

HARBOR GATEWAY SOUTH NEIGHBORHOOD COUNCIL BYLAWS

Amended by Department Of Neighborhood Empowerment November 25, 2020

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ARTICLE I: NAME

101. Name. The name of this organization shall be the HARBOR GATEWAY SOUTH NEIGHBORHOOD COUNCIL, hereinafter referred to as the Council.

ARTICLE II: PURPOSE

201. Purpose. The purpose of the Council is to participate as an advisory body on issues of concern to our Neighborhood Council in the governance of the City of Los Angeles.

202. Mission. The MISSION of this Council is:

- A. To be diverse, inclusive, and open to all Stakeholders.
- B. To provide an inclusive and open forum for public discussion of issues concerning City governance, the needs of this Neighborhood Council, the delivery of City services to this Neighborhood Council, and on matters of a Citywide nature, and:
- C. To advise the City of Los Angeles on issues concerning City governance, the needs of this Neighborhood Council, the delivery of City services to this Neighborhood Council, and on matters of a Citywide nature.

203. Policy. The POLICY of this Neighborhood Council shall be:

- A. To respect the dignity and expression of viewpoints of all individuals, groups, and organizations involved in this Neighborhood Council.
- B. To remain non-partisan and inclusive in our operations including, but not limited to, the selection process for the governing body and Committee members.
- C. To utilize the Early Notification System (ENS) to inform our Neighborhood Council of matters involving the City of Los Angeles and our community in a way that is tailored to provide opportunities for involvement in the decision-making process.
- D. To encourage all Stakeholders to participate in all activities of this Council.
- E. To prohibit discrimination in our operations against any individual or group on the basis of race, religion, color, creed, national origin, ancestry, sex, sexual orientation, age, disability, marital status, income, or political affiliation.
- F. To have fair, open, and transparent procedures for the conduct of our Council business.

ARTICLE III: BOUNDARIES

301. Boundaries. The area of the Council (Area) is depicted on the map in 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:

- 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;
- SOUTH: Sepulveda Boulevard between Western Avenue and Normandie Avenue;
- WEST: Western Avenue between 182nd Street and Sepulveda Boulevard;
- 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 east on Del Amo Boulevard to Normandie Avenue, then south on Normandie Avenue to Sepulveda Boulevard.

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.

302. Internal Divisions. The Council area is divided into five (5) Ares:

Area 1: The area north of Sepulveda Boulevard and south of 223rd Street.

Area 2: The area north of 223rd Street and south of Carson Street.

Area 3: The area north of Carson Street and south of Torrance Boulevard.

Area 4: The area north of Torrance Boulevard and south of 190th Street.

Area 5: The area north of 190th Street and south of Artesia Boulevard.

(See Attachment A – Map of the Harbor Gateway South Neighborhood Council)

ARTICLE IV: STAKEHOLDERS

401. 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

501. 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.

502. Quorum. A quorum of the Board of Governors shall consist of one-half plus one of the nine (9) Members thereof, specifically five (5) Board Members.

503. 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. To the extent possible, the Board shall respect and take into consideration the expressed will of the majority of the Council present during the discussion of the subject of the action at the Council meeting.

504. Terms and Term Limits. Board Member terms shall be two (2) years. In no case shall a Stakeholder remain in the same Board position for more than eight (8) consecutive years. Board position is defined as any Board position, e.g., President, Vice President, Secretary, Treasurer, Parliamentarian/Sergeant at Arms, any of the five (5) Area Representatives, and/or any of the four (4) At Large Board positions.

505. Duties and Powers. The Board shall be empowered to conduct the administrative business of the Council. Additionally its functions shall include, but are not limited to, planning and notification of future Council meetings, act as a liaison between City government, reception and dissemination of pertinent information from government and other sources —particularly the City’s Early Notification System—and a continuing effort, by all means deemed appropriate and within fiscal and labor constraints, to encourage ever wider Stakeholder participation in the Council.

Code of Ethics: All Board Members will conduct themselves in such a manner that will reflect well on the community that they represent. That is, a sense of common decency — driven by what is commonly called good manners and common sense. Or, paraphrasing the City Ethics Commission statement: persons in the public service shall not only be ever conscious that public service is a public trust but also shall be impartial and devoted to the best interests of the Council, and shall so act and conduct themselves, both inside and outside the

Council's service, as not to give occasion for distrust of their *impartiality* or of their devotion to the Council's best interest.

All Board Members who have a conflict of interest will announce it to the Board and withdraw from voting on that item.

No Board Members may not represent the Council on an issue unless it has been voted on and position taken. The Board shall at that time determine a spokesperson by choosing a Board Member to convey the information to the public.

Area Board Member: These persons shall endeavor to ascertain and accurately represent the opinion of the majority of Stakeholders in their respective subdivisions of the Council Area. They shall also encourage participation in Council activities by said Stakeholders.

Member at Large: These persons broaden the inclusiveness of the Board, thereby helping to represent all interest groups in the Council to the extent practical. Their duties may include, but are not limited to, Chairmanship of such Standing or Ad Hoc Committees as the Board may establish.

The principal office for the Council shall be within the boundaries of the City of Los Angeles.

506. 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 a selection, no such action need be taken. Said Board Member pro tem shall serve until the next scheduled election. The term of office of the subsequently elected Board Member shall be appropriate to maintain or re-establish the normal sequence of service.

507. Absences. A position shall be vacated if the Board Member is not excused from three (3) consecutive regularly scheduled Stakeholder and/or Board meetings (not including Special Meetings) or one-third (1/3) of the number of such meetings in a single calendar year. The Parliamentarian/Sergeant at Arms shall maintain Board Member attendance records.

508. 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.

509. 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:

- A. 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.
- B. 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.
- C. 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.
- D. 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.
- E. 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.
- F. 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.
- G. 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.

H. 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.

I. 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.

510. 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. Written notification is preferred. Should a elected Board Member lose their Stakeholder status, they shall be expected to resign. 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.

511. 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 selections, 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

601. Officers of the Board. The Officers are President, Vice-President, Secretary, Treasurer and the Parliamentarian/Sergeant-at-Arms.

602. Duties and Powers.

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

Treasurer: The Treasurer shall establish and/or maintain a financial accounting system and records for the Council in accordance with the requirements of the Department of Neighborhood Empowerment and good accounting practices. Disbursement of funds shall require the signatures of both the Treasurer and either the President or Vice-President. The Treasurer shall report the current status of the Council's finances at each General Council meeting, and shall provide the Department of Neighborhood Empowerment with such reports as it may require, in a timely manner. The Treasurer shall also perform other duties normal to the office or established by the Board.

Parliamentarian/Sergeant-at-Arms: The Parliamentarian/Sergeant-at-Arms shall determine the presence of a quorum at meetings of the Council and the Board, shall maintain order, and shall perform the duties of Parliamentarian, enforcing the Rules of Conduct adopted by the Council and acting as final arbiter of procedural questions. The Parliamentarian/Sergeant-at-Arms shall also maintain Board Member attendance records.

603. Selection of Officers. Officer positions shall be filled every one (1) years by the Board members at the first official Board meeting following the certification of the election.

604. Officer Terms. Officers shall serve terms of one (1) year and may stand for re-election without limit. Officers serve at the pleasure of the Governing Board and may be removed from an officer position by majority vote of the Governing Board. Officers elected at the first meeting of the Governing Board will hold office until the election and qualification of their respective successors.

ARTICLE VII: COMMITTEES AND THEIR DUTIES

701. 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.

702. Ad Hoc Committees. The President, with Board approval, may establish Ad Hoc Committees as needed to deal with specific issues of a temporary nature.

703. Committee Creation and Authorization. The President shall have power to establish, appoint, and direct Committees as authorized and confirmed by the Board.

ARTICLE VIII: MEETINGS

801. Meeting Time and Place. Meetings of the Council will be held within the Council area on a regular basis, at least once per calendar quarter, at the time and place fixed by resolution of the Governing Board. In the absence of a resolution by the Governing Board that sets a meeting date, it shall be the responsibility of the President to set a meeting date consistent with the regular schedule previously adopted by the Governing Board.

802. Agenda Setting. The President shall set the agenda for each Council meeting.

803. Notifications/Postings. Meetings of the Board shall be noticed and open to the public in accordance with the requirements of the Ralph M. Brown Act. Notification of all meetings shall include, posting on the ENS, posting at five (5) public locations, and in one (1) local publication tailored to reach the largest number of identifiable Stakeholders in the Area.

804. Reconsideration. The Board may reconsider and amend its action on items listed on the agenda if that reconsideration takes place immediately following the original action or at the next regular meeting. The Board, on either of these two (2) days, shall: (1) Make a Motion for Reconsideration and, if approved, (2) hear the matter and take an action. If the motion to reconsider an action is to be scheduled at the next meeting following

the original action then two (2) items shall be placed on the agenda for that meeting: (1) A Motion for Reconsideration of the described matter and (2) a [Proposed] Action should the motion to reconsider be approved. A motion for reconsideration can only be made by a Board Member who has previously voted on the prevailing side of the original action taken. If a motion for reconsideration is not made on the date the action was taken, then a Board Member on the prevailing side of the action must submit a memorandum to the Secretary identifying the matter to be reconsidered and a brief description of the reason(s) for requesting reconsideration at the next regular meeting. The aforesaid shall all be in compliance with the Brown Act, Roberts Rules of Order and any Board Rules.

ARTICLE IX: FINANCES

Accounting: The Treasurer shall establish and oversee a system of bookkeeping and accounting for the Council that complies with Generally Accepted Accounting Principles and conforms to all applicable local, state, or federal laws. The Treasurer may request authorization from the Board to retain a financial professional to assist in creating a bookkeeping and annual accounting system. The Treasurer may also request the assistance of the Department of Neighborhood Empowerment when implementing same. The Treasurer, however, shall be ultimately responsible for the maintenance of the system of bookkeeping and accounting and for the protection of all Council assets.

Financial Transparency: The Council's financial statements, books and accounts shall be open for inspection and copying by any member of the public upon a written request to the Board. The Board shall establish fair and open procedures to permit inspection within a reasonable time. Any copying of financial records will be performed by an established copy service and the charge for such a service will be billed to the person or entity requesting the copies. In no case shall such records leave the immediate possession of the Treasurer.

Financial Statements: The Treasurer shall be responsible for preparing or coordinating the preparation of a financial statement for the Department of Neighborhood Empowerment quarterly. The Treasurer shall also coordinate and cooperate with the Department of Neighborhood Empowerment on establishing a process and/or system by which the Council's finances and book of accounts can be reviewed by the Department of Neighborhood Empowerment pursuant to the Plan for the Citywide System of Neighborhood Councils (Plan).

Financial Compliance: The Council agrees to comply with all financial accountability requirements as specified by City Ordinance and in the Plan and as stated in the City's Certification Application. The Council further agrees to comply with all financial reporting requirements as prescribed by the Department of Neighborhood

Empowerment.

ARTICLE X: ELECTIONS

1001. Administration of Election. The election will be conducted pursuant to any and all City ordinances, policies and procedures pertaining to Neighborhood Council elections.

1002. Governing Board Structure and Voting. All Board seat candidates must meet the eligibility requirements for holding any specific Board seat in Attachment B. Stakeholders may vote for all positions.

1003. 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)]

1004. Method of Verifying Stakeholder Status. Voters will verify their Stakeholder status by providing acceptable documentation.

1005. 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.

1006. 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 methods used to accomplish this end 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 at the subsequent Council meeting. 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

Any grievance by a Stakeholder must be submitted in writing to the Board of Governors within thirty (30) days of the event resulting in the grievance. The Board shall then refer the matter to an Ad Hoc grievance panel comprised of five (5) Stakeholders who are randomly selected by the Council Secretary from a list of Stakeholders who have previously expressed an interest in serving from time-to-time on such a grievance panel. The Secretary will coordinate a time, not to exceed fifteen (15) calendar days from the receipt of the grievance, and a place for the panel to meet with the person(s) submitting a grievance to discuss ways in which the dispute may be resolved. Thereafter, a panel shall, within ten (10) calendar days, prepare a written report and forward it to the Secretary outlining the panel's collective recommendations for resolving the grievance. The Board may receive a copy of the panel's report and recommendations prior to any meeting by the Board, but the matter shall not be discussed among the Board Members until the matter is heard at the next regular meeting of the

Board pursuant to the Brown Act. This formal grievance process is not intended to apply to Stakeholders who simply disagree with a position or action taken by the Board. Those grievances can be aired at Council meetings. This grievance process is intended to address matters involving procedural disputes, i.e., the Board's failure to comply with Board Rules or these Bylaws. 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. In the event that a grievance cannot be resolved through this grievance process, then the matter may be referred to the Department of Neighborhood Empowerment for consideration or dispute resolution in accordance with the Plan. The Neighborhood Council will follow the City's policy and/or rules regarding the handling of grievances.

ARTICLE XII: PARLIAMENTARY AUTHORITY

The latest edition of Robert's Rules of Order, Revised shall be the parliamentary authority of this Council, except that law, these Bylaws, and Standing Rules of the Council take precedence.

ARTICLE XIII: AMENDMENTS

Amendments, changes, additions or deletions to these Bylaws may be proposed by the Board or any Stakeholder(s) during the public comment period of a regular meeting of the Board. A proposal to amend these Bylaws, however, must then be formalized in writing and then lodged with the Secretary or person responsible for preparing the agenda for the next regular Board meeting. The proposed amendment will be placed on the agenda for public discussion at that meeting of the Council. Approval of an adjustment or amendment of the Bylaws for submission to the Department of Neighborhood Empowerment shall require a two-thirds (2/3) majority vote of the Board Members present. Thereafter, and 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.

ARTICLE XIV: COMPLIANCE

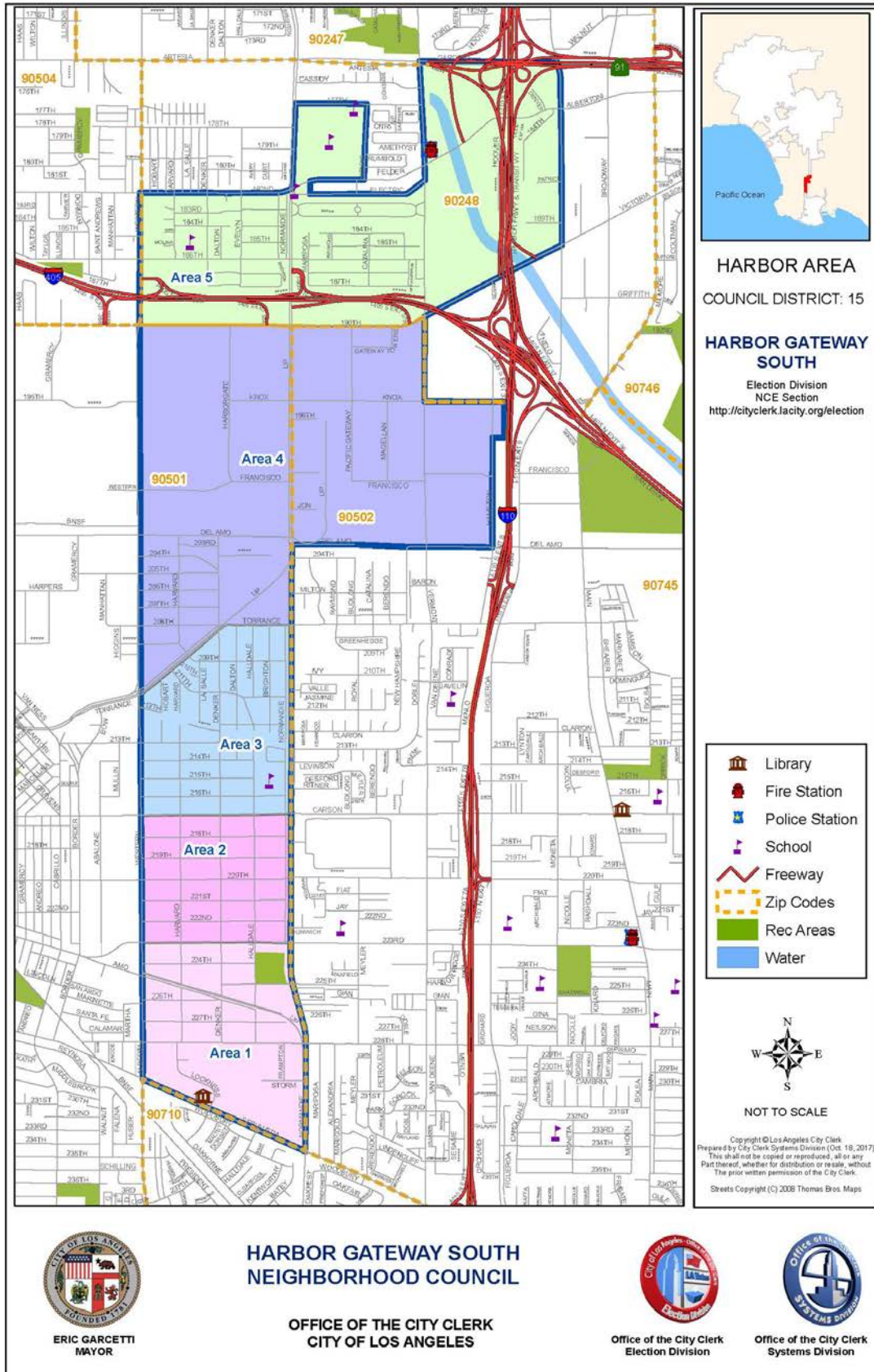
The Council, its representatives, and all Stakeholders will refrain from violating Board Rules and shall abide by all City, County, State, and/or federal laws that apply.

1401. Code of Conduct. The Council, its representatives, and all Stakeholders shall conduct all Council business in a civil, professional and respectful manner. Board members will abide by the Commission's Neighborhood Council Board Member Code of Conduct Policy.

1402. Training. All Board Members shall take required training in the fundamentals of Neighborhood Councils within forty-five (45) days of being seated. All board members must take ethics and funding training prior to making motions and voting on funding related matters.

1403. Self-Assessment: The Board of Governors shall once per year conduct a survey of the Council, shall compile a report of its findings and shall share findings with the Council and the Department of Neighborhood Empowerment.

ATTACHMENT A: MAP OF THE HARBOR GATEWAY SOUTH NEIGHBORHOOD COUNCIL



ATTACHMENT B – GOVERNING BOARD STRUCTURE AND VOTING
Harbor Gateway South Neighborhood Council – 9 Board Seats

BOARD POSITION	# OF SEATS	ELECTED OR APPOINTED?	ELIGIBILITY TO RUN FOR THE SEAT	ELIGIBILITY TO VOTE FOR THE SEAT
Member At Large 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 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 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 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 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 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.