

NoHo NEIGHBORHOOD COUNCIL BYLAWS

Approved by Department of Neighborhood Empowerment

November 18, 2020

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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 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 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 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. 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

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 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 two (2) at large seats 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

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.

- i. This position is open to stakeholders 1) between the ages of fourteen (14) and seventeen (17) on the day of the appointment and 2) submits a 500-word essay on why he/she would like to serve on the board.
- ii. 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)
- iii. As an advisory position, the appointed seat shall not be counted towards the satisfaction of quorum requirements.
- iv. 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 (F) is vacant for sixty (60) days it can be filled by a Community Organization (refer to D). The Community Interest Seat (F) requires all candidates to meet the definition of “community interest stakeholders” in Article IV.

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 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 may censure any Board member at a regular or special meeting open to the public following a good-faith determination by the Neighborhood Council Board that the member has engaged in conduct that is contrary to rules and regulations applicable to the Board or that impedes the orderly business of Board operations. Grounds for censure include, but are not limited to, persistent disruptive conduct at meetings, violations or abuses of the Board's bylaws or rules, violations of the Code of Conduct, acting on behalf of the Board without authorization, and misuse or abuse of the censure or removal process by acting in bad faith.

The Board shall use the following procedure when censuring a Board member:

1. A motion to censure a Board member may be initiated by any three (3) Board members. Those Board members shall not constitute a majority of the quorum of any Neighborhood Council body, such as a committee. The motion shall be delivered to any officer of the Board or a specific officer or member of the Board as may be specified in the bylaws or standing rules of the Neighborhood Council. The motion shall be in writing and provide the specific facts and grounds for the proposed censure including the date(s) and specific conduct relied upon for the motion. The motion shall not be based upon conclusions, e.g., "for alleged violations of the Code of Conduct" but shall contain factual statements that describe conduct only and is not intended to embarrass or humiliate the board member.
2. The Board member, group of Board members or committee responsible for setting the final Board agenda shall include the motion on the agenda of the next regular or special Board meeting scheduled at least thirty (30) days following the delivery of the proposed censure motion.
3. The Board member subject to censure shall be given a minimum of thirty (30) days prior-written notice, which may include email sent to the last email address on file with the Neighborhood Council, of any meeting at which the motion to censure will be considered. The notice shall provide the specific facts and grounds for the proposed censure as specified in 1 above. The Board shall also provide a copy of the notice to the Department of Neighborhood Empowerment a minimum of thirty (30) days prior to the meeting at which the motion to censure will be considered.
4. The Board member subject to censure shall be given a reasonable opportunity to be heard at the meeting, either orally or in writing, prior to the Board's vote on a motion of censure.

5. The Board shall decide by a majority vote of those present and voting whether or not the Board member should be censured. The Board member who is the subject of the censure motion shall not be counted as part of the majority present and voting and shall not be allowed to vote. For the purpose of censure motions, abstentions shall not be counted as votes.

6. In no event shall a motion to censure a board member be heard by the Neighborhood Council within sixty (60) days of the next scheduled Board election or selection.

Section 9: Removal of Board Members – Any Board member may be removed by the Neighborhood Council (“Neighborhood Council”) for cause, following a good faith determination by the Board that the member has engaged in conduct that is contrary to rules and regulations applicable to the Board or that impedes the orderly business of Board operations. A Board member shall not be subject to removal under this Policy, unless the member has been censured at least once pursuant to the Board of Neighborhood Commissioners’ (“Commission”) Censure Policy. Grounds for removal include, but are not limited to, persistent disruptive conduct at meetings, violations or abuses of the Board’s bylaws or standing rules, violations of the Code of Conduct, acting on behalf of the Board without authorization, and misuse or abuse of the censure or removal processes by acting in bad faith.

The Board shall use the following procedure when removing a Board member:

1. A motion to remove a Board member may be initiated by any three (3) Board members. Those Board members shall not constitute a majority of the quorum of any Neighborhood Council body, such as a committee. The proposed motion shall be delivered to any officer of the Board or a specific officer or member of the Board as may be specified in the bylaws or standing rules of the Neighborhood Council. The motion shall be in writing and provide the specific facts and grounds for the proposed removal action including the date(s) and specific conduct relied upon for the motion. The motion shall not be based upon conclusions, e.g., “for alleged violations of the Code of Conduct” but shall contain factual statements that describes conduct only and is not intended to embarrass or humiliate the board member. The motion to remove shall also include a copy of the prior censure motion and the date it was passed.

2. The Board member, group of Board members or committee responsible for setting the final Board agenda shall list and briefly describe the motion on the agenda of the next regular or special Board meeting scheduled at least thirty(30) days following the delivery of the proposed removal motion.

3. The Board member subject to removal shall be given a minimum of thirty (30) days prior written notice, which may include email sent to the last email address on file with the Neighborhood Council, of any meeting at which a motion to remove will be heard. The notice shall provide the specific facts and grounds for the proposed removal as

specified in 1 above. The Board shall also provide a copy of the notice to the Department of Neighborhood Empowerment a minimum of thirty (30) days prior to any meeting at which a motion to remove will be considered.

4. The Board member subject to removal shall be given reasonable time to be heard at the meeting, either orally or in writing, prior to the Board's vote on a motion for removal.

5. The Board shall decide whether or not the Board member should be removed by an affirmative vote of two-thirds (2/3) of the currently sitting Board members. The Board member who is the subject of the removal motion shall not be allowed to vote and shall not be counted when determining the two-thirds (2/3) majority vote. For the purpose of the removal motion, abstentions shall not be counted as votes.

6. In no event shall a motion to remove a Board member be heard by the Neighborhood Council within sixty (60) days of the next election or selection.

7. The Commission may review a Neighborhood Council's removal decision if requested to do so by the affected Board member. Once the request is made for the Commission to review the decision to remove, the Neighborhood Council voting to remove the board member may not fill the vacancy created by the removal until the Commission has made a decision on whether the removal was proper or the Commission declines to review the matter. The Commission's decision whether to hear or decline to hear the removal review request shall be sent in writing to the requestor and the Neighborhood Council within 30 days after the request for review is delivered.

8. A request for the Commission to review a Neighborhood Council's removal decision shall proceed as follows:

a. The request must in writing and must be delivered to the Executive Assistant of the Commission or, in the absence of an Executive Assistant, to the President of the Commission within thirty (30) days of the date of the action by the Neighborhood Council to remove the Board member.

b. The request must state the basis for the review. The request shall not cite or present any evidence not considered by the Neighborhood Council but must address only procedural deficiencies.

c. If the Commission determines the request for review raises sufficient questions regarding procedural deficiencies and agrees to hear the review, it will be placed on the agenda of a regular or special meeting of the Commission within sixty (60) days of receipt of the request for review.

d. At the review the Commission will determine if the facts as presented support the removal motion and if the procedures set out in this policy were correctly applied.

e. If the Commission determines that there were either factual or procedural deficiencies, the Commission may either reinstate the Board member or return the matter to the Neighborhood Council for further consideration.

f. If the Commission returns the matter for further consideration and the Neighborhood Council does not act within sixty (60) days of the Commission's decision the Board member will be considered reinstated.

g. During the period of appeal the Board member shall not be counted as part of the Board for any quorum and shall not participate in any Board actions.

h. If the matter is returned to the Neighborhood Council for further consideration the Board member shall not be counted as part of the Board for any quorum and shall not participate in any Board actions until the Board takes action as requested by the Commission or until the expiration of the sixty (60) day time period.

9. This policy is not intended to restrict or eliminate a Neighborhood Council's ability to remove or render ineligible to serve, Board members who fail to attend meetings, join committees, maintain their stakeholder status, or perform other duties as may be described in the Neighborhood Council's bylaws and/or standing rules. Nor is it intended to limit a Neighborhood Council's ability to remove committee chairs or committee members according to the Neighborhood Council's bylaws and/or standing rules.

Section 10: Resignation - 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.
 - 2nd 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.

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 agendized, 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 - Except with respect to a Youth Board Seat, a stakeholder must be at least 16 years of age on the day of the election or selection to be eligible to vote. [See Admin. Code §§ 22.814(a) and 22.814(c)]

Section 4: Method of Verifying Stakeholder Status - Voters will verify their Stakeholder status 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 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

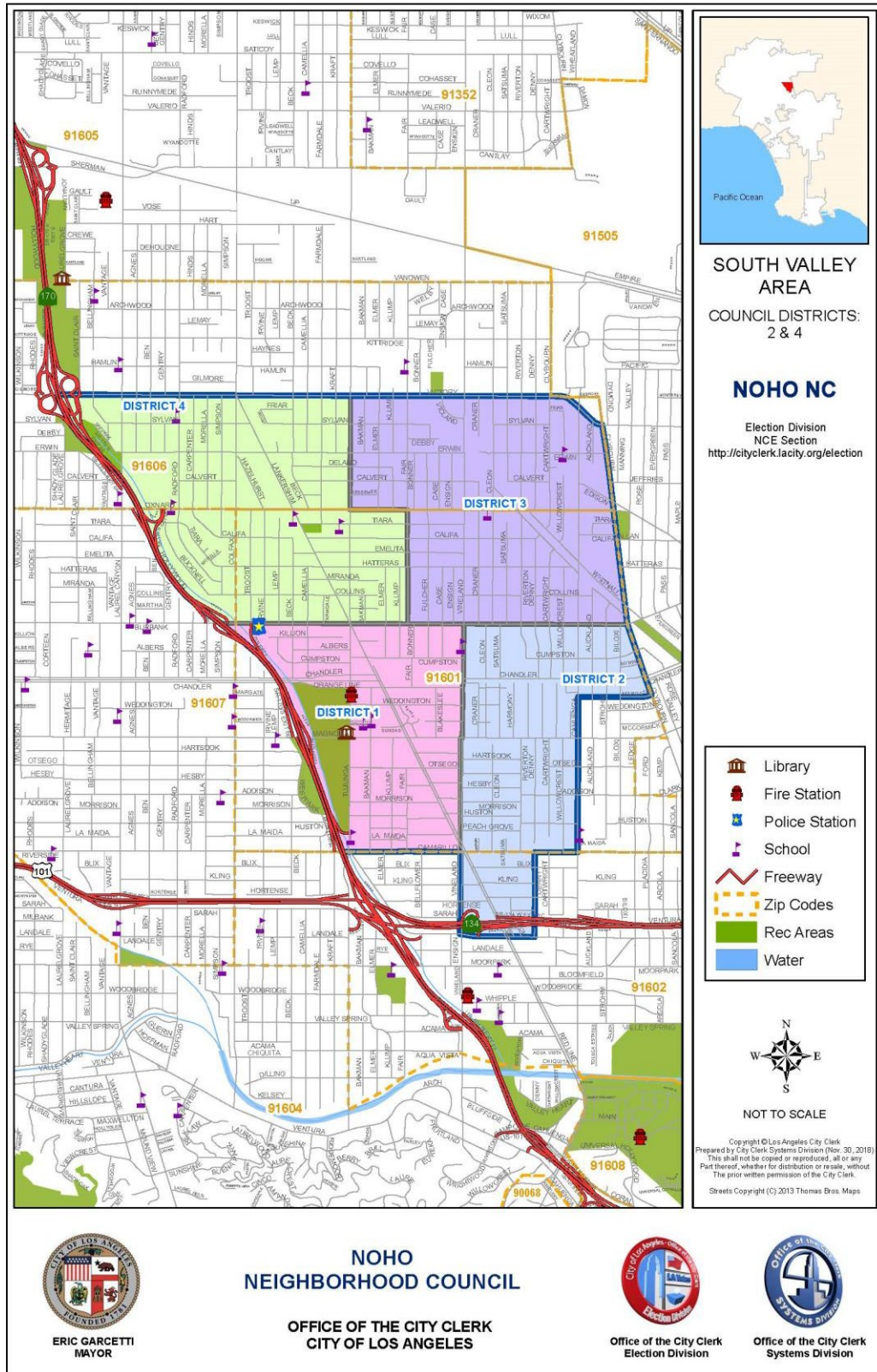
The Council, its representatives, and all Stakeholders shall comply with these Bylaws, the Code of Conduct, and with any additional Standing Rules or Procedures as may be adopted by the Board as well as all local, county, state and federal laws, including, without limitation, the Plan, The City Code 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 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



NoHo NC Bylaws 11/18/2020

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 16 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 16 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 16 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 16 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 16 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 16 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 16 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 16 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 16 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 16 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 16 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	Stakeholders who live, work, or own property in the neighborhood and

			older.	who is 16 years or older.
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<p>Community Organization/Non- Profit Organization Representatives Term: 2 Years</p>	<p>2</p>	<p>Elected</p>	<p>Stakeholders eighteen (18) years of age or older who participate in a community based organization, including but not limited to a religious institution, educational institution, non-profit organization, neighborhood association, school/parent group, faith based group, senior group, youth group, arts association, service organization, boys or girls club, cultural group, or environmental group within the NC boundaries</p>	<p>Stakeholders who live, work, or own property in the neighborhood and who is 16 years or older.</p>
<p>Arts Organization Representative Term: 2 Years</p>	<p>1</p>	<p>Elected</p>	<p>Stakeholders eighteen (18) years of age or older who participate in a community based arts organization, (includes Art, Music, Theater, Dance & Spoken Word Organizations)</p>	<p>Stakeholders who live, work, or own property in the neighborhood and who is 16 years or older.</p>
<p>Community Interest Representative Term: 2 Years</p>	<p>1</p>	<p>Elected</p>	<p>Stakeholders eighteen (18) years of age or older who declare a stake in the neighborhood as a community interest stakeholder defined as a person who affirms a substantial and ongoing participation with a community organization</p>	<p>Stakeholders who are 16 years or older who lives, works, owns property or claims a substantial and ongoing stake as a community interest stakeholder within boundaries of the NoHo Neighborhood Council.</p>
<p>Religious Institution Representative</p>	<p>1</p>	<p>Elected</p>	<p>Stakeholders eighteen (18) years of age or older who participate in a faith-based community organization such as a religious institution</p>	<p>Stakeholders who live, work, or own property in the neighborhood and who</p>

Term: 2 Years				is 16 years or older.
School Representative Term: 2 Years	1	Elected	Stakeholders eighteen (18) years of age or older who participate in In a school within the NC boundaries	Stakeholders who live, work, or own property in the neighborhood and who is 16 years or older.
Youth Representative Term: 2 Years	1	Appointed	Stakeholder between 14 and 17 years of age and must live within the NC boundaries	N/A