

# **NoHo NEIGHBORHOOD COUNCIL BYLAWS**

**DECEMBER 3, 2018**

## Table of Contents

Article I	NAME.....	4
Article II	PURPOSE.....	4
Article III	BOUNDARIES..... Section 1: Boundary Description Section 2: Internal Boundaries	5
Article IV	STAKEHOLDER.....	6
Article V	GOVERNING BOARD..... Section 1: Composition Section 2: Quorum Section 3: Official Actions Section 4: Terms and Term Limits Section 5: Duties and Powers Section 6: Vacancies Section 7: Absences Section 8: Censure Section 9: Removal Section 10: Resignation Section 11: Community Outreach	6
Article VI	OFFICERS..... Section 1: Officers of the Board Section 2: Duties and Powers Section 3: Selection of Officers Section 4: Officer Terms	9
Article VII	COMMITTEES AND THEIR DUTIES..... Section 1: Standing Section 2: Ad Hoc Section 3: Committee Creation and Authorization	11
Article VIII	MEETINGS..... Section 1: Meeting Time and Place Section 2: Agenda Setting Section 3: Notifications/Postings Section 4: Reconsideration	12
Article IX	FINANCES.....	13

Article X	ELECTIONS.....	13
	Section 1: Administration of Election	
	Section 2: Governing Board Structure and Voting	
	Section 3: Minimum Voting Age	
	Section 4: Method of Verifying Stakeholder Status	
	Section 5: Restrictions on Candidates Running for Multiple Seats	
	Section 6: Other Election Related Language	
Article XI	GRIEVANCE PROCESS.....	14
Article XII	PARLIAMENTARY AUTHORITY.....	14
Article XIII	AMENDMENTS.....	15
Article XIV	COMPLIANCE.....	15
	Section 1: Code of Civility	
	Section 2: Training	
	Section 3: Self-Assessment	
	ATTACHMENT A – Map of Neighborhood Council.....	16
	ATTACHMENT B - Governing Board Structure and Voting.....	17

## ARTICLE I NAME

The name of this Neighborhood Council shall be the *NOHO NEIGHBORHOOD COUNCIL* and is hereafter referred to as the "Council."

## ARTICLE II PURPOSE

Principles of Governance - The purpose of the Council is to participate as a body on issues concerning our neighborhood and regarding the governance of the City of Los Angeles ("City") in a transparent, inclusive, collaborative, accountable and viable manner; under the direction of the Department of Neighborhood Empowerment herein referred to as the "Department".

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 Citywide 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 Citywide nature;
3. to initiate, execute and support projects for the physical, social and cultural improvement of the Council area;
4. to facilitate communication between the City and Community Stakeholders on issues of concern to the community and/or the Stakeholders.

B. The **POLICY** of the Council is:

1. to respect the diversity, dignity, and expression of views of all individuals, groups, and organizations within the community and/or involved in the Council;
2. to remain nonpartisan with respect to political party affiliation and inclusive in our operations including, but not limited to, the process of electing or selecting the Board of Directors, Officers, and committee members, as hereinafter set forth;
3. to utilize the Early Notification System (ENS) to inform the Council and Community Stakeholders of matters involving the City and our community in a way that is tailored to provide opportunities for involvement in the decision-making process;
4. to encourage all Community Stakeholders to participate in activities of the Council;

5. to prohibit discrimination against any individual or group in our operations on the basis of race, religion, color, creed, national origin, ancestry, sex, sexual orientation, age, disability, marital status, income, homeowner/renter status, or political affiliation; and
6. To have fair, open, and transparent procedures for the conduct of all Council business.

### **ARTICLE III BOUNDARIES**

The Council covers a geographic area described below.

**Section 1: Boundary Description** - The boundaries about the boundaries of adjacent Neighborhood Councils and include those areas of the City within the following lines of demarcation:

- A. **North** – the northern boundary is Victory Blvd between the 170 freeway and The Los Angeles City Limit with the city of Burbank;
- B. **East** – At Clybourn Avenue the boundary runs south along the Los Angeles City Limit with the City of Burbank to Margate, then west to Cahuenga, continuing south along Cahuenga to Camarillo, west on Camarillo to Denny, then south on Denny to Riverside Drive;
- C. **South** - At Riverside Drive the boundary runs west to Vineland Avenue, then north along Vineland to Camarillo, continuing west along Camarillo to the 170 freeway;
- D. **West** – At the 170 freeway and Camarillo the boundary heads north along the 170 freeway to Vanowen Street.

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

### **Section 2: Internal Boundaries**

- A. **District 1:** Begins at the 170 freeway heading east along Camarillo Street to Vineland Avenue, north along Vineland Avenue to Burbank Blvd., west along Burbank Blvd. to the 170 freeway.
- B. **District 2:** Begins at Riverside Drive heading east to Denny Avenue. North on Denny Avenue to Camarillo Street. Then East on Camarillo to Cahuenga Blvd., heading north to Margate Street. Heading east on Margate Street to Clybourn Avenue. Northwest on Clybourn Avenue to Burbank Blvd. Heading West on Burbank Blvd. to Vineland Avenue, then South on Vineland Avenue to Riverside Drive.

- C. **District 3:** Begins at Burbank Blvd. and Fair Avenue, heading East on Burbank Blvd. to Clybourn avenue. North on Clybourn Avenue to Victory Blvd. West on Victory Blvd. to Tujunga Ave. South on Tujunga Ave. to Oxnard Street heading East to Fair Avenue, then South on Fair Avenue to Burbank Blvd.
- D. **District 4:** Begins at the 170 freeway heading East to Victory Blvd. to Tujunga Ave. then South on Tujunga to Oxnard Street. East on Oxnard Street to Fair Avenue heading South to Burbank Blvd. Then West on Burbank Blvd. to the 170 Freeway. North on the 170 Freeway to Victory.

**ARTICLE IV STAKEHOLDER**

Neighborhood Council membership is open to all Stakeholders. "Stakeholders" shall be defined as those who live, work, or own 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 ("Board") shall be the Governing Body of the Council within the meaning of that term as set forth in the Plan for a Citywide System of Neighborhood Councils ("Plan").

**Section 1: Composition** - The Board shall consist of twenty-three (23) Stakeholders elected or appointed by the Board and/or Community Stakeholders. The composition of the Board shall be as follows:

- A. At least one (1) resident representative from each of the four (4) districts as described in the boundaries.....four (4) Board members
- B. At least one (1) business representative from each of the four (4) districts as described in the boundaries.....four (4) Board members
- C. At least one (1) at large seat from each district from each of the four (4) districts as described in the boundaries. An at large position is open to any individual who lives, works, or owns property in the district, excluding D, E, F, G, and H .....eight (8) Board members
- D. Community or other non-profit organization (excluding E, G, H) two (2) Board members
- E. Arts Organization.....one (1) Board member
- F. Community Interest Seat\*..... one (1) Board member
- G. Religious Institutions.....one (1) Board member
- H. Schools .....one (1) Board member
- I.Youth Empowerment Seat.....one (1) Youth representative
  - i. The Youth Empowerment Seat is an advisory representative serving in conjunction with the twenty-three (23) elected board members of the NoHo NC who is

- authorized to attend meetings, and speak on matters coming before the Board.
- ii. This position is open to a qualified candidate who (1) is at least 16 years of age but less than 18 of age as of the then-current election and (2) submits a 500-word essay on why he/she would like to serve on the board.
  - iii. A successful qualified candidate shall be appointed annually subject to the Board approval and shall be ineligible for an appointment after reaching the age of eighteen (18)
  - iv. As an position, the appointed seat shall not be counted towards the satisfaction of quorum requirements.
  - v. The term of office for this position may continue after the youth representative has reached the age of eighteen (18) only if he or she was appointed to the seat before becoming eighteen (18) years old.

\*If the Community Interest Seat seat is vacant for sixty (60) days it can be filled by a Community Organization (refer to D).

**Section 2: Quorum** - The quorum shall be twelve (12) members of the Board. No floating quorums are allowed.

**Section 3: Official Actions** - Are taken by a simple majority vote by the board members present and voting, including abstentions, which act as a “yes” vote

**Section 4: Terms and Term Limits** - Board members shall serve a two (2) year term commencing after being certified by the Department. There are no term limits.

**Section 5: Duties and Powers** - The primary duties of the Board shall be to govern the Council and to carry out its objectives. No individual member of the Board shall speak for the Board or otherwise publicly represent a Board position unless authorized to do so by official action of the Board. The Board may, by official action, delegate to any individual the authority to present before any public body a standing Council position previously adopted by the Board.

- A. All Board members must complete the City of Los Angeles’ ethics training and are expected to serve on at least one (1) standing Committee.
- B. Participation in Political Activities. The Council has an inherent interest in many issues that transcend its boundaries. Therefore, with guidance and advice from the Office of the City Attorney and in compliance with all local, state, and federal laws, the Board may participate in wider-ranging political processes and enter into agreements with other neighborhood council organizations, which may include the selection of delegates chosen from among the stakeholders for the purpose of representing the Council on regional and citywide organizations and issues. The Council will take no action in regard to political positions without affirmative advice and council from the Office of the City Attorney.

- C. Political Activities. Neither the Council nor any member purporting to speak for it shall endorse any candidate for public office or any political party. Membership rosters of the Council shall not be used for political, commercial, or any other activity not directly related to the Council.

**Section 6: Vacancies** – The President fills vacancies with Board approval. The President has the discretion to appoint a Stakeholder who satisfies the eligibility requirements for holding the vacated Board seat. The appointed applicant's term shall be limited to the term for the vacated seat.

- A. The Secretary shall then ensure that the matter is placed on the agenda for the next regular meeting of the Board.
- B. If one (1) or more Stakeholders has made application for a vacant seat, then a vote of the Board shall be taken and the applicant with the majority vote of the Board members present shall be installed.
- C. When a vacant seat is filled by the aforementioned process, that seat shall be filled for the remainder of the elected term of the seat.
- D. In no event shall a vacant seat be filled where the election to fill seats on the Board is scheduled to be held within sixty (60) days.

**Section 7: Absences** - Each Board member absence shall be recorded in the Council's meeting minutes, and if a Board member has three (3) consecutive unexcused absences from any Board meeting, this is considered a vacancy from the Board. An unexcused absence is one which has not been communicated to (1) the Board Secretary or (2) any Board Officer. The Council's Presiding Officer or Secretary shall notify the Board Member in writing and provide notice to the Board Member that their seat has been declared vacant. At the next meeting, following the Board member's third unexcused absence, the Board will declare that a vacancy exists. Vacancies will be filled by a majority vote of the remaining Board for the duration of the current term only. Any meeting of the 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 publicly reprimand by censuring a Board member for actions inconsistent with Robert's Rules of Order, the Neighborhood Council Code of Conduct and/or Standing Rules in the course of Council business by censuring the Board member at a Council Board meeting. Censures shall be sent to an Ad Hoc Committee to be vetted prior to being placed on the agenda for discussion and action. The Committee will seek guidance of the Office of City Attorney during this process and the board will not make a final decision without consultation with the Office of City Attorney and the Department.

**Section 9: Removal of Board Members** – Any member of the Board can be removed at any time if the Board determines there is a violation of Robert's Rules of Order, the Neighborhood



Council Code of Conduct, and/or Standing Rules. The Board will guidance of the Office of the City Attorney for both removal processes stated below.

A. Petition by a board member: i) The identity of the Board member to be removed, ii) The reasons for this removal shall be explicitly stated verbally and in writing iii) by two (2) Board members at Board meeting and placed on the agenda for the next Board meeting where the removal may take place. Removal requires a two-thirds (2/3) vote of the Board Members in attendance. If the vote for removal is affirmative, the position shall be deemed vacant and filled via the Council's vacancy clause.

B. Petition by Stakeholders: Stakeholders may request a board petition for the removal of board member. 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 100 Stakeholders.

C. Whether the petition is by board members or stakeholders:

i. 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.

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

iii. 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.

**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.

**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 Executive Officers of the Council will be a President, Vice President, Treasurer, and Secretary, all of whom will be elected by the Board from amongst its Board members.

**Section 2: Duties and Powers** - The duties of the Officers are as follows and also include such additional duties as may be adopted by official action of the Board:

- A. **The President** shall act as the chief executive of the Council and shall preside at all Council meetings and chair the Executive Committee. The President must be an ex-officio member of all committees; act as the spokesperson for this Neighborhood Council as an official representative to the public and media unless otherwise designated.
- The President is first bank card holder.
  - 2<sup>nd</sup> Card Holder will be appointed by the President and Approved by the full Board.
  - Emergency Card Holder will be appointed by the President and Approved by the full Board.
- B. **The Vice President** shall serve in place of the President if the President is unable to serve. The Vice President will also perform such other duties in concert with the President.
- C. **The Secretary** shall keep minutes of all Board meetings which records will be prepared and distributed prior to the next meeting. An Alternate Secretary may be appointed by the Board to serve in the absence of the Secretary, as needed. Unless the person serving as Alternate Secretary is already a Board member, he or she shall not have any of the rights of a Board member, including the right to vote on matters before the Council. The Secretary or their designee(s) will comply with the Brown Act posting requirements for Council Board meetings. The secretary shall perform such other duties as may be directed by resolution of the Council. The Secretary shall provide a Quarterly Attendance Report to the Council.
- D. **The Treasurer** shall maintain the records of the Council's finances and books of accounts and perform other duties in accordance with the Council's Financial Management Plan and the "Department" policies and procedures. The disbursement of funds will require the signatures of the Treasurer and President. The Treasurer will chair the Budget and Finance Committee.
- E. **Parliamentarian.** The Parliamentarian is an appointed position by the chairperson and shall have a working knowledge of the Brown Act, Robert's Rules of Order, Bylaws, and Standing Rules; advising the Chair as required. The Parliamentarian shall ensure meetings are conducted in an expeditious manner. The Parliamentarian monitors the time. Parliamentarian is a nonvoting position.
- F. **Sergeant-At-Arms** is an appointed position by the chairperson and shall preserve order to all meetings in accordance with the Code of Civility (referenced in Article XIV, Section 1) at all public meetings, and shall perform such other duties as are usually incident to this office. The Sergeant-At-Arms should not use any physical contact to "preserve order". It is advisable to summon the Police for assistance if faced with a dangerous situation.

**Section 3: Selection of Officers** - Officer positions shall be filled every two (2) years at the first official Board meeting following their election or selection in Board election years. The Board shall elect its Executive Officers at the next regularly scheduled meeting after each general election for Board members and the seating of the new Board members having taken place.

Only Board members may nominate and vote for the officers. A representative of the Department, a Parliamentarian, or any elected official of the City of Los Angeles may conduct the election until the time a President or Vice President is elected, at which time the newly elected President or Vice President may take over the election for the remainder of the officers.

**Section 4: Officer Terms** - The Officers shall serve two (2) year terms. They may stand for reelection every two (2) years. Officers serve at the pleasure of the Board and unless sooner removed by a two-thirds (2/3) majority vote of the Board, officers elected at the first meeting of the Board will hold office until the election and qualification of their respective successors. Removal of the Executive Officers shall be handled the same way as in Article V, Section 9 of these by-laws and shall always be done only with the advice and guidance of the Office of the City Attorney.

## **ARTICLE VII COMMITTEES AND THEIR DUTIES**

All Standing and Ad Hoc Committees shall be established by the Board. Suggestions for committees may come from Stakeholders or from members of the Board, and all such suggestions shall be voted upon by the Board.

**Section 1: Standing Committees** –The Board may establish, disband or make changes as needed to any Standing committee. (See Standing Rules) Any such action by the Board shall be noted in the Council meeting minutes.

- A. **Section 2: Ad Hoc Committees** – The Board may establish, disband or make changes as needed to any Ad Hoc committee. Ad hoc committees that include non-board member stakeholders shall be agendaized, noticed, and conducted in keeping with the Brown Act.

### **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** – Standing Committees shall be comprised of at least three (3) Board members and no more than five (5) Board members. Ad Hoc Committees shall be comprised of at least three (3) and no more than five (5). Stakeholder committee members are elected by the committee and confirmed by the full board in order to vote on matters that come before the committee.

- C. **Committee Chairperson Selection Process** – All Committee Chairs shall be elected by the committee and confirmed by the Board, Only those Committee members who are Board members are eligible to serve as Chair of a committee.
- D. **Committee Meetings** – Committee meetings are subject to and shall be conducted in accordance with the dictates of the Brown Act and Robert’s Rules of Order. Minutes shall be taken at every Committee meeting. The Chairs shall keep a written record of Committee meetings and shall provide regular reports on Committee matters to the Board.
- E. **Quorums for Committee Meetings** – The quorum for any regular meeting of the board’s standing committees shall be no less than fifty (50) percent plus one (1). If the Chair of the committee is not present, then a person appointed by the Chair of the committee who is a member of said committee may conduct the committee meeting. The President may conduct the meeting in the absence of the Chair. No action may be taken by any committee in the absence of a quorum.
- F. **Removal of Committee Members.** Any member of a Committee can be removed at any time if the Committee determines there is a violation of Robert’s Rules of Order, the Neighborhood Council Code of Conduct and/or Standing Rules. The reasons for this removal shall be explicitly stated verbally and in writing at the Board meeting and placed on the agenda for the next Committee meeting where the removal may take place. Removal requires a two-thirds (2/3) vote of the Committee Members in attendance. If a Board member has three (3) unexcused absences from any Committee meeting for which they are on, during a six (6) month period, this is considered a vacancy from the Committee. An unexcused absence is one which has not been communicated to the Committee Chairperson.

## **ARTICLE VIII 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** – The President or a majority of the Board shall be allowed to call a Special Council Meeting as needed.

**Section 2: Agenda Setting** – The President or designee shall set the agenda for each Board meeting.

Any Stakeholder may make an agenda request to the Council by submitting a written request to the Secretary or during the public comment period of a regular Council meeting.

**Section 3: Notifications/Postings** At a minimum, meeting notices shall be posted in compliance with the Ralph M. Brown Act and in compliance with the Neighborhood Council Agenda Posting Policy. An updated listing of the Neighborhood Council's physical posting location/s shall be kept on file with the Neighborhood Council.

**Section 4: Reconsideration** - The Board may reconsider or amend its actions through a Motion for Reconsideration process defined in Parliamentary Authority and standing rules.

## **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 the City's mandate for the use of standardized budget and minimum funding 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 "Departments" website, if available.

D. Each month, the Treasurer, or a representative from the Executive Committee in the Treasurer's absence, 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 Treasurer trained 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.

F. The Council will not enter into any contracts or agreements except through the Department.

## **ARTICLE X ELECTIONS**

**Section 1: Administration of Election** - The Neighborhood Council's election will be

conducted pursuant to any and all City ordinances, policies and procedures pertaining to Neighborhood Council elections.

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

**Section 3: Minimum Voting Age** - All Community Stakeholders aged eighteen (18) 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 City policy.

**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** - No single community stakeholder group shall comprise a majority of its Board.

## **ARTICLE XI GRIEVANCE PROCESS**

A. Any person or group may file a grievance. The Grievance committee shall have sixty (60) calendar days to properly respond to the grievance and try to resolve the complaint. If no agreement can be made, the Board must vote on it at the next regular meeting. The Grievance Committee could apply for mediation and dispute resolution from the Department, if no agreement can be reached. This must be done within sixty (60) calendar days of the failure to reach an agreement. All complainants have the right to appeal to Department

B. At that meeting, the Board shall refer the matter to an Ad Hoc Grievance Committee comprised of three (3) to five (5) Executive and/or non-Executive Committee Board members selected by the Executive Committee.

C. This grievance process is intended to address matters involving procedural disputes, such as the Board's failure to comply with the Brown Act, Robert's Rules of Order, Standing Rules or these Bylaws. It is not intended to apply to Stakeholders who merely disagree with a position or action taken by the Board at one of its meetings, which grievances may be aired publicly at Council meetings.

D. 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. The Neighborhood Council grievance review process will be conducted pursuant to any and all City ordinances, policies and procedures pertaining to Neighborhood Council grievances.

## **ARTICLE XII PARLIAMENTARY AUTHORITY**

The Council shall use Robert's Rules of Order when conducting Council meetings.

## **ARTICLE XIII AMENDMENTS**

Any Board member or Stakeholder may propose an amendment to these Bylaws. The Board shall forward all proposals to a Bylaws Committee to review and to provide recommendations to the Board. An amendment to these bylaws requires a two-thirds (2/3) vote of the attending quorum of the Board members present at a duly noticed general or special meeting. All changes shall then be forwarded to the Department for review and approval. Amendments shall not be valid, final or effective until approved by the "Department". Once approved, any changes in the Bylaws shall become effective immediately.

## **ARTICLE XIV COMPLIANCE**

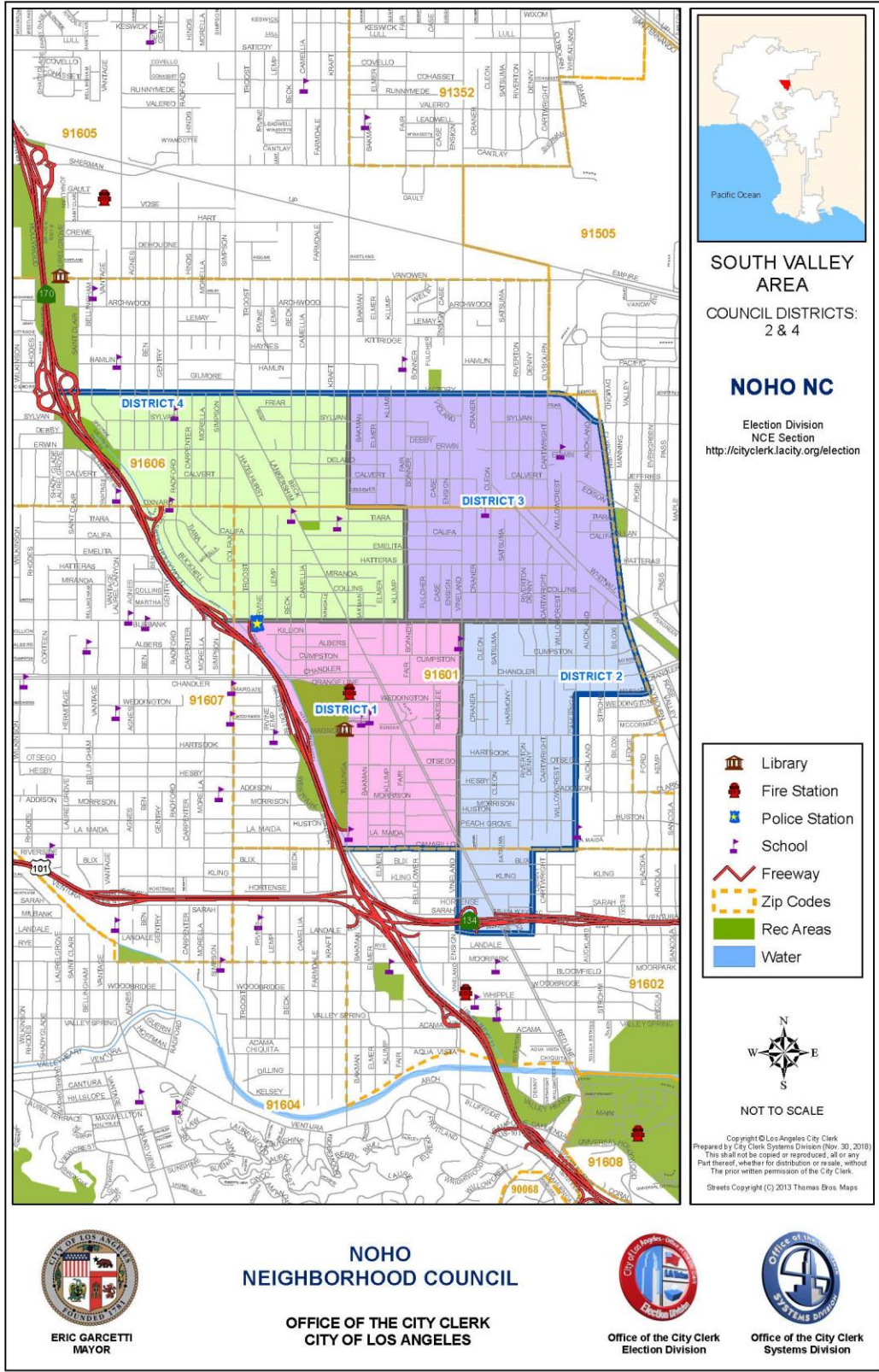
The Council, its representatives, and all Community Stakeholders shall comply with these Bylaws, the Code of Conduct, and with any additional Standing Rules or Procedures as may be adopted by the Board as well as all local, county, state and federal laws, including, without limitation, the Plan, The 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 with Disabilities Act, and all laws and governmental policies pertaining to Conflicts of Interest.

**Section 1: Code of Civility** – The Council, its representatives, and all Community Stakeholders shall conduct all Council business in a civil, professional and respectful manner in accordance with the Council's Code of Civility at all public meetings and emails between Board members. 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, workplace violence and sexual harassment training and other mandatory training required by the City within forty-five (45) days of being seated, or they will lose their Council voting rights. 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 A – Map of NoHo Neighborhood Council



ERIC GARCETTI  
MAYOR

## NOHO NEIGHBORHOOD COUNCIL

OFFICE OF THE CITY CLERK  
CITY OF LOS ANGELES



Office of the City Clerk  
Election Division



Office of the City Clerk  
Systems Division



## ATTACHMENT B -Governing Board Composition and Voting

### NoHo Neighborhood Council – 23 Board Seats

BOARD SEAT POSITION	# OF SEATS	ELECTED OR APPOINTED?	ELIGIBILITY TO RUN FOR THE SEAT	ELIGIBILITY TO VOTE FOR THE SEAT
District 1 Resident Representative Term: 2 Years	1	Elected	Stakeholder must be a resident, including property owner and others who reside within District 1 and who is 18 years or older.	Stakeholders who live, work, or own property in the neighborhood and who is 18 years or older.
District 2 Resident Representative Term: 2 Years	1	Elected	Stakeholder must be a resident, including property owner and others who reside within District 2 and who is 18 years or older.	Stakeholders who live, work, or own property in the neighborhood and who is 18 years or older.
District 3 Resident Representative Term: 2 Years	1	Elected	Stakeholder must be a resident, including property owner and others who reside within District 3 and who is 18 years or older.	Stakeholders who live, work, or own property in the neighborhood and who is 18 years or older.
District 4 Resident Representative Term: 2 Years	1	Elected	Stakeholder must be a resident, including property owner and others who reside within District 4 and who is 18 years or older.	Stakeholders who live, work, or own property in the neighborhood and who is 18 years or older.
District 1 Business Representative Term: 2 Years	1	Elected	Business representative may include, but is not limited to, stakeholder operating or working for businesses, including owner of a rental property within District 1 and who is 18 years or older.	Stakeholders who live, work, or own property in the neighborhood and who is 18 years or older.
District 2 Business Representative Term: 2 Years	1	Elected	Business representative may include, but is not limited to, stakeholder operating or working for businesses, including owner of a rental property within District 2 and who is 18 years or older.	Stakeholders who live, work, or own property in the neighborhood and who is 18 years or older.

District 3 Business Representative Term: 2 Years	1	Elected	Business representative may include, but is not limited to, stakeholder operating or working for businesses, including owner of a rental property within District 3 and who is 18 years or older.	Stakeholders who live, work, or own property in the neighborhood and who is 18 years or older.
District 4 Business Representative Term: 2 Years	1	Elected	Business representative may include, but is not limited to, stakeholder operating or working for businesses, including owner of rental property within District 4 and who is 18 years or older.	Stakeholders who live, work, or own property in the neighborhood and who is 18 years or older.
District 1 At-Large Representative Term: 2 Years	2	Elected	Stakeholder must be either a resident or business stakeholder within District 1 and who is 18 years or older.	Stakeholders who live, work, or own property in the neighborhood and who is 18 years or older.
District 2 At-Large Representative Term: 2 Years	2	Elected	Stakeholder must be either a resident or business stakeholder within District 2 and who is 18 years or older.	Stakeholders who live, work, or own property in the neighborhood and who is 18 years or older.
District 3 At-Large Representative Term: 2 Years	2	Elected	Stakeholder must be either a resident or business stakeholder within District 3 and who is 18 years or older	Stakeholders who live, work, or own property in the neighborhood and who is 18 years or older.
District 4 At-Large Representative Term: 2 Years	2	Elected	Stakeholder must be either a resident or business stakeholder within District 4 and who is 18 years or older.	Stakeholders who live, work, or own property in the neighborhood and who is 18 years or older.

Community Organization/Non- Profit Organization Representatives Term: 2 Years	2	Elected	Stakeholders must be from a community organization or other non-profit organization.	Stakeholders who live, work, or own property in the neighborhood and who is 18 years or older.
Arts Organization Representative Term: 2 Years	1	Elected	Stakeholder must be from an arts organization (includes Art, Music, Theater, Dance & Spoken Word Organizations) and who is 18 years or older.	Stakeholders who live, work, or own property in the neighborhood and who is 18 years or older.
Community Interest Representative Term: 2 Years	1	Elected	Open to any stakeholder (If the Community Interest Seat is vacant for sixty (60) days, then please refer to Article IV, Section 1)	Stakeholders who are 18 years or older who lives, works, owns property or claims a substantial and ongoing stake within boundaries of the NoHo Neighborhood Council.
Religious Institution Representative Term: 2 Years	1	Elected	Stakeholder must be from a religious institution and must be 18 years or older.	Stakeholders who live, work, or own property in the neighborhood and who is 18 years or older.
School Representative Term: 2 Years	1	Elected	Stakeholder must be from a school within the NC boundaries and who is 18 years or older	Stakeholders who live, work, or own property in the neighborhood and who is 18 years or older.
Youth Representative Term: 2 Years	1	Appointed	Stakeholder between 16 and 18 years of age and must live within the NC boundaries	