

NORTH HILLS EAST NEIGHBORHOOD COUNCIL BYLAWS

Approved by Department of Neighborhood Empowerment July 1, 2020

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ARTICLE I NAME

The name of this Neighborhood Council shall be the North Hills East Neighborhood Council (“Council or “NHENC”).

ARTICLE II PURPOSE

The **MISSION** of the Council is:

- A. The NHENC is a grassroots organization created to promote and honor the diversity of our area; strengthen, educate and beautify our community and act as a liaison between the Stakeholders of North Hills East and the city of Los Angeles.
- B. The NHENC will provide an inclusive, open forum for public discussion of issues concerning City governance, the needs of this community, and the delivery of City services to this neighborhood and on matters of a citywide nature.
- C. The NHENC will advise the City of Los Angeles on issues concerning City governance, the needs of this neighborhood council, the delivery of City services to this neighborhood and on matters of a citywide nature.
- D. The NHENC will work to educate Stakeholders on what they can do to make the area a better place for all.
- E. The NHENC will respect the dignity and expression of viewpoints of all individuals, groups and organizations involved in this neighborhood council.
- F. The NHENC will remain non-partisan in regards to political affiliation and inclusive in our operations.
- G. The NHENC will utilize the Early Notification System to inform our neighborhood council of matters involving the City of Los Angeles (and our community) in a way that is tailored to provide opportunities for involvement in the decision-making process.
- H. The NHENC will encourage all Stakeholders to participate in the activities of this Council.
- I. The NHENC will 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, homeowner status, renter status, income or political affiliation.

ARTICLE III BOUNDARIES

Section 1: Boundary Description – The NHENC is surrounded by the Mission Hills

Neighborhood Council to the north, Panorama City Neighborhood Council to the east, Van Nuys Neighborhood Council to the south and North Hills West Neighborhood Council to the west. The geographic boundaries are the 405 Freeway to the West, the south side of Lassen St. to the North, the Pacoima Wash to the East and the north side of Roscoe Blvd. to the South, with the additional extension in the Southwest corner of the section south of Roscoe Blvd. along the 405 Freeway to the West and the west side of Sepulveda Blvd. to the East extending south to the Metrolink tracks.

The boundaries of the Council are set forth in Attachment A - Map of North Hills East Neighborhood Council Boundaries.

Section 2: Internal Boundaries – Within the NHENC boundaries are four (4) internal regions, based on a population size of about ten thousand (10,000) residents:

- A. Region 1 includes the section South of Lassen, East of the 405, West of the Pacoima Wash, North of Plummer; AND the section South of Plummer, East of the 405, North of Nordhoff, and West of Noble.
- B. Region 2 includes the section South of Plummer, East of Noble, West of the Pacoima Wash, North of Nordhoff, AND the section South of Nordhoff, East of Sepulveda, North of Parthenia Pl/ which curves into Parthenia, and West of the Pacoima Wash.
- C. Region 3 includes the section South of Nordhoff, East of the 405, North of Parthenia, and West of Parthenia Pl/which curves into Parthenia, AND the section South of Parthenia, East of Sepulveda, North of Chase, and West of the Pacoima Wash.
- D. Region 4 includes the section South of Parthenia, East of the 405, West of Sepulveda, North of the Railroad, AND the section South of Chase, East of Sepulveda, North of Roscoe and West of the Pacoima Wash

ARTICLE IV STAKEHOLDER

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

ARTICLE V GOVERNING BOARD

Section 1: Composition – The NHENC Board will be comprised of fifteen (15) members. The Board will reflect the diversity of the Stakeholders in NHENC's boundaries and be selected or elected using a combination of categories and at-large

positions. The composition of the Board should be as follows:

- A. **One (1) Homeowner Board Member** – Open to Stakeholders eighteen (18) years of age or older who own a residence located within the NHENC boundaries.
- B. **One (1) Renter Stakeholder Board Member** – Open to Stakeholders eighteen (18) years of age or older who rent a home (ex. apartment or house) located within the NHENC boundaries.
- C. **One (1) Business Owner Stakeholder Board Member** – Open to Stakeholders eighteen (18) years of age or older who owns a business or business property within the NHENC boundaries.
- D. **One (1) Employee Stakeholder Board Member** – Open to Stakeholders eighteen (18) years of age or older who is an employee of a business within the NHENC boundaries.
- E. **One (1) Organizational Board Member** – Open to Stakeholders eighteen (18) years of age or older who participate in a religious institution, educational institution, community organization, 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 NHENC boundaries.
- F. **One (1) Youth Community Board Member** – Open to Stakeholders between the ages of fourteen (14) and twenty-five (25). If youth is less than eighteen (18) years of age, the Youth Community Board Member shall be precluded from voting on matters regarding the expenditure of funds, contracts, or recommendations to enter into contracts.
- G. **One (1) Senior Citizen Community Board Member** – Open to Stakeholders fifty-five (55) years of age and older.
- H. **Four (4) At-Large Stakeholder Board Members** – Open to Stakeholders at least eighteen (18) years of age.
- I. **Four (4) Regional Stakeholder Board Members** – Open to NHENC Stakeholders living within the internal boundaries described below:
 - 1. Region 1 Representative lives in the section South of Lassen, East of the 405, West of the Pacoima Wash, North of Plummer, OR the section South of Plummer, East of the 405, North of Nordhoff, and West of Noble.
 - 2. Region 2 Representative lives in the section South of Plummer, East of Noble, West of the Pacoima Wash, North of Nordhoff, OR the section South of Nordhoff, East of Sepulveda, North of Parthenia PI/ which curves into Parthenia, and West of the Pacoima Wash.

3. Region 3 Representative lives in the section South of Nordhoff, East of the 405, North of Parthenia, and West of Parthenia Pl/which curves into Parthenia, OR the section South of Parthenia, East of Sepulveda, North of Chase, and West of the Pacoima Wash.
4. Region 4 Representative lives in the section South of Parthenia, East of the 405, West of Sepulveda, North of the Railroad, OR the section South of Chase, East of Sepulveda, North of Roscoe and West of the Pacoima Wash.

All Stakeholders may vote for all of the Board seats but no single Stakeholder group shall hold a majority of Board seats unless extenuating circumstances exist and are approved by the Department of Neighborhood Empowerment (“Department”).

Section 2: Quorum – Quorum shall consist of eight (8) Board members present at any given meeting. Should NHENC not meet quorum, no meeting can be held.

Section 3: Official Actions – A simple majority vote by the Board members present and voting, not including abstentions, at a meeting at which there is a quorum shall be required to take official action, unless specified otherwise in these Bylaws. No official action will be taken if there is not a quorum present.

If less than eighteen (18) years of age, the Youth Community Board member shall be precluded from voting on matters regarding the expenditure of funds, contracts, or recommendations to enter into contracts

The Board members must complete the Ethics Training and sign the Code of Conduct before given the privilege to vote.

Section 4: Terms and Term Limits – Upon election, Board members will serve two (2) year terms. There is no limitation on the number of consecutive terms a person can serve. Every two (2) years, all fifteen (15) seats shall be up for election.

Section 5: Duties and Powers

- A. The NHENC shall not participate in, or interfere in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. This restriction shall not be interpreted to forbid informational events such as candidate’s forums or announcements of such forums.
- B. No person shall express their views, opinions, positions or agendas as representing those of the NHENC.
- C. Due to the critical need for the NHENC to maintain the respect of, and credibility with, other individuals and organizations, particularly the City of Los Angeles and its various agencies, the NHENC Board members shall be held to a higher standard of conduct than other Stakeholders. It is imperative that each Board member consistently establish and maintain an attitude of even-handed, unbiased representation of all Stakeholders. No form of coercion will be

tolerated, including, but not limited to harassment (sexual or otherwise), threats or intimidation.

- D. Neither the NHENC nor any of its Board members may involve themselves in any agenda item or event that can be considered a Conflict of Interest.
- E. The NHENC will comply with the Public Records Act (PRA) with respect to requests from the public to inspect the NHENC's records. The NHENC will seek the guidance of the Office of the City Attorney, in order to respond to a PRA request.

Section 6: Vacancies – Should a vacancy arise among the Board positions, that position will be filled within thirty (30) days of the position being vacated. Upon receiving a letter of resignation, or once a Board member has been deemed according to the Bylaws as no longer meeting Board member requirements; the following actions will be taken:

- A. The Neighborhood Council will announce the vacancy.
- B. Any Stakeholder interested in filling a vacant seat on the Board position shall submit an application to the Secretary.
- C. The vacancy shall be placed on the agenda for the next regular meeting of the Board.
- D. If only one (1) Stakeholder has applied for a vacant seat, then a vote of the Board shall be taken and if approved, the applicant will be installed by a vote of 50% plus one (1) of the Board. If more than one (1) Stakeholder has made application for an empty seat, then runoff votes will be conducted until the position can be filled by majority vote. The vote shall be presided over by the Board and shall include one vote per Board Member. The posted announcements for the meeting must state that an appointment will be held.
- E. 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. 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 from the date the seat is vacated.

Section 7: Absences – As publicly elected officials, Board members are expected to attend all Board meetings in order to fulfill their minimum duty to the public. Each Board member shall be allowed to miss a total of three (3) meetings each year. Any regular meeting of the Board, scheduled and noticed as per the Brown Act, shall constitute a meeting for the purpose of determining Board member attendance. Special Board meetings and Board meetings that are called as a Joint Meeting with a Committee shall not be counted for the purpose of calculating absences.

The Secretary will report the total absence count at each monthly meeting. Once a Board member misses four (4) meetings proceeding twelve (12) months or from the date the person was elected or appointed, whichever is less, the President shall

immediately issue a letter to the individual indicating that he/she is disqualified from holding their current Board seat. The President will then proceed to follow the procedure on filling vacancies as outlined in Section 6: Vacancies.

Section 8: Censure – The purpose of the censure process is to place a Board member on notice of misconduct and to provide the Board member with an opportunity to correct the misconduct. The Neighborhood Council (“Neighborhood Council”) may censure any Board member at a regular or special meeting open to the public following a good-faith determination by the Neighborhood Council Board that the member has engaged in conduct that is contrary to rules and regulations applicable to the Board or that impedes the orderly business of Board operations. Grounds for censure include, but are not limited to, persistent disruptive conduct at meetings, violations or abuses of the Board’s bylaws or rules, violations of the Code of Conduct, acting on behalf of the Board without authorization, and misuse or abuse of the censure or removal process by acting in bad faith.

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

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

voting and shall not be allowed to vote. For the purpose of censure motions, abstentions shall not be counted as votes.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Section 10: Resignation – 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. The President will proceed to fill the position through the procedures outlined by the Vacancy clause in Section 6.

Section 11: Community Outreach – The Council shall direct that a system of outreach be instituted to inform Stakeholders as to the existence and activities of the Council, including its Board elections, to find future leaders of the Council, and to encourage all Stakeholders to seek leadership positions within the Council.

ARTICLE VI OFFICERS

Section 1: Officers of the Board – The Officers of the Board shall be President, Vice President, Secretary, and Treasurer.

Section 2: Duties and Powers

A. The President shall:

1. Be the primary representative of NHENC and in such capacity shall speak on behalf of NHENC in its interactions with the public, as authorized by the Board in its minutes.
2. Set the agenda for all meetings. The agenda must be sent to the Secretary no less than seventy-two (72) hours prior to each meeting. Items on the agenda must be submitted no later than ninety-six (96) hours prior to each meeting.
3. Function as the presiding officer at meetings of the Council and shall be responsible for the orderly conduct of the NHENC meetings, particularly to ensure that any such meetings are held in a fair and democratic forum. As a Board member, the President will have all of the voting rights and privileges.
4. Act as chief liaison with Los Angeles City and other government agencies for delivery of Community Impact Statements and other correspondence.

B. The Vice President shall:

1. Serve in a supportive role to the President and be the first alternate to the

President with respect to certain matters that the President may be unable to address.

2. Be responsible for coordinating the regular functions necessary for successful and effective Board meetings.
3. Perform all other duties as the President or the Council may assign from time to time. Serve as the second signatory to the Treasurer, countersigning financial documents as needed by the Department.

C. The Secretary shall:

1. Be responsible for managing the flow of information into or out of the NHENC to fulfill its mission, and is also responsible for coordinating the flow of information with other Neighborhood Councils.
2. Provide the public with proper access to appropriate NHENC information, and where necessary provide for the secure data transfer of NHENC files.
3. Maintain the permanent records of NHENC and shall coordinate the activities and committees of NHENC pursuant to the direction of the Board.
4. Keep accurate minutes of all meetings of the Board and ensure that all meeting minutes are posted to the website.
5. Create and maintain a list of Stakeholders interested in sitting on a grievance panel as outlined in Article XI.

D. The Treasurer shall, in addition to the duties described in Article IX:

1. Be the custodian of the NHENC funds.
2. Be a member of the Budget and Finance Committee, which shall prepare the yearly budget and recommend such adjustments for Board approval as it deems necessary to successfully fund the purpose and mission of the Council.
3. Cooperate fully with the Department in matters related to Certified Neighborhood Council funding, financial affairs and accounting procedures and shall allow the Department staff access to the accounting records.
4. Submit financial reports to the Department as prescribed. The financial reports shall include, but not be limited to, information regarding the amount appropriated (or the beginning balance for the subject quarter), additional receipts for the subject quarter, if any, the expenses paid during the reporting period and the ending balance of the funds.
5. Submit financial reports for review by the NHENC Board and Stakeholders to be presented at each regularly scheduled Board Meeting.
6. Keep and maintain adequate and correct books and records of the NHENC's transactions. The books and records shall be open to inspection by Stakeholders at all reasonable times.
7. Submit Treasurer's Reports to the Secretary to be posted on the website no later than five (5) days following each regularly scheduled Board meeting.

Section 3: Selection of Officers – Officer positions shall be filled annually by majority vote of the Board members present at the first official Board meeting following their election or selection in Board election years, and at the subsequent one (1) year

anniversary mark of the Officers' election in Board non-election years.

Section 4: Officer Terms – The Officers shall serve one (1) year terms and serve at the pleasure of the Board. They may stand for reelection annually.

ARTICLE VII COMMITTEES AND THEIR DUTIES

As representatives chosen by the community, all Board members will demonstrate a commitment of time and effort to the work of the Neighborhood Council by participating in one Committee, at minimum. Upon joining the governing Board, each Board member shall request membership from the Board or from the committee(s) in which he/she would like to participate.

Any interested Stakeholder of the NHENC, including Board members, shall be entitled to serve on any Standing Stakeholder Committee upon request to the Committee or the Board. Stakeholder Committee membership shall be effective as of the second regularly scheduled Committee meeting following the request for membership on the Committee.

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. Changes that have been voted upon will be updated in the Standing Rules, Policies and Procedures for Standing Committees.

Section 1: Standing Committees – The Standing Committees of the Council are set forth in the Board Standing Rules, Polices and Procedures for Standing Committees.

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

Section 3: Committee Creation and Authorization – The Committee creation and authorization are set forth in the Board Standing Rules, Policies and Procedures for Standing Committees.

The chairperson of each committee shall be appointed by the Executive Committee, and may be removed and replaced by the Executive Committee. Committee chairs must, within sixty (60) days of being seated, obtain a certificate of completion for “Ethics and Open Government Training for Neighborhood Councils”

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. **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 Board Meeting as needed.

Section 2: Agenda Setting – The President shall set the agenda for each Council meeting. Meeting minutes will be kept by the Secretary and may be viewed at any regular Board meeting as well as on our website.

Section 3: Notifications/Postings – Regular meetings will be posted by the Secretary no less than seventy-two (72) hours prior to each meeting in public locations approved by the Department within the defined boundaries of the NHENC. Special meetings only require a twenty-four (24) hour posting notice.

Section 4: Reconsideration – The Board may reconsider and amend its action on items listed on the agenda if said Reconsideration takes place at the same meeting or at the next regular board meeting. On either of these two (2) meetings any Board Member may make a Motion for Reconsideration and, if approved by a majority vote of the Board, the Board shall hear the matter and take action. If a Motion for Reconsideration is not made at the meeting in which the action was taken, then the Board Member who is requesting the Reconsideration must submit a request to the Secretary identifying the matter to be reconsidered and a brief description of the reason(s) for requesting Reconsideration at least seven (7) days before the next regular board meeting.

ARTICLE IX FINANCES

- A. The City of Los Angeles will be NHENC’s fiscal manager. NHENC will adhere and be subject to all applicable laws, including all City policies and procedures and the Plan for a Citywide System of Neighborhood Councils (“Plan”). The NHENC further agrees to comply with all financial reporting requirements as prescribed by the Department.
- B. The Treasurer shall establish and oversee a system of bookkeeping and accounting for the Council that complies with Generally Accepted Accounting Principles (GAAP). The Treasurer may request authorization from the other members of the Board to retain a financial professional to assist in creating a bookkeeping and annual accounting system and may also request the assistance of the Department when implementing same. The Treasurer, however, shall be ultimately responsible for the maintenance of the system of bookkeeping and accounting and for the protection of all NHENC assets.
- C. The Treasurer shall make a report to the Board on the NHENC finances at every regular meeting of the Board.
- D. Any expenditure must be approved by a quorum of the Board before they can be paid. All requests for payments shall require the signature of the Treasurer with a

countersignature by the Vice President and be entered into the accounting system upon submission of appropriate documentation and approval as specified by these Bylaw.

E. Appropriation of monies of the NHENC shall be made only by a duly adopted resolution of the Board stating the amount to be expended or disbursed, which may be expressed as a “not to exceed” amount and the payee.

F. No Board member shall be entitled to receive any salary or other compensation from the NHENC on account of duties performed during their term of office though they may receive reimbursement for Board approved expenditures incurred by them on behalf of the NHENC. Such reimbursements must be approved by the Treasurer and two (2) other Board members with substantiating documentation (i.e., receipts, etc.).

G. 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 - Any Stakeholder fourteen (14) years of age or older has the right to cast their ballot.

Section 4: Method of Verifying Stakeholder Status - Voters will verify their Stakeholder status through written self-affirmation.

Section 5: Restrictions on Candidates Running for Multiple Seats - A candidate shall declare their candidacy for no more than one (1) position on the Board during a single election cycle.

Section 6: Other Election Related Language – Not applicable.

ARTICLE XI GRIEVANCE PROCESS

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

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

C. Within two (2) weeks of the panel’s selection, the Secretary shall coordinate a time and place for the panel to meet with the person(s) submitting a grievance to discuss

ways in which the dispute may be resolved.

D. Within two (2) weeks following such meeting, a member of the panel shall prepare a written report to be forwarded by the Secretary to the Board outlining the panel's collective recommendations for resolving the grievance. The Board may receive a copy of the panel's report and recommendations prior to a Board meeting, but, in accordance with the Brown Act, the matter shall not be discussed among the Board members until it is heard publicly at the next regular Council meeting.

E. This grievance process is intended to address matters involving procedural disputes, such as the Board's failure to comply with Board 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.

F. Board members are not permitted to file a grievance against another Board or against the Council, except as permitted under the City's grievance policy. The Neighborhood Council will follow the City's rules regarding the handling of grievances.

ARTICLE XII PARLIAMENTARY AUTHORITY

The Council shall use Robert's Rules of Order when conducting Council meetings. Additional rules and/or policies and procedures regarding the conduct of the Board meetings may be developed and adopted by the Board.

ARTICLE XIII AMENDMENTS

- A. Any Board member may propose an amendment to these Bylaws by requesting that the Secretary place the item on the agenda.
- B. Any proposal to amend the Bylaws shall be formalized in writing and noticed on the agenda for public discussion and Board vote at the next regular Council meeting.
- C. An amendment or adjustment to these bylaws requires a two-thirds (2/3) vote of the Board members present at a duly noticed general or special meeting. All changes shall then be forwarded to the Department for review and approval.
- D. 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 NHENC, its representatives and all Stakeholders will refrain from violating Board rules and shall be subject to any and all applicable sections of the City of Los Angeles Ethics Ordinance (L.A.M.C. Section 49.5.1), and will abide by these Bylaws and all applicable federal, state and local laws.

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

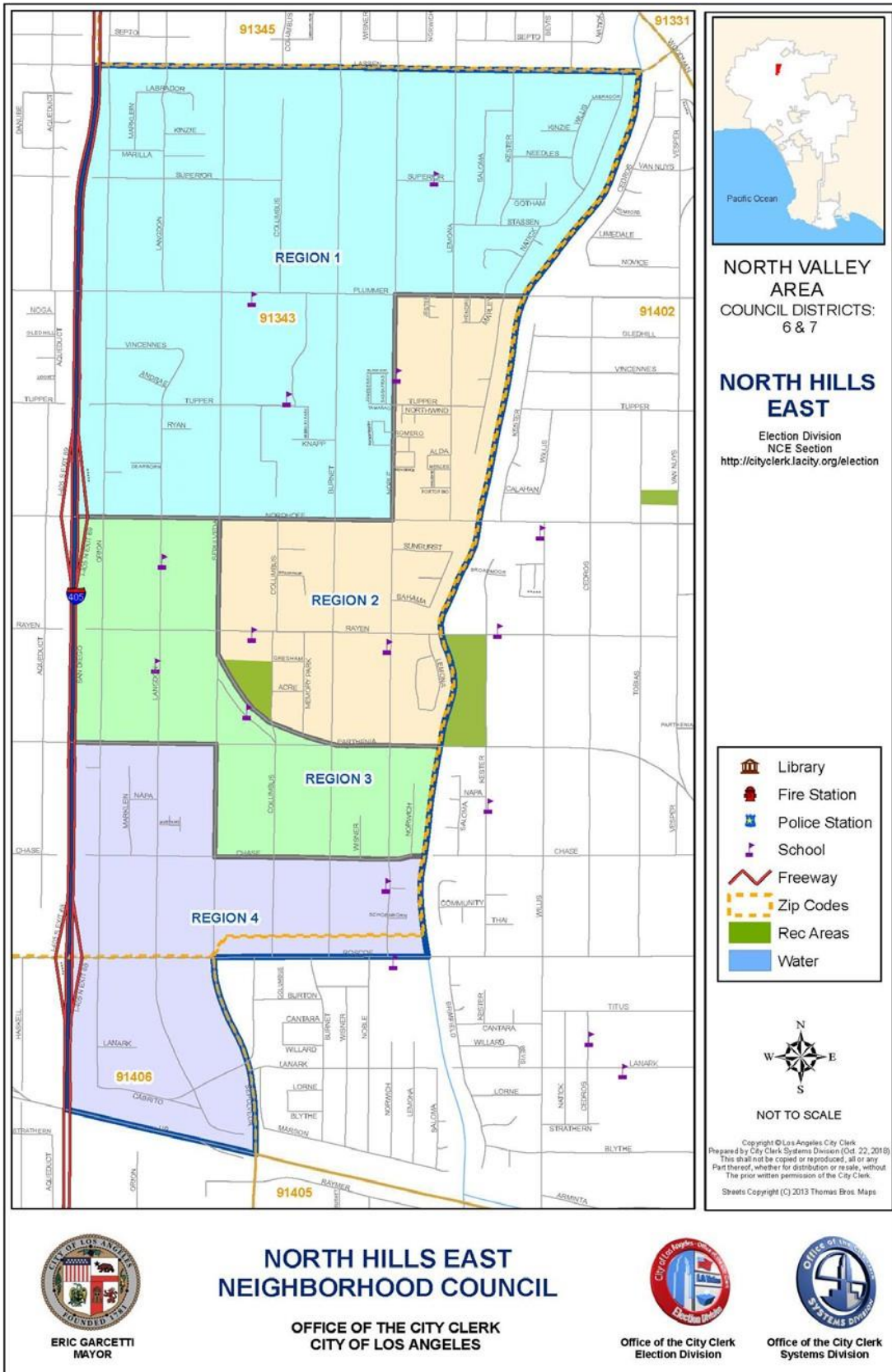
Collectively and individually, the members of the Board agree to abide by a Code of Conduct to ensure that the NHENC's business is conducted in a respectful, efficient, and courteous manner and in a way that will generate respect and credibility for this Council. By adoption of the code as part of the Bylaws, and for subsequent members, by accepting the rights and duties of a Board member, members collectively and individually agree to abide by this Code of Conduct.

Board members agree to treat fellow Board members and members of the public, whether Stakeholders or not with respect and civility, even in the face of disagreement. Board members agree that threats will never be tolerated for any reasons and that in order to properly conduct business, they must agree to listen to others, even when differing opinions are expressed.

Section 2: Training – Training for all Board members and interested Stakeholders shall be provided by the Department on an as-needed basis. All board members must take ethics and funding training prior to making motions and voting on funding related matters.

Section 3: Self-Assessment – The NHENC and its Board shall be conduct an annual self-assessment at the end of each Fiscal Year. Such assessment shall be conducted no less than annually pursuant to Article VI, Section 1 of the Plan.

ATTACHMENT A – Map of North Hills East Neighborhood Council



**ATTACHMENT B – Governing Board Structure and Voting
North Hills East Neighborhood Council – 15 Board Seats**

BOARD POSITION	# OF SEATS	ELECTED OR APPOINTED?	ELIBILITY TO RUN FOR THE SEAT	ELIBILITY TO VOTE FOR THE SEAT
Homeowner Board Seat Term: 2 Years	1	Elected	Stakeholders who own a residential property within the NHENC boundaries and who are between 18 years of age or older.	Stakeholders who live, work or own property within the NHENC boundaries are at least 14 years of age, shall be entitled to one (1) vote for each open position on the Board.
Renter Stakeholder Board Seat Term: 2 Years	1	Elected	Stakeholders who rent a home within the NHENC boundaries and who are between 18 years of age or older.	Stakeholders who live, work or own property within the NHENC boundaries are at least 14 years of age, shall be entitled to one (1) vote for each open position on the Board.
Business Owner Stakeholder Board Seat Term: 2 Years	1	Elected	Stakeholders who own a business or business property within the NHENC boundaries and who are between 18 years of age or older.	Stakeholders who live, work or own property within the NHENC boundaries are at least 14 years of age, shall be entitled to one (1) vote for each open position on the Board.
Organizational Board Seat Term: 2 Years	1	Elected	Stakeholder who lives, works, or owns property in the neighborhood or declares a stake in the neighborhood as a community interest stakeholder and who is 18 years or older.	Stakeholders who live, work, or own property or declare a stake within the NHENC boundaries as community interest stakeholders and are at least 14 years of age.
Youth Community Board Seat Term: 2 Years	1	Elected	Stakeholders who live, work, or own property in the neighborhood or declare a stake within the NHENC as a community interest stakeholder and is between the ages of 14 and 25 years or older.	Stakeholders who live, work, or own property or declare a stake within the NHENC boundaries as community interest stakeholders and are at least 14 years of age.

BOARD POSITION	# OF SEATS	ELECTED OR APPOINTED?	ELIBILITY TO RUN FOR THE SEAT	ELIBILITY TO VOTE FOR THE SEAT
At-Large Stakeholder Board Seat Term: 2 Years	4	Elected	Stakeholders who live, work, or own property or declare a stake within the NHENC boundaries as community interest stakeholders and are at least 18 years of age or older.	Stakeholders who live, work, or own property or declare a stake within the NHENC boundaries as community interest stakeholders and are at least 14 years of age.
Region 1 Board Seat Term: 2 Years	1	Elected	Stakeholder who lives in Region 1 within the NHENC boundaries and is at least 18 years of age or older.	Stakeholders who live, work, or own property within the NHENC boundaries and are at least 14 years of age, shall be entitled to one (1) vote for each open position on the Board.
Region 2 Board Seat Term: 2 Years	1	Elected	Stakeholder who lives in Region 2 within the NHENC boundaries and is at least 18 years of age or older.	Stakeholders who live, work, or own property within the NHENC boundaries and are at least 14 years of age, shall be entitled to one (1) vote for each open position on the Board.
Region 3 Board Seat Term: 2 Years	1	Elected	Stakeholder who lives in Region 3 within the NHENC boundaries and is at least 18 years of age or older.	Stakeholders who live, work, or own property within the NHENC boundaries and are at least 14 years of age, shall be entitled to one (1) vote for each open position on the Board.
Region 4 Board Seat Term: 2 Years	1	Elected	Stakeholder who lives in Region 4 within the NHENC boundaries and is at least 18 years of age or older.	Stakeholders who live, work, or own property within the NHENC boundaries and are at least 14 years of age, shall be entitled to one (1) vote for each open position on the Board.
Senior Citizen Community Board Seat Term: 2 Years	1	Elected	Stakeholder who lives, works, or owns property in the neighborhood or declares a stake within the NHENC as a community interest stakeholder and is 55 years or older.	Stakeholders who live, work, or own property or declare a stake within the NHENC boundaries as community interest stakeholders and are at least 14 years of age.

BOARD POSITION	# OF SEATS	ELECTED OR APPOINTED?	ELIBILITY TO RUN FOR THE SEAT	ELIBILITY TO VOTE FOR THE SEAT
Employee Stakeholder Board Seat Term: 2 Years	1	Elected	Stakeholders who are employed by a business or work within the NHENC boundaries and who are 18 years of age or older.	Stakeholders who live, work, or own property within the NHENC boundaries and are at least 14 years of age, shall be entitled to one (1) vote for each open position on the Board.