Los Angeles Historic Cultural Neighborhood Council By-Laws

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Article I. NAME
This organization shall be known as the Los Angeles Historic Cultural Neighborhood Council (HCNC), a neighborhood council as organized under the Los Angeles City Charter Vol. I, Article IX

Article II. PURPOSE
Principles of Governance - The purpose of the Council is to participate as a body on issue concerning our neighborhood and regarding the governance of the City of Los Angeles (“City”) in a transparent, inclusive, collaborative, accountable and viable manner.

A. The MISSION of the 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 Community Stakeholders on issues of concern to the community and/or the Stakeholders

B. The specific and primary purposes for which this HCNC is formed are:

1. To empower the residents, business owners, property owners, cultural and religious institutions, service organizations and other nonprofit organizations and their members who hold the said neighborhoods close to their hearts.

2. To promote through proper channels of publicity and general information and support of the stakeholders of said area in maintaining and enlarging the benefits accruing to them in the fields of scenic beauty, culture, education, health and civic excellence.

3. To maintain a channel of communications, with the City of Los Angeles through its Early Notification System, and disseminate information to HCNC stakeholders via email, fax, and mailing list The HCNC will distribute announcements to the registered stakeholders within the boundaries of the HCNC. Notices will be sent to all community based organization leaders within the HCNC area. The HCNC will publish announcements and updates in the Downtown News on a quarterly basis.

C. Additional purposes for which this Neighborhood Council is formed are:
To employ a staff of expert and lay persons as may be deemed necessary and proper by
the Board of Directors to carry out the purposes of this Neighborhood Council.

D. The objective of this organization shall be:

1. To protect, foster, preserve and develop the rights and interests of both communities
   known as the Arts District and Little Tokyo.
2. To encourage a sense of community pride through better community relations and
   family participation in community issues

E. The POLICY of the Council is:

1. To act as a forum through which full and objective discussion of all questions and
   problems within the community can take place.
2. To act in the capacity of a parent organization--in that those who seek to initiate certain
   activities on behalf of the community, but do not have a membership in the HCNC,
   may present their concerns to the HCNC and seek the support of the HCNC.
3. To operate and strengthen channels of communication with local, state and federal
   officials through which the real needs of the community can be made known.
4. To support and promote those issues viewed as beneficial to HCNC communities, but
   which in no way could be considered a detriment to the greater community of Los
   Angeles, of which we are a part.

Article III. BOUNDARIES
The HCNC encompasses the following Los Angeles neighborhoods:

A. Arts District
B. Little Tokyo

Section 1 Boundary Description
As such, HCNC does not make up one square, rectangular, or circular shape. Rather, HCNC is a
combination of multiple polygonal areas. The boundaries are the following:

The Northwest Corner of where 7th Street meets the Los Angeles River. Travel West on 7th
Street to the corner of 7th Street and Alameda Street. Travel North on Alameda Street until
Alameda Street intersects 4th Street. Travel West on 4th Street until Omar Street. Travel North
on Omar Street until Boyd Street. Travel West on Boyd Street until San Pedro Street. Travel
North on San Pedro Street until 3rd Street. Travel West on 3rd Street until Los Angeles Street.
Travel North on Los Angeles Street until the 101 Freeway. Travel East on the 101 Freeway until the 101 Freeway meets the Los Angeles River. Travel South down the west bank of the Los Angeles River down to the Northwest corner of 7th Street.

The boundaries of the Council are set forth in Attachment A- Map of the Historic Cultural Neighborhood Council.

Section 2 Internal Boundaries

The specific boundaries of each of the two neighborhoods that encompass the HCNC are as follows:

A. Arts District – 101 Freeway at Alameda east to Los Angeles River south to 7th Street west to Alameda Street north to 101 Freeway.

B. Little Tokyo – 101 Freeway at Los Angeles Street east to Alameda Street south to 4th Street west to Omar Street north to Boyd Street west to San Pedro Street north to 3rd Street west to Los Angeles Street north to 101 Freeway.

Article IV. STAKEHOLDERS

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

Article V. GOVERNING BOARD

The Board of Directors (hereinafter “the Board”) shall be the Governing Body of the Council within the meaning of that term as set forth in the Plan.

Section 1 Composition

The Board shall consist of fifteen (15) Stakeholders elected and/or appointed by the Board and/or Community Stakeholders. The composition of the Board shall be as follows:

1. Arts District Representatives, seven (7)
2. Little Tokyo Representatives, seven (7)
3. At Large Representatives, one (1)
The breakdown of the 15 Board seats is as follows:

1. Arts District, three (3) residents
2. Arts District, three (3) At-Large business owner, employee, non-profit representative
3. Arts District, one (1) property owner
4. Little Tokyo, three (3) residents
5. Little Tokyo, three (3) At-Large business owner, employee, non-profit representative
6. Little Tokyo, one (1) property owner
7. At Large Representative, one (1)

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”). [per the Plan]

Section 2 Quorum

Board meeting: A minimum of 8 members of the board shall constitute a quorum at the Board meeting. This quorum may transact in the business of the HCNC. A majority of the members of the Executive Committee shall constitute a quorum for Executive Committee meetings.

Section 3 Official Actions

A Simple majority vote by the board members present and voting, not including abstentions, at a meeting at which there is quorum shall be required to take official action, unless specified otherwise in these Bylaws.

Section 4 Terms and Term Limits

The members of the Board of Directors shall be elected for four-year terms; the terms of the Board of Directors shall be staggered so that approximately one-half of the members are elected every other year (seven (7) in one election year, eight (8) in the next). No Director(s) shall serve more than eight (8) consecutive years as a board member of the HCNC.

Board terms shall begin the first day of the month following the final results of the election, a recount, or an election challenge. The incumbent Board members will continue in their duly elected/appointed positions until the election challenge is resolved.

Section 5 Duties and Powers

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

Section 6 Vacancies

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

A. A vacancy in office shall be filled by the recommendation of the Executive Committee and subject to simple majority vote of the HCNC Board of Directors. In the event of a vacancy in the office of President, the office shall be filled by the First Vice President.

B. In the event of a community representative seat vacancy, that vacancy shall be filled by a candidate to be nominated by his or her specific community representatives on the board (the community caucus: defined as the board members elected specifically as resident, business owner or non-profit from any one of the six communities that comprise the HCNC. The candidate will be voted onto the board by a majority vote of the HCNC Board Members present at a regular board meeting, whereby he or she will complete the term of the vacated board seat.

C. In the event of a community representative seat vacancy, that vacancy shall be filled by a candidate to be nominated by his or her specific community representatives on the board (the community caucus: defined as the board members elected specifically as resident, business owner or non-profit from any one of the six communities that comprise the HCNC. The candidate will be voted onto the board by a majority vote of the HCNC Board Members present at a regular board meeting, whereby he or she will complete the term of the vacated board seat.

1. Public Notices announcing the call for appropriately qualified candidates will be posted at the sites designated for posting HCNC notices in the neighborhoods in which the vacant seats occur. Candidate application forms will be made available via mail and email from the HCNC Executive Council.

2. Candidates are required to submit their candidate application forms to the HCNC Executive Council no later than 25 days after the Call for Candidates is publicly posted.

D. Board members representing each individual community (community caucuses) will vote within their caucus for the candidates from their neighborhood. The candidate who receives a majority of the vote of the caucus members will be recommended to the full board. In the event of a tie vote among members of a caucus, the full board will vote on the candidates.
Section 7  Absences

A Board Member who misses any three Board meetings during a calendar year may be removed from the Board. Each Council Board Member absence shall be recorded in the Council’s Meeting Minutes or other manner of Council record keeping, and that, upon missing the required number of Board Meetings for removal, the Council Presiding Officer shall notify the Board Member of the absences and place on the agenda the removal of the Board Member at a regular or special Board meeting whereupon the Board shall determine the validity of the absences before taking action to remove the Board Member. The Board shall consult with the Office of the City Attorney before taking any action.

Any meeting of the Neighborhood Council Governing Board, scheduled and noticed as per the Brown Act, shall constitute a meeting for the purpose of determining Board Member attendance.

Section 8  Censure

The Council can take action to publically reprimand a Board member for actions conducted in the course of Council business by censuring the Board member at a Council Board meeting. Censures shall be placed on the agenda for discussion and action. The Board shall consult with the Office of the City Attorney before taking any action.

Section 9  Removal

A. Petition by Stakeholders

A Board member may be removed from office by the submission of a written petition to the Secretary, which includes:

(i) the identity of the Board member to be removed,

(ii) a description, in detail, of the reason for removal, and

(iii) the valid signatures of 50 Stakeholders.

1. Upon receipt of a written petition for removal, the Secretary shall cause the matter to be placed on the agenda for a vote of the Board at the next regular Council meeting.

2. Removal of the identified Board member requires a two-thirds (2/3) majority of the attending Board Members.

3. The Board Member who is the subject of the removal action shall have the right to deliver to Board Members a written statement about the matter and/or to speak at the Board Meeting prior to the vote, but shall not be counted as part of the quorum, nor allowed to vote on the matter.

4. The Board shall consult with the Office of the City Attorney before taking any action.
B. **Petition by Board**

A Board Member may be removed from the Board for good cause, including, but not limited to, disruptive conduct; interfering with Council business; violations of the Bylaws, Operating Procedures or Code of Conduct following a Board Member’s submission to the Board of a petition which includes:

(iv) the identity of the Board Member to be removed

(v) states the reason for removal by identifying the violation of the internal rules or procedures and specifies the conduct of the person, and

(vi) contains the signatures of at least 11 Board members.

1. The petition shall be delivered simultaneously to all Board Members and the matter placed on the agenda and scheduled for a vote at the next regular Board Meeting.

2. Removal of the identified Board member requires a two-thirds (2/3) majority of the attending Board Members.

3. The Board Member who is the subject of the removal action shall have the right to deliver to Board Members a written statement about the matter and/or to speak at the Board Meeting prior to the vote, but shall not be counted as part of the quorum, nor allowed to vote on the matter.

4. The Board member being removed must first have been censured by the Board once for the same action before

If the vote for removal is affirmative, the position shall be deemed vacant and filled via the Council’s vacancy clause. The Board shall consult with the Office of the City Attorney before taking any action.

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**Section 10  Resignation**

A Board member may resign from the Council, and the position shall then be deemed vacant. Any member of the Board who ceases to be a Stakeholder is required to submit his or her resignation to the Board for discussion and action at a Board meeting. Removal of the Board member for loss of stakeholder status requires a majority of the attending Board members.

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**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.
Article VI. OFFICERS

Section 1 Officers of the Board

The officers of the HCNC shall be elected by the Board of Directors. To encourage and foster broad participation and representation of this community, Executive Committee members of the Board of Directors shall be as follows:

A. Board-selected officers:

1. President
2. First Vice President
3. Second Vice President
4. Third Vice President
5. Fourth Vice President
6. Recording Secretary
7. Treasurer
8. Historian

Section 2 Duties and Powers

A. President

1. Presides at all meetings of the HCNC, the Executive Committee and the Board of Directors
2. Prepare an agenda with a copy for the First Vice President and the Recording Secretary.
3. Appoint the Historian, subject to approval of the Executive Committee.
4. Appoint Committee Chairperson, subject to the approval of the Executive Committee.
5. Act as ex-officio member of all committees except the nominating committee.

B. First Vice President

1. Preside at all HCNC, Executive Committee and Board meetings in the absence of or at the request of the President.
2. Chairman of the Action committee-a: Liaison officer between area chairmen for
public safety and public improvement suggestions from community stakeholders and the appropriate governmental offices or governmental officials

C. Second Vice President

1. Preside at all HCNC, Executive Committee and Board meetings in the absence of both the President and the First Vice President

2. Chairman of the Program Committee

3. Plan and will be in charge of all arrangements for regular HCNC programs as well as any special event that may be recommended by the HCNC or the Board.

4. Invite guest speakers for the programs, greet them upon their arrival and introduce them to officers.

5. Appropriately express the thanks of the HCNC to the speaker.

D. Third Vice President

1. Preside at all HCNC, Executive Committee and Board meetings in the absence of the President, First Vice President and Second Vice President.

2. Chairman of the Stakeholder-ship Committee

3. Register stakeholders as they present proof of their stakeholder-ship.

4. Keep a current roster of HCNC stakeholders, with an exact count of voting members.

5. Issue stakeholder cards to all stakeholders.

E. Fourth Vice President

1. Preside at all HCNC, Executive Committee and Board meetings in the absence of the President, First, Second and Third Vice Presidents

2. Chairman of the Early Notification System (ENS) Committee

3. Chairman of the Hospitality and Refreshment Committee, and Plan refreshments to be served at the general and Board meetings

4. Arrange to have refreshments ready to serve at the time of the meeting. Greet and serve guests

5. Provide sign-in sheets at the meetings.

F. Recording Secretary.

1. The Recording Secretary shall keep a true and accurate record of the HCNC,
Executive Committee and Board meetings in a permanent record book.

2. These records shall be available for reading at all meetings of the HCNC.

G. Treasurer

1. An ex-officio member of the Budget and Finance Committee
2. Custodian of the HCNC funds
3. Check and authenticate expenditures against the budget, and submit Monthly Expenditure Reports (MERs) to the Department of Neighborhood Empowerment
4. Keep an accurate account of all funds and prepare written reports to be filed with the Recording Secretary and the President at the regular HCNC meetings.
5. Make financial statements available upon request.
6. Prepare a budget for the upcoming years and present to the Board for approval or recommendation to the general body.

H. Historian

1. The Historian shall maintain a careful record of all essential activities of the HCNC in a suitable book which shall be provided by the HCNC.

Section 3 Selection of Officers

A member of the Board of Directors may also serve as an officer. Officer positions shall be selected annually at the first official Board meeting following the Board election in Board election years, and at the subsequent 1-year anniversary mark of the Officers’ selection in Board non-election years.

Section 4 Officer Terms

Term of officers shall be for one year. Officers serve at the will of the Board. An officer of the Board of Directors may be removed from his/her Officer position if he/she fails to attend any three Board meetings during a calendar year without reasonable justification as determined by the majority of the Board and that officer shall be so notified. No elected officer shall serve for more than four consecutive years in any office.

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
The Standing Committees of the Council are: Executive, Action, Program, Early Notification System, Hospitality and Refreshment

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

Section 3  Committee Creation and Authorization
A. Committee Authority - All committee recommendations shall be brought back to the full Board for discussion and action.

B. Committee Structure – With the exception of the Executive Committee, Committee members shall be appointed by the President and ratified by the Board.

1. Committees shall be comprised at least three (3), but no more than eight (8) Board Members and may include any interested Stakeholders.

2. Ad Hoc Committees shall be comprised no more than eight (8) Board members and may include any interested Stakeholders.

C. Committee Appointment – All Committee Chairs shall be appointed by the President and confirmed by the Board. The Chairs shall keep a written record of Committee meetings and shall provide regular reports on Committee matters to the Board.

D. Committee Meetings – Committee meetings are subject to and shall be conducted in accordance with the dictates of the Brown Act. 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
Brown Act Compliance: All meetings required by the Brown Act to be conducted openly shall be open to the public and shall comply with all other provisions of the Brown Act pertaining to open meetings. All meetings, as defined by the Ralph M. Brown Act (California Government Code Section 54950.5 et seq.), shall be noticed and conducted in accordance with the Act, the Neighborhood Council Agenda Posting Policy, and all other applicable laws and governmental policy.
Section 1  Meeting Time and Place

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

A. Regular Meetings - Regular Council meetings shall be held at least once per quarter and may be held more frequently as determined by the Board. Prior to any action by the Board, there shall be a period of public comment. The Board shall determine the length and format of the period as appropriate.

B. Special Meetings – Special meetings may be called by the President or by a majority of the Board of Directors.

Section 2  Agenda Setting

The President shall set the agenda for each Regular Council meeting. Any Stakeholder may make a proposal for action by the Council by submitting a written request to the Secretary or during the public comment period of a regular Council meeting. The Secretary shall promptly refer the proposal to a Standing Committee or, at the next regular Council meeting, the Board shall either consider the proposal or create an Ad Hoc Committee to consider the proposal. The Council is required to consider the proposal at a Committee or Board meeting, but is not required to take further action on the proposal. Proposals made under the this subsection are subject to the rules regarding reconsideration.

Section 3  Notification/Postings

Notice of all meetings shall be given in accordance with the Brown Act and applicable Department posting policies, including the Neighborhood Council Agenda Posting Policy.

Section 4  Reconsideration

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

A. Before the Board reconsider any matter, the Board must approve a Motion for Reconsideration. The Motion for Reconsideration must be approved by official action of the Board. After determining that an action should be reconsidered, the Board has the authority to re-hear, continue, or take action on the item that is the subject of reconsideration within any limitations that are stated in the Motion for Reconsideration.

B. The Motion for Reconsideration must be brought, and the Board's approval of a Motion for Reconsideration must occur, either during the same meeting where the Board initially acted or during the Board's next regularly scheduled meeting that follows the meeting where the action subject to reconsideration occurred. The Council may also convene a
special meeting within these specified time frames to address a Motion for Reconsideration.

C. A Motion for Reconsideration may be proposed only by a member of the Board that previously voted on the prevailing side of the original action that was taken by the Board (the "Moving Board Member").

D. The Moving Board Member may make the Motion for Reconsideration orally during the same meeting where the action that is the subject of reconsideration occurred, or by properly placing the Motion for Reconsideration on the agenda of a meeting that occurs within the allowed specified periods of time as stated above.

E. In order to properly place the Motion for Reconsideration on the agenda of the subsequent meeting, the Moving Board Member shall submit a memorandum to the Secretary at least two (2) days in advance of the deadline for posting notices for the meeting. The memorandum must briefly state the reason(s) for requesting the reconsideration, and provide the Secretary with an adequate description of the matter(s) to be re-heard and the proposed action that may be adopted by the Board if the Motion for Reconsideration is approved.

F. A Motion for Reconsideration that is properly brought before the Board may be seconded by any member of the Board.

G. This reconsideration process shall be conducted at all times in accordance with the Brown Act.

**Article IX. FINANCES**

A. The Board shall review its fiscal budget and make adjustments as needed to comply with City laws and City administrative rules, and to keep in compliance with Generally Accepted Accounting Principles and the City’s mandate for the use of standardized budget and minimum 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. At least once each quarter, the President and at least one (1) other individual other than the Treasurer, who is designated by the Board, shall examine the Council’s accounts and
attest to their accuracy before submitting the documentation to the Department for further review.

Article X. ELECTIONS

Section 1 Administration of Election
The Neighborhood Council's election will be conducted by the City Clerk every two (2) years in every even-numbered year in accordance with the rules and regulations promulgated by the City Clerk. The City Clerk will hold these elections between March and June of the even-numbered years. The rules and regulations developed by the City Clerk shall take precedence over any inconsistent language in the Council bylaws.

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

Section 3 Minimum Voting Age
All Community Stakeholders aged fifteen (15) years old and above shall be entitled to vote in the Neighborhood Council Elections.

Section 4 Method of Verifying Stakeholder Status
Voters will verify their Stakeholder status by providing documentation acceptable to the Election Administrator.

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.

Section 6 Other Election Related Language
An Ad-Hoc Elections Committee shall be created by the Board at the time of Board elections to conduct community outreach and other duties as necessary for the elections. The election committee shall be composed of seven (7) stakeholders as determined by the Board.

Article XI. GRIEVANCE PROCESS

A. A formal grievance process is in place intended to address and resolve procedural disputes, i.e., these Bylaws or other applicable rules. The grievance process shall not address a Stakeholder's mere disagreement with a position or action taken by the HCNC;
Such grievances may be aired publicly at Council meetings.

B. The Neighborhood Council grievance review process will be conducted pursuant to any and all City ordinances, policies and procedures pertaining to Neighborhood Council grievances. The Board shall consult with the Office of the City Attorney before taking any action.

C. Any grievance by a Stakeholder must be submitted in writing to the Board who shall cause the matter to be placed on the agenda for the next regular Council meeting.

D. At that meeting, the Board shall refer the matter to an Ad Hoc Grievance Panel comprised of three (3) Stakeholders randomly selected by the Board from a list of Stakeholders who have expressed an interest in serving from time-to-time on such a panel.

E. Within two (2) weeks of the panel’s selection, the Board shall coordinate a time and place for the panel to meet with the person(s) submitting a grievance to discuss ways in which the dispute may be resolved.

F. Within two (2) weeks following such meeting, a member of the panel shall prepare a written report to be forwarded by the Secretary to the Board 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 a Board meeting, but, in accordance with the Brown Act, the matter shall not be discussed among the Board members until it is heard publicly at the next regular Council meeting.

G. 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.

Article XII. PARLIAMENTARY AUTHORITY
Robert's Rules of Order Newly Revised and Robert's Parliamentary Law shall apply on all questions of procedure and parliamentary law not specified in these Bylaws or Standing Rules that may be adopted by the Board.

Article XIII. AMENDMENTS
These bylaws may be amended at any regular meeting of the HCNC by a two-thirds (2/3) vote of the members present, provided that these by-laws or proposed amendments have been read at the previous meeting, or all members have been notified at least one week prior to action to be taken on proposals. Prior to taking effect, the amended Bylaws must be approved by D.O.N.E.

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

Section 1  Code of Civility
The Council, its representatives, and all Community Stakeholders shall conduct all Council business in a civil, professional and respectful manner. Board members will abide by the Commission’s Neighborhood Council Board Member Code of Conduct Policy.

Section 2  Training
All Board Members shall take training in the fundamentals of Neighborhood Council, including, but not limited to, ethics, funding, and workplace violence trainings provided by the City and within the time period requirements of the Department upon seating, or they will lose their Council voting rights. All Committee Members must take Code of Conduct and Ethics training, and all Budget & Finance Committee Members must also take the funding training. All board members must take ethics and funding training prior to making motions and voting on funding related matters.

Section 3  Self-Assessment
Every year, the Council shall conduct a self-assessment pursuant to Article VI, Section 1 of the Plan.
# ATTACHMENT B – Governing Board Structure and Voting

## Historic Cultural Neighborhood Council – 15 Board Seats

<table>
<thead>
<tr>
<th>BOARD POSITION</th>
<th># OF SEATS</th>
<th>ELECTED OR APPOINTED?</th>
<th>ELIGIBILITY TO RUN FOR THE SEAT</th>
<th>ELIGIBILITY TO VOTE FOR THE SEAT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art District Resident Representative Term: 4 Years</td>
<td>3</td>
<td>Elected</td>
<td>Stakeholders who live within the Arts District geographical area and who are 15 years or older</td>
<td>Stakeholders who live, work, own property, own a business or participate in non-profit groups, schools, associations and organizations within the Arts District geographical area and who are 15 years or older.</td>
</tr>
<tr>
<td>Arts District At-Large Business Owner, Employee, Non-Profit Representative Term: 4 Years</td>
<td>3</td>
<td>Elected</td>
<td>Stakeholders who are a business owner, employee of a business, or are from a non-profit (and officially designated by the organization he/she wishes to represent) within the Arts District geographical area and who are 15 years or older. The non-profit must be a 501(C)3 type of organization in good standing throughout candidacy, election, and term.</td>
<td>Stakeholders who live, work, own property, own a business or participate in non-profit groups, schools, associations and organizations within the Arts District geographical area and who are 15 years or older.</td>
</tr>
<tr>
<td>Arts District Property Owner Representative Term: 4 years</td>
<td>1</td>
<td>Elected</td>
<td>Stakeholder who is a property owner within the Arts District geographical area and who are 15 years or older.</td>
<td>Stakeholders who live, work, own property, own a business or participate in non-profit groups, schools, associations and organizations within the Arts District geographical area and who are 15 years or older.</td>
</tr>
<tr>
<td>Little Tokyo Resident Representatives Term: 4 years</td>
<td>3</td>
<td>Elected</td>
<td>Stakeholders who live within the Little Tokyo geographical area and who are 15 years or older.</td>
<td>Stakeholders who live, work, own property, own a business or participate in non-profit groups, schools, associations and organizations within the Little Tokyo geographical area and who are 15 years or older.</td>
</tr>
<tr>
<td>Little Tokyo At-Large Business Owner, Employee, Non-Profit Representative Term: 4 years</td>
<td>3</td>
<td>Elected</td>
<td>Stakeholders who are a business owner, employee of a business, or are from a non-profit (and officially designated by the organization he/she wishes to represent) that is within the Little Tokyo geographical area and who is 15 years or older. The non-profit must be a 501(C)3 type of organization in good standing throughout candidacy, election, and term.</td>
<td>Stakeholders who live, work, own property, own a business or participate in non-profit groups, schools, associations and organizations within the Little Tokyo geographical area and who are 15 years or older.</td>
</tr>
<tr>
<td>BOARD POSITION</td>
<td># OF SEATS</td>
<td>ELECTED OR APPOINTED?</td>
<td>ELIGIBILITY TO RUN FOR THE SEAT</td>
<td>ELIGIBILITY TO VOTE FOR THE SEAT</td>
</tr>
<tr>
<td>----------------------------------------------------</td>
<td>------------</td>
<td>-----------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Little Tokyo Property Owner Representative</td>
<td>1</td>
<td>Elected</td>
<td>Stakeholder who is a property owner within the Little Tokyo geographical area and who are 15 years or older.</td>
<td>Stakeholders who live, work, own property, own a business or participate in non-profit groups, schools, associations and organizations within the Little Tokyo geographical area and who are 15 years or older.</td>
</tr>
<tr>
<td>Term: 4 years</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>At Large Representatives</td>
<td>1</td>
<td>Elected</td>
<td>Stakeholder within the HCNC boundaries who is 15 years or older.</td>
<td>Stakeholders within the HCNC boundaries who are 15 years or older.</td>
</tr>
<tr>
<td>Term: 4 years</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>