



CERTIFIED COUNCIL #35

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BYLAWS

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ARTICLE I - NAME

The name of this organization shall be the "Los Feliz Neighborhood Council." It may hereinafter be referred to as "LFNC", "Neighborhood Council" or the "Council."

ARTICLE II - PURPOSE

Section A. Principles of Governance

The LFNC is to act as an advisory body to the City of Los Angeles pursuant to Article IX of the City Charter and any ordinances or regulations promulgated thereunder. It acts on issues of concern to its Council Area stakeholders in a manner defined by the Los Angeles City Charter, Plan for a Citywide System of Neighborhood Councils (the "Plan") and these Bylaws.

Section B. Mission

The LFNC shall strive to improve and unify the diverse areas of Los Feliz by promoting citizen participation in government at all levels and by encouraging citizens to help advise City government in accordance with the provisions of law cited in Article II, Section A.

The LFNC endeavors to be the premier conduit of its stakeholders, as that term is defined by the City Charter, throughout Los Feliz, to enhance their quality of life. LFNC Governing Board Members, Committee Chairs and volunteers will help to set a standard for how stakeholders can promote and protect the interests of this community.

Section C. Policy

It is the policy of the LFNC:

1. To provide an inclusive, open forum for public discussion of issues relevant to this Neighborhood Council;
2. To respect the dignity and expression of viewpoints of all individuals, groups, and organizations involved in this Neighborhood Council;
3. To remain politically and ideologically non-partisan and inclusive in its operations, including, but not limited to, the selection processes for the Board, Committee Chairpersons, and committee members;
4. To promote and utilize communication systems to inform Stakeholders about matters in the community in a way that encourages involvement in the decision-making process;
5. To encourage all Stakeholders to participate in the activities of this Neighborhood Council;
6. To prohibit discrimination against any individual or group on the basis of race, religion; color, creed, national origin, ancestry, gender, sexual orientation, age, disability, marital status, income, political or ideological affiliation;
7. To have fair, open; and transparent procedures for the conduct of the Neighborhood Council business.

ARTICLE III - BOUNDARIES

Section A. Boundary Description

The boundaries about the boundaries of adjacent Neighborhood Councils and include those areas of the City within the following lines of demarcation (“Area”):

From Hollywood Boulevard, north on Western Avenue into Griffith Park at its western boundary (Fern Dell), continuing up the natural boundary of Griffith Park (parcels of Griffith Park are shared with Atwater Village Neighborhood Council and Hollywood United Neighborhood Council) over to the north City limits; then east along the north City limits to the fence enclosing the Los Angeles River at the Ventura Freeway (I-134); then south along such fence to Hyperion Avenue; then south on Hyperion Avenue to Fountain Avenue; then west on Fountain Avenue to Sunset Boulevard; then northwest on Sunset Boulevard to Hollywood Boulevard; then west on Hollywood Boulevard to Western Avenue, but including Barnsdall Park (a shared asset with East Hollywood Neighborhood Council).

Section B. Internal Boundaries

The Area shall include six (6) districts designated as Districts A through F. The district boundaries are as follows:

1. North of Los Feliz Boulevard (**District A**);
2. South of Los Feliz Boulevard between Vermont Avenue on the east and Normandie Avenue, to Ambrose Avenue, to Edgemont Street on the west (**District B**);
3. South of Los Feliz Boulevard between Vermont Avenue on the west and Commonwealth Avenue, to Prospect Avenue to Hoover Street on the east (**District C**);
4. South of Los Feliz Boulevard to Commonwealth Avenue on the west to Franklin Avenue to St. George Street to Tracy Street on the south (**District D**);
5. Commonwealth Avenue to Prospect Avenue to Hoover Street on the west; Franklin Avenue to St. George Street to Tracy Street on the north (**District E**);
6. South of Los Feliz Boulevard and west of Normandie Avenue, to Ambrose Avenue, to Edgemont Street (**District F**).

Following the release of the decennial census results, LFNC shall create an ad hoc committee to review the data and make recommendations to the Board prior to their next election cycle. If the Board elects to alter its boundaries, consideration shall be given to: equity of stakeholder distribution, compactness of districts, minimalizing change from existing boundaries, and respect for communities of interest.

If the redistricting process results in a sitting District Representative’s geographic stake moving outside of the adjusted boundaries, they shall be eligible to serve the remainder of their term.

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 A. Composition

The LFNC Governing Board shall consist of twenty-three (23) Board Members and 1 (one) Alternate Youth Representative, representing diverse stakeholder interests and geographic locations as follows:

1. Eighteen (18) Board Members (“District Representatives”) shall be elected to represent the six (6) geographical Districts (alphabetically labeled: A-F) in accordance with the provisions of Article X. District Representatives are charged with representation of Stakeholders in their respective Districts, as well as with responding to the concerns of all Stakeholders concerning such Districts.
2. Four (4) Board Members (“Community Interest Representatives”) shall also be elected in accordance with the provisions of Article X. Community Interest Representatives shall consist of an
 - a. Education Interests Representative,
 - b. Recreation Interests Representative,
 - c. Public Safety Interests Representative, and
 - d. Business Interests Representative.
3. One (1) Youth Representative and one (1) Alternate Youth Representative shall be appointed by the Board following procedures outlined in the Standing Rules, Policies, and Procedures, to terms beginning at the Governing Board

meeting immediately following the start of the LAUSD school year and ending at the start of the proceeding LAUSD school year. Eligibility is extended to any LFNC Stakeholders between the ages of fourteen (14) and seventeen (17) on the day of appointment. See Admin. Code § 22.814(c). The Youth Representatives shall be precluded from voting on financial matters, such as neighborhood council expenditures, financial reports, annual budgets, contracts, and recommendations to enter into contracts. The Alternate Youth Representative may participate in Board meetings and discussions but may only vote in the event of the absence, ineligibility, or recusal of the Youth Representative. The Youth Representative and Alternate Youth Representative shall otherwise enjoy all of the privileges and responsibilities of Governing Board Members. The Education Interests Representative shall assist the Youth Representatives in the execution of their duties.

Section B. Quorum

Twelve (12) Governing Board Members shall constitute a quorum.

In the event the Board should lose its ability to establish an ongoing quorum due to a lack of seated Board members, it shall consult with the Department of Neighborhood Empowerment (“Department”) to establish a procedure for reestablishing quorum in concordance with the Board of Neighborhood Commissioners Policy 2010.01.

Section C. Official Actions

Decisions of the Governing Board can be made by consensus, meaning unanimity amongst the voting Board Members. In the event consensus is not reached, decisions will be made by a roll call simple majority vote by the board members present and voting, not including abstentions, but with no less than eight (8) votes required to carry a motion, except that amendment of these Bylaws shall require a super-majority vote, which shall mean no less than fourteen (14) votes. In all decisions affecting only one (1) District, the Board should give strong consideration to positions voiced by the affected Stakeholders.

Section D. Terms and Term Limits

- 1. Term.** All Governing Board Members shall serve for a term of four (4) years, or until their successors are seated, except in the case of appointments to fill vacancies (who shall serve the remainder of a term). The terms of Board Members shall commence at the first Board meeting, which is no more than sixty (60) days but no less than ten (10) days following the certification of the results of an election (it being intended that if meetings are held monthly, the newly elected District Representatives or Community Interest Representatives would be seated at the first meeting following their election).
- 2. Term Limits.** Presently, term limits do not apply to Los Feliz Neighborhood Council Governing Board positions.

Section E. Duties and Power

The primary duties of the Board shall be to govern the Council, determine its official positions and to carry out its objectives. Board Members shall take an active interest in matters concerning the LFNC.

Section F. Vacancies

The Governing Board shall appoint eligible stakeholders to fill Board vacancies by majority vote of at least eight (8) after an outreach effort as prescribed by the Standing Rules, Policies and Procedures. No sitting Board Member may stand for or be considered for Board Member appointment unless they have formally resigned and vacated their Board Member seat and meet the requirements specified in these bylaws for the appointment sought.

Section G. Absences

Unexcused absences at two (2) consecutive regularly scheduled Governing Board meetings or any absence (excused or unexcused) from three (3) regularly scheduled Board meetings within any twelve (12) month period constitutes grounds for expulsion of a Board Member in accordance with these bylaws under the provisions of Article V Section I . If a Board Member's absences exceed the thresholds enumerated here, the Board's Presiding Officer shall automatically place an item on the Executive Committee's next regular meeting agenda to review the Board Member's attendance and shall make a recommendation to the Board whether further action, including expulsion, should be formally undertaken. A Board Member's attendance or absence at special meetings of the Board shall be given consideration when considering such action. Mitigating circumstances shall also be considered, especially for parental leaves of absence. Board member attendance shall be recorded in the meeting minutes and approved by the Board, which will serve as the document of record for meeting attendance requirements.

Section H. 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 I. 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 describe 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 J. Resignation

A Governing Board Member or Committee Chair may formally resign in writing to the Executive Committee with the resignation taking effect at the next regularly scheduled Board meeting or at an earlier date if requested by the resignee. Resignations can be formally rescinded before they take effect.

Section K. Community Outreach

The Governing Board shall ensure a system of outreach to find and obtain applicants for subsequent election and appointment to the Board is utilized. The purpose of this outreach is to put forth a reasonable effort to inform and give Stakeholders desiring to participate on the Council an opportunity to become a member. To that end, the Board shall take into account the need to allow reasonable time for prospective Board Members to solicit Stakeholder support.

ARTICLE VI - OFFICERS

Section A. Officers of the Board

The Neighborhood Council Governing Board shall elect the officers of the Board from among its Board Members. The officers of the Board ("Officers") shall include the following positions, which all together comprise the Executive Committee: President, Vice President, Administration, Vice President, Communications, Treasurer, and Secretary.

Section B. Duties and Powers

- 1. President.** The President shall preside at all Governing Board and Executive Committee meetings; represent the interests of the Council before the City Council and City departments, boards, and commissions, or delegate such representation as warranted; serve as spokesperson for the Council in the press and before the public or delegate such a functions as warranted; work in conjunction with other Council Members to authorize, process and expedite the allocation of funding as lawfully decided by the Board. Discretionary actions of the President may be subject to reversal by passage of a motion confirmed by a majority vote of the Board present at the time said motion is moved and seconded. In the absence of the President, the role of presiding officer shall fall to the remaining officers in the order enumerated below.
- 2. Vice President, Administration.** The Vice President, Administration shall chair the Rules and Administration Committee; serve as Presiding Officer in the absence of the President; be responsible for the operational and logistical needs of the Governing Board and Council including the LFNC email system and the on-boarding of new Board members and Chairs; and is empowered to ensure all bylaws, standing rules, policies and procedures are reasonably adhered to. They shall, no less than once a quarter, report to the Executive

Committee to advise on current status and recommend any action(s) required regarding such.

3. **Vice President, Communications.** At the direction of the President, the Vice President, Communications shall routinely inform the public of the Council's issues and activities, assist in the preparation of, and solely be responsible for the distribution of formal correspondence and other Council related documents (whether internal or external) by any means, electronic or otherwise; circulate and/or direct incoming communications amongst the Council; coordinate the dissemination of official information by overseeing the Council's website and social media accounts, and solely maintain and utilize the Council's stakeholder contact database in manners approved by the President and/or the Governing Board.
4. **Treasurer.** The Treasurer shall chair the Budget & Finance Committee and shall have charge and custody of and be responsible for the management of all Council funds and in general, perform all duties incident to the office of Treasurer and such other duties as may be assigned by the Governing Board. The Treasurer shall undergo all requisite financial training and certification as required by City oversight entities and shall comply with the requirements of Article IX in these bylaws regarding Financial Accountability.
5. **Secretary.** The Secretary shall ensure a digital archive of true and accurate records, e.g., meeting minutes, is kept of all proceedings, correspondence, and documents. Also, at the direction of the President, assist in preparing and disseminating Governing Board meeting agendas; catalog formal positions, resolutions and other Council documents; maintain a current roster of Board Members and active Committee Members and provide access to copies of Council related materials when formally requested in concordance with any state or municipal law.

Section C. Selection of Officers

Officers shall be elected biennially to serve on the Executive Committee until their successors are seated. Election of officers shall take place:

1. In odd numbered years at the Governing Board meeting at which the term of the newly elected Board Members commences, or
2. Upon resignation of any officer, where the remaining officers may appoint an interim replacement to serve until election of a successor by the Board is conducted, as soon as reasonably practical.

Section D. Officer Terms

Officers shall serve until their successors are seated after the selection process in odd numbered years. Officers serve at the will of the Governing Board and can be removed from office by a majority vote at a publicly noticed Board Meeting with the action placed under its own agenda item for discussion and possible action.

ARTICLE VII - COMMITTEES

Section A. Standing Committees

1. **Standing Board Committees.** Standing Board Committees shall be composed of five (5) Governing Board Members and shall include the following:
 - a. **Executive Committee.** The Executive Committee consists of the President as Chair, the Vice President, Administration, the Vice President, Communications, the Treasurer, and the Secretary. The Executive Committee shall consider and recommend to the Governing Board the location of Council offices; create and follow administrative policies and procedures for the conduct of the Council's business; hear and facilitate action on formal grievances in concordance with official City policy and procedures for adjudicating such; and appoint or remove Council Committee Chairs and Staff Designees. A quorum of the Executive Committee consists of a majority of filled positions. All decisions of the Executive Committee may be subject to ratification or reversal by a majority of the Board present, at the next regular meeting of the Board at the time such motion is moved, seconded, and potentially discussed.
 - b. **Budget & Finance Committee.** The Budget & Finance Committee shall prepare and submit to the Governing Board the annual budget for approval, and also be responsible for recommending reallocation of funding from time to time as warranted.
 - c. **Rules & Administration Committee.** The Rules and Administration shall review and recommend proposed amendments to these Bylaws, rules and procedures concerning the conduct of elections of District Representatives and Community Interest Representatives, rules of conduct for Council meetings, and other policies or guidelines regarding the conduct of the Governing Board and Council Committees.
2. **Stakeholder Committees.** The Governing Board shall create and promote additional standing committees open to the Stakeholders for purposes of carrying out the functions and duties of the Council consistent with the Plan for a Citywide System of Neighborhood Councils. Standing Stakeholder Committees shall consist of at least three (3) committee members. Except for the Community Interest Representatives, who shall chair the corresponding committee of their area of expertise (Public Health and Safety, Education, Business and Recreation) the Committee chairperson shall be appointed by the Executive Committee and may be removed and replaced by the Executive Committee
3. Any interested Stakeholder of the LFNC, including Board Members, shall be entitled to serve on any Standing Stakeholder Committee.
 - a. A Stakeholder's Committee membership shall become effective after:

- i. Receipt by the Committee Chair(s) of written intent to join the committee; and
 - ii. Subsequent attendance by the Stakeholder at one (1) committee meeting as a non-member; and
 - iii. The completion of any required trainings; and
 - iv. The signing of the Code of Conduct.
- b. Current Boardmembers wishing to join a Stakeholder Committee are exempt from the attendance requirement as described above, but may be subject to additional policies enumerated in the Standing Rules.

Nothing in these Bylaws shall prevent a Committee from acting on the basis of a consensus of those present. The Board may authorize a Standing Stakeholder Committee to function as a joint committee with other Neighborhood Councils; however, only LFNC Stakeholders will be considered members of the LFNC Committee.

Section B. Ad-Hoc Committees

Subject to such terms and conditions as they deem appropriate, the Executive Committee or Governing Board may create or authorize ad hoc committees to perform specific services or to study or investigate issues of concern to the Council, and to report back to the Board or to a standing committee concerning their findings and recommendations, if any. Ad hoc committees shall exist for a term of one (1) calendar year, unless such term be reduced or extended by the board.

Section C. Removal of Committee Members

The Governing Board may censure, suspend, or remove a Committee member based on a good faith determination that the Committee member has failed to a material and serious degree to observe the rules of conduct of the LFNC, or has engaged in conduct materially and seriously prejudicial to the interests of the LFNC. The LFNC shall consult

with the City Attorney during any censure, removal, or suspension process. If grounds appear to exist for censure, suspension, or removal of a Committee member, the following procedures shall be followed:

1. A motion to censure, suspend, or remove a Committee member may be initiated by any three (3) Board members. The motion shall be in writing and provide the specific facts and grounds for the proposed 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. A Committee member shall not be subject to removal unless the member has been censured at least once. A motion to remove shall also include a copy of the prior censure motion and the date it was passed.

2. The motion shall be listed and briefly described on the agenda of the next regular or special Board meeting scheduled at least thirty (30) days following the delivery of the proposed motion.
3. The Committee member in question 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 Council, of any meeting at which the motion will be heard. The notice shall provide the specific facts and grounds for the proposed action as specified 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 will be considered.
4. The Committee member in question shall be given reasonable time to be heard at the meeting, either orally or in writing, prior to the Board's vote on the motion.
5. The Committee member may be censured by a majority vote of those present and voting, or suspended or removed by an affirmative vote of no less than twelve (12) of the 12 currently sitting Board members. For the purpose of censure motions, abstentions shall not be counted as votes.
6. In no event shall a motion to censure, suspend, or remove a Committee member be heard by the Council within sixty (60) days of the next scheduled Board election or selection.
7. Duration of suspensions shall be determined on an individual basis by the Board.
8. This policy is not intended to restrict or eliminate a Chair's ability to remove Committee members who fail to attend meetings, following procedures outlined in the Standing Rules.

Section D. Interim Chairs

In cases where the chair of a standing stakeholder committee or ad hoc committee resigns or is removed, the president may authorize a stakeholder to serve as interim chairperson, to convene committee meetings and conduct committee business. Such appointments shall

expire at the next Governing Board or Executive Committee meeting, whichever shall come first. Such appointments shall be made by a) informing the Governing Board via email, b) informing the committee members via email, and c) posting a written notice on the council's website. This must be done at least 72 hours prior to any scheduled committee meeting to be chaired by the interim appointee.

Such appointments may include interim chairs of any committee normally chaired by a Community Interest Representative, though such appointments shall not be considered appointments to the council's Governing Board.

ARTICLE VIII - MEETINGS

Section A. Meeting Time and Place

1. **Governing Board Meetings.** Board Meetings shall be held at least once per calendar quarter.
2. **Special Meetings.** A Special Meeting of the Board for any lawful purpose may be called at any time by the President, a majority of the Board, or by a bona fide petition signed by one hundred (100) or more Stakeholders. The meeting date shall be at least five (5) days, but no more than thirty (30) days, after receipt of the petition by the Board. No business, other than the general nature of which was set forth in the notice of the meeting, may be conducted at such a meeting.

Section B. Agenda Setting

The President shall set the agenda for each Council meeting.

Section C. Notifications/Postings

Whenever the Governing Board or a committee subject to the Ralph M. Brown Act (the "Brown Act") is required or permitted to take any action at a meeting, a written notice of the meeting shall be given. The notice shall specify the date, time, place, and agenda of the meeting. All such notices will conform to the Brown Act, which may include posting meeting notices in generally accessible public places, through electronic media, such as e-mail, and posting notice on the Council's web site or other form of electronic media.

At a minimum, meeting notices shall be posted in compliance with the Ralph M. Brown Act and in compliance with City of Los Angeles Neighborhood Council posting policy, including utilizing the City's Electronic Notification System (ENS). An updated listing of the Neighborhood Council's posting location(s) shall be kept on file with the Neighborhood Council.

Section D. Reconsideration

Any member of Council may move to reconsider any vote on any question except to adjourn, suspend the Rules, or to reconsider, or where an intervening event has deprived the Council of jurisdiction, provided that said member had voted on the prevailing side of the question. The motion shall only be in order once during the meeting in which the given question was voted upon, and once during the next regular meeting. If a motion to reconsider is first made at the next regular meeting after the question first had been voted upon, the member requesting reconsideration shall identify for all members present the agenda item number and subject matter previously voted upon. A motion to reconsider is not debatable and shall require an affirmative vote of ten (10) members of the Council. If a motion to reconsider is adopted, the subject matter shall be the next order of business after that which is before the Council at the time of the motion. This limitation shall not apply if the motion for reconsideration specifies a different time for further consideration of the subject and appropriate posting thereafter takes place where required by law.

ARTICLE IX – FINANCES

Section A. Compliance

All receipts, disbursements, funds handling, accounting, and financial reporting for the Council shall comply with the requirements of the City, as amended from time to time. The LFNC shall comply with all financial accountability requirements as specified by City Ordinance 174006 and in the Plan and as stated in the City's Certification Application.

Section B. Accounts

The Treasurer of the Council shall oversee and be charged with the full custody, control, and facilitation of all Council funds and assets.

Section C. Records

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 City when implementing the 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.

Section D. Access

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 policies established by the Board and the charges for such services will be the responsibility of the person or entity requesting the copies.

Section E. Reports

The Treasurer shall make a written report to the Board on the Council's finances at every regular meeting of the Governing Board, and such other times as the Board may request.

Section F. Submission to Department

The Treasurer shall prepare and file such documents and returns as are required by the City of Los Angeles and shall make the Council's financial records available for review by any authorized agency of the City of Los Angeles. The Treasurer shall be responsible for preparing or coordinating the preparation of a financial statement for the Department annually. The Treasurer shall also coordinate and cooperate with the Department on establishing and maintaining a process and/or system by which the Council's finances and book of accounts

can be reviewed by the City pursuant to the Plan. The LFNC will not enter into any contracts or agreement except through the Department's current policies regarding such.

ARTICLE X - ELECTIONS

Administration of Election

LFNC elections or selections will be conducted pursuant to any and all City ordinances, policies and procedures pertaining to Neighborhood Council elections or selections.

Section A. Governing Board Structure and Voting

1. Representatives shall be chosen by the public at general elections or selections conducted by and in accordance with the most current rules and regulations promulgated by the City Clerk and/or the authority tasked with administering and supervising such activity. All Governing Board Members must be qualified for the position sought prior to formally applying as a candidate for such election, selection, or appointment to the Governing Board. General elections or selections shall be held every two (2) years in odd numbered years in alternating cycle, where a group of twelve (12) Governing Board Representatives are elected in one cycle ("Twelve Cycle"), and ten (10) Governing Board Representatives are elected in the next cycle ("Ten Cycle"), and so on.
2. In "Twelve Cycle", twelve (12) District Representatives, two (2) representing each of the six (6) alphabetically designated Districts, shall be elected concurrently to a term of four (4) years. Eligibility for these positions is limited to those "Stakeholders" as that term is defined herein, who are at least eighteen (18) years of age at the time of the election who live or work in one (1) geographically designated district for which they wish to stand for election
3. In "Ten Cycle", six (6) District Representatives, one (1) representing each of the six (6) alphabetically designated Districts, shall be elected concurrently to a term of four (4) years. Eligibility for these positions is open to all Stakeholders as that term is defined herein, who are at least eighteen (18) years of age at the time of the election who live or work in one (1) geographically designated, alphabetically labeled district for which they wish to stand for election or selection. Four (4) Community Interest Representatives as defined herein shall also be simultaneously elected. Eligibility for these positions is open to all "Stakeholders" as that term is defined herein, who are at least eighteen (18) years of age at the time of the election and who demonstrate that they both have a stake with respect to the Community Interest they seek to represent and that that interest lies within the LFNC Boundaries.
4. In any election or selection all Stakeholders shall be eligible to vote for District Representatives from one (1) geographical District only. Though Stakeholders may be able declare legitimate stakes in multiple Districts, they can only choose one (1) District in which to cast a vote for District Representatives in any election or selection. See Attachment B.

5. All Stakeholders are eligible to vote for one (1) candidate in each of the four (4) Community Interest categories (Education, Recreation, Business, and Public Health and Safety) in that election cycle.
6. During their term, each Board Member must maintain the status upon which they were elected or selected to the Governing Board (e.g., certain District Representatives must remain Stakeholders who live or own property in that their District; a Business Interests representative must maintain an interest in or significant relation to a bonafide business; a stated substantial and ongoing participation remains ongoing) within the LFNC boundaries, failing which the Board Member shall resign, or may be removed, and shall be replaced by the Board by appointment as described herein.
7. Candidates shall publicly declare the nature(s) of their stake(s)

Section B. 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)] (see Appendix B).

Section C. Method of Verifying Stakeholder Status

Voters may qualify their stakeholder status by self-affirmation or other means formally decided by the Governing Board pertaining and prior to that election cycle in order to cast their ballot.

Section E. Restrictions on Candidates Running for Multiple Seats

No candidate for election to the Governing Board may stand for more than one (1) position at any given time.

Section F. Conclusion of Elections

1. In "Twelve Cycle," the top two (2) vote recipients in each of the six (6) geographical, alphabetically designated, Districts shall be elected.
2. In "Ten Cycle," the top one (1) vote recipient in each of the six (6) geographical, alphabetically designated, Districts and Community Interest Representative races shall be elected or selected.
3. Votes will be tabulated only for those persons named on the actual ballot.
4. There will be no runoffs. Ties will be decided based on procedures outlined in the election or selection manual.
5. If there are fewer candidates receiving votes in any District than there are available seats, the available positions for that District shall be filled by Board appointment as prescribed in these bylaws.

Section G. Outreach & Process

The Governing Board shall take actions to promote awareness of and participation in such elections, not inconsistent with the applicable rules and regulations promulgated by the City Clerk or the authority tasked with administering and supervising the election.

Such actions may include provisions for one (1) or more public assemblies at which candidates may make presentations to Stakeholders and answer questions.

Procedures may or may not include appropriate provisions for voting by mail, but never online.

Section H. Concurrent Positions

Current Governing Board Members cannot stand for election unless their present position is (a) open for reelection through the normal course of election cycles, or (b) they have formally resigned and vacated their current position and meet the requirements specified in these Bylaws for the position sought.

ARTICLE XI - GRIEVANCE PROCESS

Anyone wishing to file a grievance against the LFNC may do so via the Department of Neighborhood Empowerment and pursuant to Division 22, Chapter 28, Article 3, Section 22.818, of the Los Angeles Administrative Code. Further information can be found on the Department of Neighborhood Empowerment website.

ARTICLE XII - PARLIAMENTARY AUTHORITY

All meetings of the Board and Committees shall be conducted in accordance with applicable laws, these Bylaws, any approved Standing Rules, Policies and Procedures and, at the discretion of the Chair, Robert's Rules of Order, newly revised.

The Governing Board shall make such other rules for the conduct of its meetings and official actions as are necessary and appropriate and shall be the sole judge of such rules. Standing rules, policies and procedures may be approved by the Board to supplement these Bylaws. Such rules shall be in addition to the Bylaws and shall not be construed to change or replace any Bylaw. Among other aspects, Standing Rules may apply to guide the conduct of the Board, election guidelines and all meeting procedures. If there is a conflict between a provision of the Bylaws and a Standing Rule, the Bylaws shall govern. Standing Rules may be adopted, amended, or repealed by a simple majority vote of the Board.

ARTICLE XIII – AMENDMENTS

Any Stakeholder(s) may propose amendments to these Bylaws during the public comment period of a regular meeting of the Board. The Rules and Administration Committee or the Executive Committee may also propose amendments. A proposal to amend these Bylaws shall be formalized in writing and lodged with the Secretary or other person responsible for

preparing the agenda for the next regular meeting. The proposed amendment will be placed on the agenda for public discussion at the next regular meeting of the Rules and Administration Committee.

Approval of proposed amendments to these Bylaws must be made by a Supermajority vote of the Board. After such approval, the proposed amendment shall then promptly be submitted to the Department along with a copy of the existing Bylaws for review and approval by the Department all in accordance with Article V(3) of the Plan, as it may be amended for time to time, and in compliance with applicable requirements and procedures.

In the event that new City laws come into conflict with these Bylaws, City law shall supersede these Bylaws and a Bylaw amendment to reconcile any discrepancy shall be considered at the earliest convenience of the Council.

ARTICLE XIV - COMPLIANCE

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

Section A. Code of Civility

The Council, its representatives, and all participating community Stakeholders shall conduct all Council business in a civil, professional, and respectful manner and strive to adhere to the Code of Civility established specifically for the conduct of Neighborhood Councils within the City of Los Angeles. Board members will abide by the Commission's Neighborhood Council Board Member Code of Conduct Policy.

Section B. Training

All Governing Board Members and other Council leaders shall take training as required by these Bylaws or other City oversight agencies in the fundamentals of the workings of Neighborhood Councils.

Neighborhood Council Board Members, whether elected, selected or appointed, are required to complete all mandatory trainings in order to vote on issues that come before the Council. Trainings available to Board Members are created to ensure success during their period of service.

Board members not completing mandatory trainings provided by the City within 60 days of being seated or after expiration of the training, shall lose their Council voting rights on all items before the board.

Section C. Self-Assessment

At some time during the 1st quarter of the calendar year, the Council shall conduct a self-assessment pursuant to Article VI, Section 1 of the Plan.

Section D. Conflict of Interest

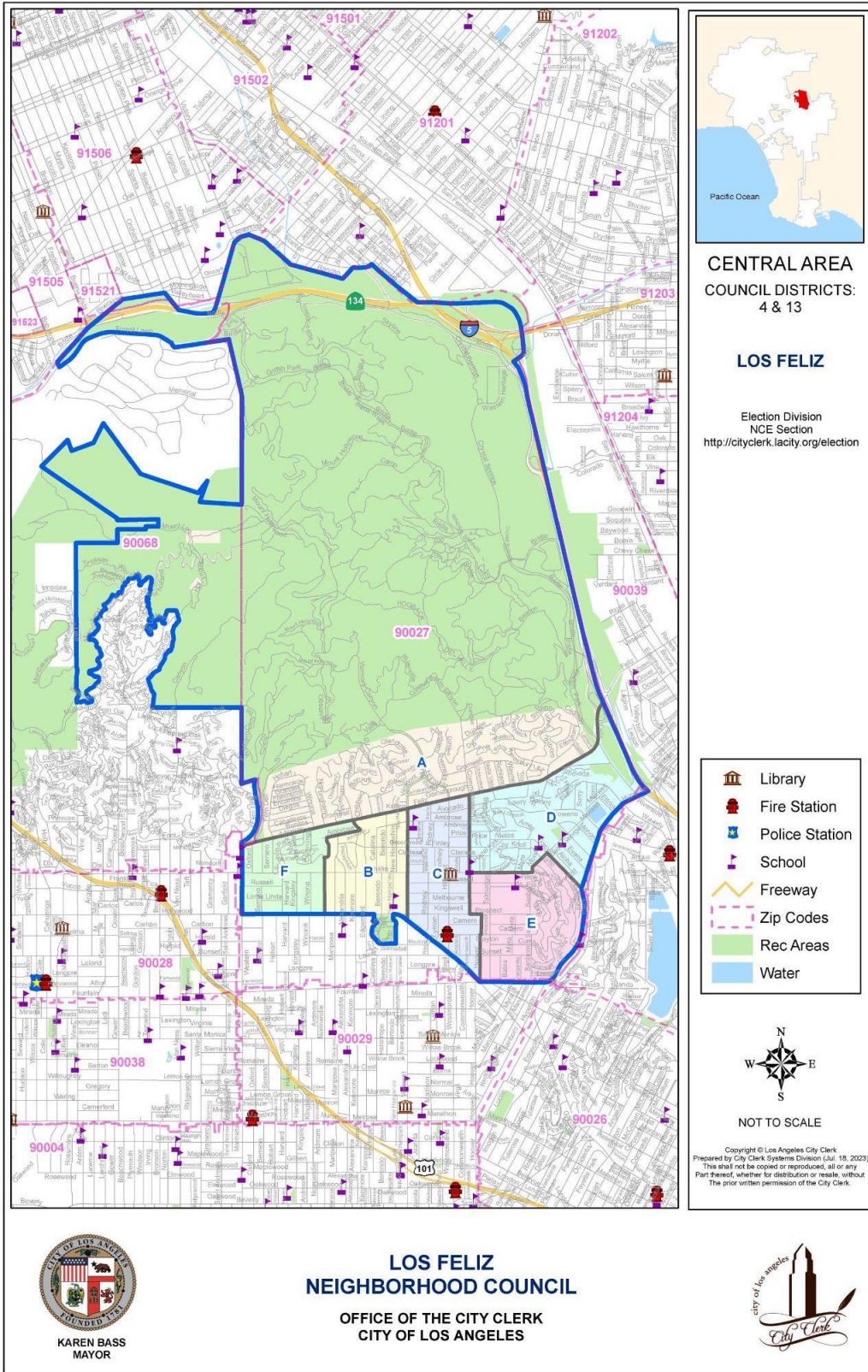
The Conflict of Interest provisions issued by the City of Los Angeles and the Department will be used to determine whether a conflict of interest exists. However, a conflict shall be deemed to exist where a Governing Board Member or a member of their immediate family or household would derive a direct or indirect financial benefit from an action of the Council on which the Board Member would be voting. If a conflict of interest exists, the affected Board

Member shall declare in writing or verbally state as part of the record the source of such conflict of interest and shall recuse themselves from voting on any related issues. Failure to do so shall be grounds for removal from the Board.

Section E. Ethics Certification

Any Governing Board Member or Committee Chairperson who has not satisfactorily completed the course currently entitled "Ethics and Open Government Training for Neighborhood Councils" within sixty (60) days of being seated, confirmed in any Council position, or after any previous certification has expired, shall be prohibited from participating in discussion or voting on any issues coming before the Board and/or individual committee(s) until this mandatory training is completed. Non-participation due to failure to obtain certification shall constitute an unexcused meeting absence.

ATTACHMENT A – LOS FELIZ NEIGHBORHOOD COUNCIL MAP



ATTACHMENT B – GOVERNING BOARD STRUCTURE AND VOTING

Los Feliz Neighborhood Council – 23 Board Seats

BOARD POSITION	# OF SEATS	ELECTED OR APPOINTED?	ELIGIBILITY TO RUN FOR THE SEAT	ELIGIBILITY TO VOTE FOR THE SEAT
District Representative A-F Term: 4 Years	12	Elected	Stakeholder who is at least eighteen (18) years of age at the time of the election who lives or works in <u>one</u> (1) geographically designated district for which they wish to stand for election.	Stakeholder who is at least sixteen (16) years of age at the time of the election who lives, works or owns real property in the neighborhood and also to those who declare a stake in the neighborhood as a community interest stakeholder.
District Representative, A-F Term: 4 Years	6	Elected	Stakeholder who is at least eighteen (18) years of age at the time of the election who lives or works in <u>one</u> (1) geographically designated district for which they wish to stand for election.	Votes may only be cast in the one (1) district of the voter's declared stake
Community Interest Representative, Business Term: 4 Years	1	Elected	Stakeholder who is at least eighteen (18) years of age at the time of the election who lives, works or owns real property in the neighborhood and also to those who declare a stake in the neighborhood	Stakeholder who is at least sixteen (16) years of age at the time of the election who lives, works or owns real property in the neighborhood and also to those who declare a stake in the neighborhood as a community interest stakeholder in one (1) geographically designated district.
Community Interest Representative, Education	1			

Term: 4 Years			as a Community Interest Stakeholder.	Votes may be cast for <u>all</u> Community Interest Representative positions at time of election.
Community Interest Representative, Public Health and Safety Term: 4 Years	1			
Community Interest Representative, Recreation Term: 4 Years	1			
Youth Representative Term: 1 Year, from the start of the LAUSD school year until the start of the proceeding LAUSD school year.	1	Selected	Stakeholder who lives or attends school within the LFNC boundaries, and who is at least 14 years and no more than 17 years of age on the day of the election or selection.	See Standing Rules for selection procedures
Alternate Youth Representative Term: 1 Year, from the start of the LAUSD school year until the start of the proceeding LAUSD school year.	1	Selected	Stakeholder who lives or attends school within the LFNC boundaries, and who is at least 14 years and no more than 17 years of age on the day of the election or selection.	See Standing Rules for selection procedures

ATTACHMENT C – CHRONOLOGY OF BYLAW CHANGES

Administrative Updates by EmpowerLA/DONE: September 12, 2024

Revised pursuant to Board action(s), 20, JUN 2023

Revised pursuant to Board action(s), 31 MAR 2022; reviewed and approved by the Board of Neighborhood Commissioners and Department of Neighborhood Empowerment 28 JUN 2022

Revised pursuant to input from Los Angeles City Council, 12 Nov 2020

Revised pursuant to Board action(s), 26 MAY 2020; reviewed and approved by the Board of Neighborhood Commissioners and Department of Neighborhood Empowerment 23 JUN 2020.

Revised and approved by the Department of Neighborhood Empowerment 15 JAN 2019

Revised and approved by the Department of Neighborhood Empowerment 17 OCT 2018

Revised pursuant to Board action(s), 20 MAR 2018; reviewed and approved 26 APR 2018.

Revised pursuant to Board action(s), 16 JAN 2018; reviewed and approved 13 APR 2018.

Revised pursuant to Board action(s), 17 MAY 2016; reviewed and approved MAY 2017.

Revised pursuant to Board action(s), 15 APR 2015; reviewed and approved September 2015.

Revised pursuant to Board action(s), 21 JAN 2014

Revised pursuant to input from Los Angeles City Council, 21 JAN 2014

Revised pursuant to Board action(s), 23 MAY 2013

Revised pursuant to elections ordinance, 03 OCT 2012

Revised pursuant to approval by the Board of Neighborhood Commissioners and Department of Neighborhood Empowerment, 18 JUN 2012

Revised pursuant to input from Department of Neighborhood Empowerment and the LA City Attorney, 09 JAN 2012

Revised pursuant to Board action(s), 18 OCT 2011

Revised pursuant to Board action(s) and Department of Neighborhood Empowerment Table of Contents Requirement, 20 SEP 2011

Revised pursuant to Board action(s), 21 JUN 2011

Revised pursuant to Board action(s), 15 FEB 2011

Revised pursuant to Board action(s), 19 OCT 2010

Revised pursuant to Board action(s), 09 MAR 2009 & 15 JUN 2010

Revised pursuant to Board action(s), 19 MAY 2009

Revised pursuant to Board action(s) for City Clerk Election Conduct, 15 JAN 2008

Revised pursuant to Board action(s), 18 SEP 2007

Revised pursuant to input from the Department of Neighborhood Empowerment, 20 JUN 2006

Revised pursuant to Board action(s), 16 AUG 2005

Revised pursuant to input from the Department of Neighborhood Empowerment and the Los Angeles City Attorney, 05 AUG 2004

Revised pursuant to input from Department of Neighborhood Empowerment and LA City Attorney, 10 JUN 2002