 7 -  |
| SECTION 3: OFFICIAL ACTIONS.....                                      | - 7 -  |
| SECTION 4: TERMS AND TERM LIMITS.....                                 | - 7 -  |
| SECTION 5: DUTIES AND POWERS .....                                    | - 7 -  |
| SECTION 6: VACANCIES.....   | - 7 -  |
| SECTION 7: ABSENCES.....  | - 7 -  |
| SECTION 8: CENSURE.....   | - 7 -  |
| SECTION 9: REMOVAL. ....  | - 8 -  |
| SECTION 10: RESIGNATION.....  | - 10 - |
| SECTION 11: COMMUNITY OUTREACH .....                                  | - 11 - |
| ARTICLE VI: OFFICERS.....   | - 11 - |
| SECTION 1: OFFICERS OF THE BOARD.....                                 | - 11 - |
| SECTION 2: DUTIES AND POWERS .....                                    | - 11 - |
| SECTION 3: SELECTION OF OFFICERS.....                                 | - 12 - |
| SECTION 4: OFFICER TERMS. ....  | - 12 - |
| ARTICLE VII: COMMITTEES AND THEIR DUTIES .....                        | - 12 - |
| SECTION 1: STANDING COMMITTEES .....                                  | - 12 - |
| SECTION 2. AD HOC COMMITTEES.....                                     | - 12 - |
| SECTION 3: COMMITTEE CREATION AND AUTHORIZATION.....                  | - 12 - |
| ARTICLE VIII: MEETINGS.....   | - 13 - |
| SECTION 1: MEETING TIME AND PLACE.....                                | - 13 - |
| SECTION 2: AGENDA SETTING.....  | - 13 - |
| SECTION 3: NOTIFICATIONS/POSTINGS. ....                               | - 13 - |
| SECTION 4: RECONSIDERATION. ....                                      | - 13 - |
| ARTICLE IX: FINANCES.....   | - 14 - |
| ARTICLE X: ELECTIONS .....  | - 14 - |
| SECTION 1: ADMINISTRATION OF ELECTION .....                           | - 15 - |
| SECTION 2: GOVERNING BOARD STRUCTURE AND VOTING.....                  | - 15 - |
| SECTION 3: MINIMUM VOTING AGE .....                                   | - 15 - |
| SECTION 4: METHOD OF VERIFYING STAKEHOLDER STATUS. ....               | - 15 - |
| SECTION 5: RESTRICTIONS ON CANDIDATES RUNNING FOR MULTIPLE SEATS..... | - 15 - |
| SECTION 6: OTHER ELECTION-RELATED LANGUAGE.....                       | - 15 - |
| ARTICLE XI: GRIEVANCE PROCESS .....                                   | - 15 - |
| ARTICLE XII: PARLIAMENTARY AUTHORITY .....                            | - 16 - |

ARTICLE XIII: AMENDMENTS.....- 16 -  
ARTICLE XIV: COMPLIANCE.....- 17 -  
ATTACHMENT A: MAP OF THE HARBOR GATEWAY SOUTH NEIGHBORHOOD COUNCIL.....- 18 -  
ATTACHMENT B – GOVERNING BOARD STRUCTURE AND VOTING.....- 19 -

## **ARTICLE I: NAME**

The name of this Neighborhood Council shall be the HARBOR GATEWAY SOUTH NEIGHBORHOOD COUNCIL.

## **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 this 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 this Neighborhood Council shall be:**

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): It shall include all portions and/or segments of the City of Los Angeles, California, south of Artesia Boulevard and 91 Freeway and north of Sepulveda Boulevard. Specifically:

- A. NORTH: Beginning at the corner of Western Avenue and 182nd Street, then continuing east on 182nd Street to Normandie Avenue, then north on Normandie to 177th Street, then east on 177th Street to Budlong Avenue, then south on Budlong to 182nd Street, then west on 182nd Street to the City boundary, then south at the City boundary to Electric Street, then east on Electric Street to Vermont Avenue, then north on Vermont to Artesia Boulevard, then east to Figueroa;
- B. SOUTH: Sepulveda Boulevard between Western Avenue and Normandie Avenue;
- C. WEST: Western Avenue between 182nd Street and Sepulveda Boulevard;
- D. EAST: Beginning at the corner of Artesia Boulevard and Figueroa Street, then south on Figueroa to 190th Street, then southwest to Vermont Avenue, then south on Vermont Avenue to Knox Street, then east on Knox to City boundary, then at City boundary south, then west to Hamilton Avenue, then south on Hamilton to Del Amo Boulevard, then west on Del Amo Boulevard to Normandie Avenue, then south on Normandie Avenue to Sepulveda Boulevard.

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

Boundaries shall exclude unincorporated county area that lies within the Council's boundaries. This area is defined as follows: beginning at Normandie Avenue and 190th Street, then east on 190th Street to City boundary, then south along the City boundary, then west to Normandie Avenue, then north along Normandie Avenue to 190th Street.

Section 2: Internal Boundaries - The Council area is divided into three (3) Areas:

Area 1: The area north of Sepulveda Boulevard and south of Carson Street.

Area 2: The area north of Carson Street and south of 190th Street..

Area 3: The area north of 190th Street and south of Artesia Boulevard.

### **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.

**Section 1: Composition** - The Board shall consist of nine (9) Stakeholders elected by the Stakeholders as provided in Article X.

**The following section in italics, Section 1 - Composition with nine (9) board seats will not to be implemented until after the 2023 Harbor Gateway South Neighborhood Council Election. The current Section 1 for Article V begins after this section.**

The composition of the Board shall be as follows:

- A. At-Large Stakeholder Board Members (5) - Open to stakeholders, except Community Interest Stakeholders, at least eighteen (18) years of age at the time of election or appointment.
- B. At-Large Stakeholder Board Members (1) - Open to all stakeholders at least eighteen (18) years of age at the time of election or appointment.
- C. Area Stakeholder Board Members (3) – Open to stakeholders at least eighteen (18) years of age within the Area as defined in Article III, Section 2.

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”).

Any member of the Board who ceases to be a Stakeholder is required to submit his or her resignation to the Board. However, Board Members who remain stakeholders but whose stakeholder category has shifted may serve out the remainder of their term in the seat to which they were elected or selected.

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.

**The following Section 1 of Article V (see below) is the current Bylaws that is in effect for the Harbor Gateway South Neighborhood Council.**

**Section 1: Composition** - The Board of Governors (Board) shall consist of those persons elected by the Stakeholders as provided in Article X, who will serve in the following capacities: Four (4) Members at Large and five (5) Area Board Members for a total of nine (9) persons.

**Section 2: Quorum** - The quorum shall be five (5) members of the Board. Board and Committees shall have a fixed quorum number. Floating quorum is not allowed.

**Section 3: Official Actions** - The Council shall take Official Action by an affirmative vote of a simple majority of the board members present and voting, not including abstentions.

**Section 4: Terms and Term Limits** - Board Member terms shall be two (2) years commencing after being seated. There are no term limits.

**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:** Any vacant position can be filled by appointment by the President or Vice-President and approval of a simple majority of the Board at the meeting immediately following the vacancy.

If such vacancy shall occur within sixty (60) days prior to an election, no such action need be taken.

**Section 7: Absences** - A position shall be vacated if the Board Member is absent from three (3) consecutive regularly scheduled Board meetings (not including Special Meetings) or four (4) regular meetings in a fiscal year.

**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:

- A. 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.
- B. 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.
- C. 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.
- D. 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.
- E. 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.
- F. In no event shall a motion to censure a board member be heard by the Neighborhood Council within sixty (60) days of the next scheduled Board election or selection.

**Section 9: Removal** - Any Board member may be removed by the Neighborhood Council (“Neighborhood Council”) for cause, following a good faith determination by the Board that the member has engaged in conduct that is contrary to rules and regulations applicable to the Board or that impedes the orderly business of Board operations. A Board member shall not be subject to removal under this Policy unless the member has been censured at least once pursuant to the Board of Neighborhood Commissioners’ (“Commission”) Censure Policy. Grounds for removal include, but are not limited to, persistent disruptive conduct at meetings, violations or abuses of the Board’s bylaws or standing rules, violations of the Code of Conduct, acting on behalf of the Board without authorization, and misuse or abuse of the censure or removal processes by acting



in bad faith.

The Board shall use the following procedure when removing a Board member:

1. A motion to remove a Board member may be initiated by any three (3) Board members. Those Board members shall not constitute a majority of the quorum of any Neighborhood Council body, such as a committee. The proposed motion shall be delivered to any officer of the Board or a specific officer or member of the Board as may be specified in the bylaws or standing rules of the Neighborhood Council. The motion shall be in writing and provide the specific facts and grounds for the proposed removal action including the date(s) and specific conduct relied upon for the motion. The motion shall not be based upon conclusions, e.g., “for alleged violations of the Code of Conduct” but shall contain factual statements that describes conduct only and is not intended to embarrass or humiliate the board member. The motion to remove shall also include a copy of the prior censure motion and the date it was passed.
2. The Board member, group of Board members or committee responsible for setting the final Board agenda shall list and briefly describe the motion on the agenda of the next regular or special Board meeting scheduled at least thirty (30) days following the delivery of the proposed removal motion.
3. The Board member subject to removal shall be given a minimum of thirty (30) days prior written notice, which may include email sent to the last email address on file with the Neighborhood Council, of any meeting at which a motion to remove will be heard. The notice shall provide the specific facts and grounds for the proposed removal as specified in 1 above. The Board shall also provide a copy of the notice to the Department of Neighborhood Empowerment a minimum of thirty (30) days prior to any meeting at which a motion to censure will be considered.
4. The Board member subject to removal shall be given reasonable time to be heard at the meeting, either orally or in writing, prior to the Board’s vote on a motion for removal.
5. The Board shall decide whether or not the Board member should be removed by an affirmative vote of two-thirds (2/3) of the currently sitting Board members. The Board member who is the subject of the removal motion shall not be allowed to vote and shall not be counted when determining the two-thirds (2/3) majority vote. For the purpose of the removal motion, abstentions shall not be counted as votes.
6. In no event shall a motion to remove a Board member be heard by the Neighborhood Council within sixty (60) days of the next election or selection.
7. The Commission may review a Neighborhood Council’s removal decision if requested to do so by the affected Board member. Once the request is made for the Commission to review the decision to remove, the Neighborhood Council voting to remove the board member may not fill the vacancy created by the removal until the Commission has made a decision on whether the removal was proper or the Commission declines to review the matter. The Commission’s decision whether to hear or decline to hear the removal review request shall be sent in writing to the requestor and the Neighborhood Council within 30

days after the request for review is delivered. 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.
8. 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** - All elected Board Members shall have the right to resign without prejudice by notifying the Board or one (1) or more of its Members of the intention to resign. 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.

All records, files, books, materials, or equipment, etc., are deemed the property of the City and shall be returned in good condition to the Board or one or more of its Members at the time of resignation.

**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 maintain a web site presence to disseminate information to Stakeholders and others interested in the Council. In addition, the Board shall create, or shall cause to be created, a marketing plan to solicit participation from Stakeholders. The plan may include, for example, the creation of flyers, postcards, pamphlets and other related materials. It may also include e-mail blasts to various organizations including a regularly scheduled e-blast to local government officials and to the Chamber of Commerce, Neighborhood Watch, Home Owners' Association and other local organizations as determined by the Board. 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 are President, Vice-President, Secretary, Treasurer and the Parliamentarian/Sergeant-at-Arms.

**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:

President: duties include, but are not limited to, presiding over meetings of the Council, the establishment, appointment and direction of Committees as authorized and confirmed by the Board.

Vice-President: shall assume the duties of the President in the President's absence, and shall perform other duties as are normal to the office or established by the Board.

Secretary: The Secretary shall record and maintain the minutes of all Board meetings and provide said record at the subsequent meeting. The Secretary shall prepare and transmit all correspondence initiated by the Board. The Secretary shall perform other duties as are normal to the office or established by the Board.

Treasurer: shall perform duties in accordance with City policies and procedures.

Parliamentarian: The Parliamentarian shall and shall perform the duties of Parliamentarian.

**Section 3: Selection of Officers** - Officer Positions shall be filled every one (1) years by the Board members at the first official Board meeting in July, following the certification of the election.

**Section 4: Officer Terms** - Officers shall serve a term of one (1) year, but no more than eight (8) consecutive years. Officers serve at the pleasure of the Board and may be removed from an officer position by majority vote of the Board.

Officers elected at the first meeting of the Board, in July, will hold office until the certification of the election and qualification of their respective successors.

## **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 President, with Board approval, may establish Standing Committees as needed. Said Committees will be listed in a Standing Rule approved by the Board at the start of each term.

**Section 2. Ad Hoc Committees** - The President, with Board approval, may establish Ad Hoc Committees as needed to deal with specific issues of a temporary nature 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 Board for discussion and action.
- B. Committee Structure – All committees shall have an established membership. Standing Committees may be composed of no more than two (2) Board Members and may include any interested Stakeholders.
- C. Committee Appointment – All Committee Chairs shall be appointed by the Committee members. Any Committee member is eligible to serve as Chairman of a committee. With the exception of the Executive Committee, Committee members shall be appointed by the President of the Board and confirmed 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.

### **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** - 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..

**Section 2: Agenda Setting** - The President shall set the agenda for each Council 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 action through a Motion for Reconsideration process defined below and 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 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.

- c. 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.
- d. 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")
- e. 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.
- f. 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.
- g. A Motion for Reconsideration that is properly brought before the Board may be seconded by any member of the Board.
- h. 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** - The election will be conducted pursuant to any and all City ordinances, policies and procedures pertaining to Neighborhood Council elections.

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

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

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

**Section 5: Restrictions on Candidates Running for Multiple Seats** - A candidate shall declare their candidacy for no more than one (1) position on the Council Board during a single election cycle. Board Members shall not serve on more than one Council Board at any given time.

**Section 6: Other Election-related Language** - The Board shall make a deliberate and concerted outreach effort to encourage all area Stakeholders who desire to hold office, to apply and campaign for selection to that office. The outreach methods used to accomplish this shall be determined by the Board and may be changed or modified by the Board to improve effectiveness.

Newly-elected Board Members shall assume their respective positions after certification by the City of the Election results. No installation rite or ceremony shall occur, beyond introductions, to ensure sufficient meeting time for matters under consideration by the Council.

## **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.

### **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 latest edition of Robert's Rules of Order, Revised shall be the parliamentary authority of this Council, 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 President place the item on the agenda.
- B. Any Stakeholder may propose an amendment to these Bylaws during the public comment period of a regular Council meeting.
- C. Any proposal to amend the Bylaws shall be formalized in writing and noticed on the agenda for public discussion and Board vote at the next regular Council meeting.
- D. An amendment to these bylaws requires a simple majority vote of the Board Members



present at a duly noticed general or special meeting. All changes within fourteen (14) days after a vote recommending adjustment or amendment to the Bylaws, a Bylaws Amendment Application shall be submitted to the Department of Neighborhood Empowerment for 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.

#### **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.

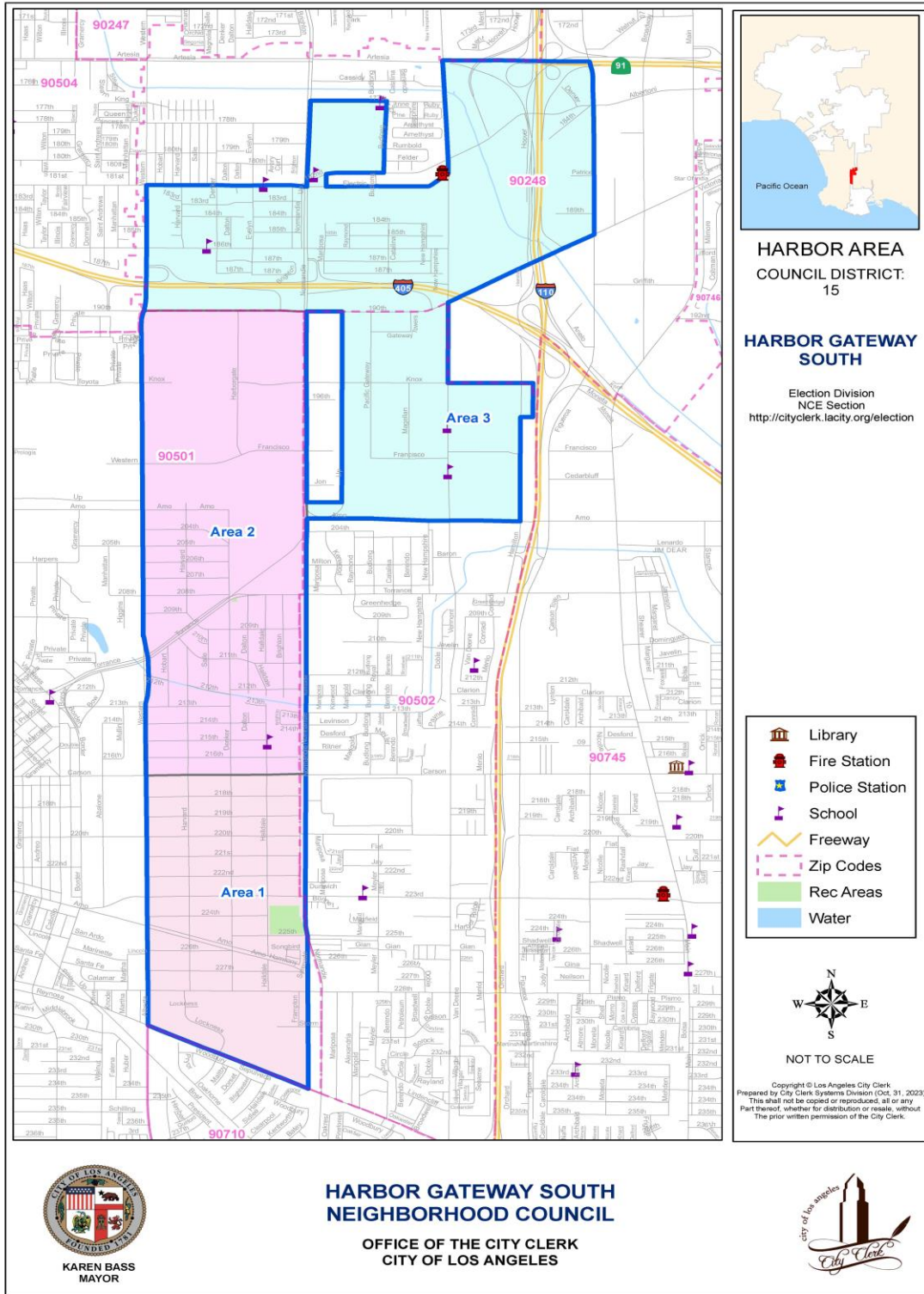
**Section 1: Code of Civility** - The Council, its representatives, and all Stakeholders shall conduct all Council business in a civil, professional, and respectful manner pursuant to Commission and City regulations.

**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 in order to vote on all funding and non-funding matters before the agenda. Trainings available to Board Members are created to ensure success during their period of service. All Board Members shall complete mandatory trainings as prescribed by the City Council, the Commission, the Office of the City Clerk, Funding Division, and the Department.

Board members not completing mandatory trainings provided by the City within 60 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: MAP OF THE HARBOR GATEWAY SOUTH



## NEIGHBORHOOD COUNCIL

Harbor Gateway South Neighborhood Council Bylaws – Approved June 16, 2022

**ATTACHMENT B – GOVERNING BOARD STRUCTURE AND VOTING**

**Harbor Gateway South Neighborhood Council – 9 Board Seats  
(Current Board Structure)**

| <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>   |
|--------------------------------------|-------------------|------------------------------|--|---|
| Member At Large<br>Term: 2 Years     | 4                 | Elected                      | Any stakeholder who is 18 years or older.                            | Any stakeholder who is 16 years or older. |
| Area 1 Board Member<br>Term: 2 Years | 1                 | Elected                      | Any stakeholder within Area 1 of the HGSNC who is 18 years or older. | Any stakeholder who is 16 years or older. |
| Area 2 Board Member<br>Term: 2 Years | 1                 | Elected                      | Any stakeholder within Area 2 of the HGSNC who is 18 years or older. | Any stakeholder who is 16 years or older. |
| Area 3 Board Member<br>Term: 2 Years | 1                 | Elected                      | Any stakeholder within Area 3 of the HGSNC who is 18 years or older. | Any stakeholder who is 16 years or older. |
| Area 4 Board Member<br>Term: 2 Years | 1                 | Elected                      | Any stakeholder within Area 4 of the HGSNC who is 18 years or older. | Any stakeholder who is 16 years or older. |
| Area 5 Board Member<br>Term: 2 Years | 1                 | Elected                      | Any stakeholder within Area 5 of the HGSNC who is 18 years or older. | Any stakeholder who is 16 years or older. |

*\*The following Attachment B (Governing Board Structure and Voting Harbor Gateway South Neighborhood Council – 9 Board Seats) are not to be implemented until after the 2023 Harbor Gateway South Neighborhood Council (NC) Election. The current Attachment B (Governing Board Structure and Voting Harbor Gateway South Neighborhood Council – 9 Board Seats) is the current governing board structure and voting attachment to be used.*

**ATTACHMENT B – GOVERNING BOARD STRUCTURE AND VOTING  
Harbor Gateway South Neighborhood Council – 9 Board Seats  
(to be used after 2023 NC elections)**

| <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 Stakeholder<br>Term: 2 Years | 5                 | Elected                      | Any Stakeholder, as defined in Admin. Code § 22.801.1(a), who is at least 18 years of age and lives, works, owns real property, except a Community Interest Stakeholder. | Any Stakeholder, as defined in Admin. Code § 22.801.1(a), who is at least 16 years of age and lives, works, owns real property, or is a Community Interest Stakeholder [defined in Admin. Code § 22.801.1(b) as a person who affirms a substantial and ongoing participation with a community organization that has maintained a physical street address 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. |
| At- Large Stakholder<br>Term: 2 Years | 1                 | Elected                      | Any Stakeholder, as defined in Admin. Code § 22.801.1(a), who is at least 18 years of age and lives, works, owns real property.  | Any Stakeholder, as defined in Admin. Code § 22.801.1(a), who is at least 16 years of age and lives, works, owns real property, or is a Community Interest Stakeholder [defined in Admin. Code § 22.801.1(b) as a person who affirms a substantial and ongoing participation with a community organization that has maintained a physical street address 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  |

|                                      |   |         |   |   |
|--------------------------------------|---|---------|---|---|
| Area 1 Board Member<br>Term: 2 Years | 1 | Elected | Any Stakeholder within Area 1, as defined in Admin. Code § 22.801.1(a), who is at least 18 years of age and lives, works, owns real property. | Any Stakeholder, as defined in Admin. Code § 22.801.1(a), who is at least 16 years of age and lives, works, owns real property, or is a Community Interest Stakeholder [defined in Admin. Code § 22.801.1(b) as a person who affirms a substantial and ongoing participation with a community organization that has maintained a physical street address 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 |
| Area 2 Board Member<br>Term: 2 Years | 1 | Elected | Any Stakeholder within Area 2, as defined in Admin. Code § 22.801.1(a), who is at least 18 years of age and lives, works, owns real property. | Any Stakeholder, as defined in Admin. Code § 22.801.1(a), who is at least 16 years of age and lives, works, owns real property, or is a Community Interest Stakeholder [defined in Admin. Code § 22.801.1(b) as a person who affirms a substantial and ongoing participation with a community organization that has maintained a physical street address 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 |
| Area 3 Board Member<br>Term: 2 Years | 1 | Elected | Any Stakeholder within Area 3, as defined in Admin. Code § 22.801.1(a), who is at least 18 years of age and lives, works, owns real property. | Any Stakeholder, as defined in Admin. Code § 22.801.1(a), who is at least 16 years of age and lives, works, owns real property, or is a Community Interest Stakeholder [defined in Admin. Code § 22.801.1(b) as a person who affirms a substantial and ongoing participation with a community organization that has maintained a physical street address 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 |