

HERMON NEIGHBORHOOD COUNCIL BYLAWS

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**ARTICLE I
NAME**

The name of this Los Angeles City advisory board will be “Hermon Neighborhood Council” (HNC).

**ARTICLE II
PURPOSE**

The purpose of the Hermon Neighborhood Council shall be to:

- A. Provide a forum for discussion and review of Hermon neighborhood issues and projects, as well as the delivery of City services to its stakeholders.
- B. Engage an ever broadening range of HNC area stakeholders in deliberation and collaboration on matters affecting the neighborhood, providing them in advance with balanced and necessary background information.
- C. Promote growing HNC area stakeholder participation in City of Los Angeles governance and decision-making processes, and to create a greater awareness and utilization of city services available to HNC area stakeholders.
- D. Advocate HNC issues to government and private agencies, where there is widespread neighborhood agreement.
- E. Inform and educate HNC area stakeholders and residents of civic events and other resources available to them.
- F. Work with other Los Angeles City neighborhood councils, neighboring communities, and local organizations on issues of common interest.

**ARTICLE III
BOUNDARIES**

SECTION 1: BOUNDARY DESCRIPTION

The boundaries of the Hermon Neighborhood Council shall be as follows:

- Starting at where York Boulevard and the Arroyo Seco Parkway (SR 110) meet go east-southeast to the City of Los Angeles border with City of South Pasadena.
- Turn south along the city lines to Oak Hill Place.
- Turn south-southwest on Oak Hill Place, which becomes Hellman Avenue (and runs parallel to and one block west of Collis Avenue, following the eastern edge of the 90042 zip code), to Via Marisol.
- Go north west on Via Marisol to Via Colina.
- Turn south on Via Colina to west Cabrillo Villas.
- Turn west, along the property lines of the condominiums of Monterey Hills on the north side of Via Arbolada to the northern property line of the residential property on the east side of Monterey Road (4248 Monterey Road), and then to Ernest E. Debs Regional Park.
- Then, follow boundary of Ernest E. Debs Regional Park to Via Marisol.
- West on Via Marisol to the Arroyo Seco Parkway (SR 110), then go north east on the Arroyo Seco Parkway (SR 110) to York Boulevard (starting point).

SHARED AREA(S)

Note: Ernest E. Debs Regional Park is shared with Arroyo Seco, Historic Highland Park, and LA-32 Neighborhood Councils.

SECTION 2: INTERNAL BOUNDARIES

For purposes of electing area representatives, the HNC will consist of three districts approximately equal in estimated stakeholder numbers, as follows:

HERMON-North

Within the general HNC boundaries described herein, the entire area north of the midway point of Avenue 60.

HERMON-West

Within the general HNC boundaries described herein, the area south of the midway point of Avenue 60 that lies west of the midway point of Monterey Road (includes Ernest E. Debs Regional Park)

HERMON-East

Within the general HNC boundaries described herein, the area south of the midway point of Avenue 60 that lies east of the midway point of Monterey Road.

**ARTICLE IV
STAKEHOLDER**

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

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

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

[The definition of “Stakeholder” 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**

SECTION 1: COMPOSITION

The Board shall be comprised of **nine (9)** representatives, elected from among and by the HNC stakeholders, as follows:

- 3 - District Representatives**
- 4 - Community Resource Representatives**
- 2 – At-Large Representatives**

A. District Representatives (3).

District representatives must be stakeholders within the district they wish to represent. They shall be elected by Stakeholders who are 16 years or older at the time of the election. Each of the three geographical districts of the HNC -- as defined in Article III, Section 2 (Hermon-North, Hermon-West, and Hermon-East) shall elect one district representative.

B. Community Resource Representatives (4).

Community Resource Representatives shall be elected by the stakeholders at large. There shall be one such representative for each of the following four (4) resource groupings within the HNC area:

- 1) Community Organizations: Educational and Youth**
 - (Suggested for) individuals employed by or having an ongoing and significant affiliation with educational institutions/organizations within the HNC boundaries, or educators who are otherwise HNC stakeholders.
- 2) Community Organizations: Charitable, Civic, or Faith-based**
 - (Suggested for) individuals employed by or having an ongoing and significant affiliation with faith-based entities, residential associations, not-for-profits, or other established organizations based within the HNC area.
- 3) Quality of Life.....Environment, Health, and Safety (1 seat)**
- 4) Cultural.....History, Culture, and the Arts (1 seat)**

C. At-Large Representatives (2).

Open to Stakeholders at least eighteen (18) years of age.

SECTION 2: QUORUM

A minimum of six (6) HNC Board members shall be required at HNC meetings in order to transact board business. A majority vote of the Board members present shall be sufficient to transact business unless otherwise stated in these bylaws.

SECTION 3: OFFICIAL ACTIONS

A simple majority vote of the Board representatives present, not including abstentions, shall be sufficient Board business unless otherwise stated in these bylaws.

SECTION 4: TERMS AND TERM LIMITS

Representatives shall serve a term of two years or until their successors take office. No representative shall serve more than three (3) consecutive terms in the same category.

No stakeholder may serve more than four (4) consecutive terms in any combination of board seats without first having taken leave of the board for at least one full year.

SECTION 5: DUTIES AND POWERS

- A. The elected leadership of the Hermon Neighborhood Council shall be its Board of Representatives (Board). Subject to the powers reserved to stakeholders herein, the Board has the power to establish policies, procedures, and positions of the HNC, and to review and recommend actions to governmental and other entities on issues affecting the Hermon neighborhood.
- B. Members of the Board will adhere to any and all applicable City of Los Angeles Conflict of Interest Codes.

SECTION 6: VACANCIES

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

- A. Any Stakeholder interested in filling a vacancy on the Board shall submit a written application to the Board. Any Stakeholder may be appointed to any vacant HNC seat, including the District-Specific Seats.
- B. The Board shall cause the matter to be placed on the agenda for the next regular meeting of the Board.
- C. The Board shall vote on the application at the meeting. If multiple applications for one seat have been submitted, the candidate with the most votes wins.
- D. The candidate who wins shall fill the remaining term of the Board seat unless an election or selection occurs sooner.
- E. In no event shall a vacant seat be filled where a general election is scheduled to occur within sixty (60) days of the date that a written application is presented to the Board.

SECTION 7: ABSENCES

Board members are expected to attend all HNC meetings. If the Board finds a Board member has two consecutive unexcused absences, or three total unexcused absences from HNC Board meetings in a calendar year, the Board shall declare that seat vacant and agendize naming a replacement at the next regular meeting, in keeping with standing rules concerning selection of replacements. An excused absence is defined as one for which the Board member has notified a Board officer that he or she will be absent prior to the meeting.

In the event a Board member exceeds four consecutive absences of any kind (excused or unexcused), the Board Chair or Vice Chair shall contact the Board member and suggest alternatives, such as – but not limited to – the Board member’s voluntary resignation, to allow his/her stakeholder constituency to have adequate representation.

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

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

Any Representative may resign by submitting a written resignation to the Board Chairperson.

SECTION 11: COMMUNITY OUTREACH

In addition to the formal communications overseen by the standing Outreach and Selections Committee, outreach to stakeholders is the responsibility of all Board members, each being called upon to maintain regular contact with the stakeholders within their area of representation. (See also Article VII, Section 1).

ARTICLE VI OFFICERS

SECTION 1: OFFICERS OF THE BOARD

There shall be three officers of the HNC. They shall be the **Chairperson, Vice Chairperson, and Treasurer**. Officers shall be elected by the seated board. Their duties and responsibilities shall include, but are not necessarily limited to, the following:

SECTION 2: DUTIES AND POWERS

- A. The **Chairperson** (or Chair) shall be the convening officer of the HNC Board of Representatives. The Chair shall be responsible for the general oversight of HNC Board and stakeholder meetings. The Chair shall arrange the agenda order for, and preside over all HNC Board meetings.
- B. The **Vice Chairperson** (or Vice Chair) shall assume the duties of the Chair when the Chair is unable to perform duties of office. Additionally, the Vice Chair shall act as the Outreach and Selections Chair for the HNC, maintaining stakeholder contact records in order to facilitate regular communications with area stakeholders. During election years, the Vice Chair may also appoint – with the Board’s approval -- and convene an ad hoc Candidate Recruitment Committee.
- C. The **Treasurer** shall maintain the financial records of the HNC and oversee all finances. The Treasurer shall submit account statements to the Department of Neighborhood Empowerment (DONE) in accordance with that City department’s requirements. The Treasurer shall report on the financial status of the HNC at each regular meeting, and make HNC financial records available to the public as required by law. The Treasurer shall adhere to all DONE and HNC fiscal procedures.
- D. **Express Limitations on Officer Powers.** Collectively, HNC officers shall never be deemed to constitute an “executive committee” or possess any authority not specifically assigned to them individually in these bylaws or conferred by special action of the full Board. Decisions of the HNC Board will be made as a committee of the whole by all representatives present and at publicly noticed meetings -- unless delegated in advance by Board action to a committee or task group created by the board and given power to act. All communication from departments and elected officials of the City of Los Angeles addressed only to officers and/or an “executive committee” of same will be shared in real-time with the full board, for discussion and possible action at the next meeting, or – if requiring immediate attention -- at a special meeting called by the Chair.

A **secretary** -- who is not an officer -- may also be selected by the Board as a volunteer to record the minutes of meetings for the year. If deemed necessary, this function may be approved as a paid-service relationship by the Board, reporting to the Chair, using approved City vendors. In each case, the HNC will maintain historical records and make such records available to the public as required.

SECTION 3: SELECTION OF OFFICERS

- A. At the first meeting following certification, following subsequent elections, or at the start of each fiscal year, as the first order of business, the Board shall elect by voice vote the Chairperson, Vice Chairperson, and Treasurer.
- B. Officer positions which become vacant shall be filled by majority vote of the Board.

SECTION 4: OFFICER TERMS

- A. Officers shall serve a term of one year or until their successors take office. Officers may not serve more than three (3) consecutive terms in the same office. A stakeholder may not serve more than four (4) consecutive one-year terms in any combination of officer positions. Terms of office will begin on a date to be determined by the Board, based on the scheduling of elections by the appropriate City authorities.
- B. Any officer may resign by submitting a written resignation to the Board.
- C. The Board may remove any Board member from an officer position for any of the following reasons:
 - 1) The officer is unable to carry out her/his duties and responsibilities under Article V1, due to time limitations, illness, or other personal obligations; or otherwise fails to carry out his/her duties.
 - 2) The officer prevents the HNC from carrying out its responsibilities and mission as outlined in the Los Angeles City Charter and by these bylaws.
 - 3) The officer is elected to a City officer position as defined in the Governmental Ethics Ordinance of the City of Los Angeles and becomes ineligible for his or her HNC position.
 - 4) The officer no longer has HNC stakeholder status.
 - 5) The officer fails to disclose, or fails to recuse her/himself in the event of a disqualifying interest.

With the exception of provisions 3 and 4 above (for which no Board vote is needed), a two-thirds (2/3) vote of the representatives present at an HNC meeting is required for officer removal for any other listed reason. Such action shall be effective immediately upon the Board vote to remove.

ARTICLE VII COMMITTEES AND THEIR DUTIES

All standing and ad-hoc committee 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

- A. Outreach and Selections Committee

The Outreach and Selections Committee shall be chaired by the Vice-Chair. That committee shall oversee communication with all HNC stakeholders in accordance with the Brown Act. Outreach will include: regular distribution of mail and flyers; agenda notifications in public places, and through the City ENS distribution system; use of local and appropriate social media; and announcements by E-mail to addresses provided during voter registration, on voluntary meeting sign-in sheets, or otherwise collected. The committee may also oversee (or establish an ad hoc committee to do so) the publication of periodic informational mailings, one or more regular news publications, or establish/maintain a Website or HNC-controlled social media sites. The committee shall also maintain a database of all mail and e-mail addresses for interested stakeholders to allow the broadest outreach possible.

In the event of Board vacancies, the committee shall organize outreach to make such vacancies known neighborhood-wide, collect applications from candidates for the vacant seats, verify candidate eligibility, and provide the list of prospects to the Board for selection purposes. During election years, the committee will also work in conjunction with the ad hoc Elections Committee (see Article VII, Section 2A) to broadly communicate all candidate- and voting-specific deadlines and details, to insure area-wide participation.

B. Budget and Finance Committee.

The Budget and Finance Committee shall be chaired by the Treasurer. The committee shall be responsible for the oversight and administration of all HNC financial matters and present a proposed budget for Board approval on an annual basis. The committee shall also review all financial reconciliation materials prior to their submission to the Board.

The Board, as a whole, will operate – as needed – as the body assigned to propose amendments to the bylaws or oversee the discussion and appropriate action for amendments proposed for any other sources, establish and update any standing rules deemed necessary.

C. Land Use Committee odd

The Land Use Committee shall be chaired by at least one Board member to be nominated by the Board. The land use committee shall review, take public input, report on and make recommendations of actions to the Board and Stakeholders on any land use and planning issues affecting the Hermon community.

SECTION 2: AD HOC

Ad hoc committees may be established by the Board at any time, specific to a limited purpose and timeframe. Subject to Board approval, at the Chairperson’s discretion s/he may appoint chairs of ad hoc committees or pass the selection of a chair to the membership of that committee. This excludes ad hoc committees dealing with grievances (see Article XI).

SECTION 3: COMMITTEE CREATION AND AUTHORIZATION

Committees advise the Board and only make recommendations on possible actions by the Board. Except in the event of being authorized by the Board in advance to act in lieu of full Board action, committees do not have the authority to act without Board approval.

**ARTICLE VIII
MEETINGS**

All meetings shall be open to the public in accordance with the Ralph M. Brown Act. HNC meetings shall include both Regular and Special meetings.

SECTION 1: MEETING TIME AND LOCATION

A. Regular meetings of the HNC shall take place on the second Thursday evening of every odd-numbered month, as follows:

- B. Special meetings of the HNC may be called by the Chairperson or a majority of the Board. The purpose of the meeting shall be stated in the notice, and no other business may be transacted at the special meeting.
- C. At the first meeting of each year, HNC stakeholders will vote on where to hold regular council meetings for the following fiscal year.

SECTION 2: AGENDA SETTING

The Chairperson shall arrange the agenda for, and preside over all HNC meetings. To the greatest extent possible, the Chair will accept and consider for inclusion on the agenda those action and/or informational items suggested by other Board representatives and area stakeholders so long as those items are: a) deemed to be within the stated purpose and purview of the HNC; or, b) offered far enough in advance of required agenda-posting timelines.

SECTION 3: NOTIFICATIONS AND POSTINGS

Announcements of meetings and other events of the neighborhood council shall be posted on the HNC's official website, if one exists, and -- at the least -- in three (3) physical locations determined by the seated board and listed in the council's Standing Rules. At a minimum, posting requirements will adhere to the City's prevailing neighborhood council agenda-posting policy (or policies).

SECTION 4: RECONSIDERATION

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

- A. Before the Board reconsiders any matter, the Board must approve a Motion for Reconsideration. The Motion for Reconsideration must be approved by official action of the Board. After determining that an action should be reconsidered, the Board has the authority to re-hear, continue, or take action on the item that is the subject of reconsideration within any limitations that are stated in the Motion for Reconsideration.
- B. The Motion for Reconsideration must be brought, and the Board's approval of a Motion for Reconsideration must occur, either during the same meeting where the Board initially acted or during the Board's next regularly scheduled meeting that follows the meeting where the action subject to reconsideration occurred. The Board may also convene a special meeting within these specified time frames to address a Motion for Reconsideration.
- C. A Motion for Reconsideration may be proposed only by a member of the Board (the "Moving Board Member") who previously voted on the prevailing side of the original action that was taken by the Board.
- 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 Chairperson 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 an adequate description of

the matter(s) to be re-heard and the proposed action that may be adopted by the Board if the Motion for Reconsideration is approved.

- F. A Motion for Reconsideration that is properly brought before the Board may be seconded by any member of the Board.
- G. This reconsideration process shall be conducted at all times in accordance with the Brown Act.

ARTICLE IX FINANCES

- A. The Board shall adhere to all rules and regulations issued by appropriate City officials regarding the HNC's finances, where the term "appropriate City officials" means those officials and/or agencies of Los Angeles who have authority over certified neighborhood councils.
- B. The Board shall review its fiscal budget and make adjustments as needed to comply with all applicable L.A. City laws and administrative rules, remaining compliant with generally accepted accounting principles and the City's mandate for the use of a standardized budget.
- C. At each regular meeting of the Board, the Treasurer shall provide detailed reports of HNC accounts.
- D. All financial accounts and records shall be available for public inspection and posted on the HNC website, if available.
- E. At least once each quarter, the Chairperson and at least one (1) other individual other than the Treasurer – as designated by the Board -- shall examine the HNC's accounts and attest to their accuracy before submitting the documentation to DONE for further review.
- F. The HNC will not enter into any contracts or agreements except through DONE.

ARTICLE X ELECTIONS

SECTION 1: ADMINISTRATION OF ELECTION

HNC elections will be conducted pursuant to any and all L.A. City ordinances, policies, and procedures pertaining to neighborhood council elections, taking into account any election procedure options available to the neighborhood council and stipulated by a vote of the Board. DONE is authorized to conduct a special meeting within 90 days where, through a selection process, the initial governing board is seated.

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 A.

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.

SECTION 5: RESTRICTIONS ON CANDIDATES RUNNING FOR MULTIPLE SEATS

A candidate shall declare their candidacy for no more than one (1) position on the HNC Board during a single election cycle.

SECTION 6: OTHER ELECTION RELATED LANGUAGE

Intentionally left blank

**ARTICLE XI
GRIEVANCE PROCESS**

Stakeholders shall have the right to express and be heard regarding any grievance involving the Board’s failure to comply with Board rules or these bylaws, or its failure to comply with the City’s Charter, the Plan, local ordinances, and/or state and federal law. The stakeholder must submit the grievance in writing to the DONE website. An ad hoc committee shall consider the grievance. The ad hoc committee shall consist of three Board members randomly selected by the Vice Chair from a list established at the beginning of each year by Board members willing to hear grievances. The ad hoc committee’s recommendations must be heard by the board. Any grievance not resolved to the satisfaction of the grievant, shall be referred to the City’s regional grievance panels if/when created. This process is intended to be used only for grievances involving procedural disputes.

**ARTICLE XII
PARLIAMENTARY AUTHORITY**

A. Governing Authority.

The latest edition of Robert’s Rules of Order shall serve as the governing parliamentary authority of the HNC. A Parliamentarian may be appointed by the Board to assist in the conduct of meetings. In the case of any conflict between these bylaws and the governing parliamentary authority, these bylaws shall prevail.

B. Standing Rules.

Standing Rules may be adopted by the Board to supplement these bylaws, and shall not be construed to change or replace any bylaw provisions. Standing rules may be adopted, amended, or repealed by a vote of the Board.

**ARTICLE XIII
AMENDMENTS**

- A. Any Board member may propose an amendment to these bylaws by requesting that the Chair place the item on the agenda.
- B. Any stakeholder may propose an amendment to these bylaws during the public comment period of a regular Board 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 its next regular meeting.

- D. 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 DONE for review and approval.
- E. Amendments shall not be valid, final or effective until approved by DONE. Once approved, any changes in the bylaws shall become effective immediately.

ARTICLE XIV COMPLIANCE

The HNC shall comply with all Federal, State, and City laws, including applicable ethics and conflict of interest provisions. In addition, the HNC shall comply with all applicable provisions of the Ralph M. Brown Act.

SECTION 1: CODE OF CIVILITY

The HNC and its elected representatives, in addition to area stakeholders serving on HNC committees, shall conduct all neighborhood council business in a civil, professional and respectful manner, adhering to the Code of Civility adopted by DONE. HNC representatives will also abide by the Board of Neighborhood Commissioners' Neighborhood Council Board Member Code of Conduct Policy

SECTION 2: TRAINING

All Board members shall take training in the fundamentals of L.A. City neighborhood council operation, including – but not necessarily limited to – ethics, funding, workplace violence, and sexual harassment training provided by the City within fifty-five (55) days of being seated, or else lose their HNC Board voting rights until training has been completed. All Board members must take Ethics, Funding, Code of Conduct, Anti-Bias, Gender Expression and Gender Identity training prior to making motions and voting on funding related matters. Board members who lapse in their training will be notified by email or at the next Board meeting and will be subject to appropriate action from the Board, up to and including removal (see Article V, Section 9), if they do not achieve compliance within 30 days of said notification.

SECTION 3: SELF ASSESSMENT

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¹ Article VI, Section 1 of the “*Plan for a Citywide System of Neighborhood Councils*” calls for each NC to “survey its community stakeholders at least once biennially....The form of the review shall be prescribed by DONE.”

ATTACHMENT A – Governing Board Structure & Voting
HERMON NEIGHBORHOOD COUNCIL – 9 Board Seats

BOARD POSITION	# OF SEATS	ELECTED or APPOINTED?	ELIGIBILITY TO RUN FOR SEAT	ELIGIBILITY TO VOTE FOR SEAT
<p>HERMON-NORTH DISTRICT Representative</p> <p>Term: 2 Years</p>	<p align="center">1</p>	<p align="center">Elected</p>	<p>Stakeholders who are 18 years or older and live, work, own real property, or declare a stake in HNC’s <u>HERMON-NORTH</u> district area as a community interest stakeholder, defined as a person who affirms a substantial and ongoing participation with a community organization that has continuously maintained a physical street address for not less than one year, and that performs ongoing and verifiable activities and operations that benefit the neighborhood, and is located within the NC’s boundaries. A for-profit entity shall not qualify as a Community Organization.</p>	<p>Stakeholders in HNC’s <u>HERMON-NORTH</u> district area and are 16 years or older at the time of the election.</p>
<p>HERMON-WEST DISTRICT Representative</p> <p>Term: 2 Years</p>	<p align="center">1</p>	<p align="center">Elected</p>	<p>Stakeholders who are 18 years or older and live, work, own real property, or declare a stake in HNC’s <u>HERMON-WEST</u> district area as a community interest stakeholder, defined as a person who affirms a substantial and ongoing participation with a community organization that has continuously</p>	<p>Stakeholders who live, Stakeholders in HNC’s <u>HERMON-WEST</u> district area and are 16 years or older at the time of the election.</p>

			maintained a physical street address for not less than one year, and that performs ongoing and verifiable activities and operations that benefit the neighborhood, and is located within the NC's boundaries. A for-profit entity shall not qualify as a Community Organization.	
HERMON-EAST DISTRICT Representative Term: 2 Years	1	Elected	Stakeholders who are 18 years or older and live, work, own real property, or declare a stake in HNC's <u>HERMON-EAST</u> district area as a community interest stakeholder, defined as a person who affirms a substantial and ongoing participation with a community organization that has continuously maintained a physical street address for not less than one year, and that performs ongoing and verifiable activities and operations that benefit the neighborhood, and is located within the NC's boundaries. A for-profit entity shall not qualify as a Community Organization.	Stakeholders in HNC's <u>HERMON-EAST</u> district area and are 16 years or older at the time of the election.

BOARD POSITION	# OF SEATS	ELECTED or APPOINTED?	ELIGIBILITY TO RUN FOR SEAT	ELIGIBILITY TO VOTE FOR SEAT
<p>(Community Organizations): EDUCATIONAL and Youth Representative</p> <p>Term: 2 Years</p>	1	Elected	<p>Stakeholders who are 18 years or older and live, work, own real property, or declare a stake in the neighborhood as a community interest stakeholder, defined as a person who affirms a substantial and ongoing participation with a community organization that has continuously maintained a physical street address for not less than one year, and that performs ongoing and verifiable activities and operations that benefit the neighborhood, and is located within the NC's boundaries. A for-profit entity shall not qualify as a Community Organization.</p>	<p>Stakeholders who are 16 years or older at the time of the election.</p>
<p>(Community Organizations): CHARITABLE, CIVIC, or FAITH-BASED Representative</p> <p>Term: 2 Years</p>	1	Elected	<p>Stakeholders who are 18 years or older and live, work, own real property, or declare a stake in the neighborhood as a community interest stakeholder, defined as a person who affirms a substantial and ongoing participation with a community organization that has continuously maintained a physical street address for not less than one year, and that performs ongoing and verifiable activities</p>	<p>Stakeholders who are 16 years or older at the time of the election.</p>

			and operations that benefit the neighborhood, and is located within the NC's boundaries. A for-profit entity shall not qualify as a Community Organization.	
QUALITY OF LIFE (Environment, Health & Safety) Representative Term: 2 Years	1	Elected	Stakeholders who are 18 years or older and live, work, own real property, or declare a stake in the neighborhood as a community interest stakeholder, defined as a person who affirms a substantial and ongoing participation with a community organization that has continuously maintained a physical street address for not less than one year, and that performs ongoing and verifiable activities and operations that benefit the neighborhood, and is located within the NC's boundaries. A for-profit entity shall not qualify as a Community Organization.	Stakeholders who are 16 years or older at the time of the election.
CULTURAL (History, Culture & the Arts) Representative Term: 2 Years	1	Elected	Stakeholders who are 18 years or older and live, work, own real property, or declare a stake in the neighborhood as a community interest stakeholder, defined as a person who affirms a substantial and ongoing participation with a community organization that has continuously maintained a physical	Stakeholders who are 16 years or older at the time of the election.

			street address for not less than one year, and that performs ongoing and verifiable activities and operations that benefit the neighborhood, and is located within the NC's boundaries. A for-profit entity shall not qualify as a Community Organization.	
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BOARD POSITION	# OF SEATS	ELECTED or APPOINTED?	ELIGIBILITY TO RUN FOR SEAT	ELIGIBILITY TO VOTE FOR SEAT
AT-LARGE Representative Term: 2 Years	2	Elected	Stakeholders who are 18 years or older and live, work, own real property, or declare a stake in the neighborhood as a community interest stakeholder, defined as a person who affirms a substantial and ongoing participation with a community organization that has continuously maintained a physical street address for not less than one year, and that performs ongoing and verifiable activities and operations that benefit the neighborhood and is located within the NC's boundaries. A for-profit entity shall not qualify as a Community	Stakeholders who are 16 years or older at the time of the election.

			Organization.	
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ATTACHMENT B – Map of Neighborhood Council: HERMON Neighborhood

