

**Palms Neighborhood Council
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Approved by Department of Neighborhood Empowerment 04/11/2024**

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Article I NAME

The name of this Organization is the PALMS NEIGHBORHOOD COUNCIL, also referred to in this document as the “Council” or “Neighborhood Council.”

Article II PURPOSE

We, the stakeholders of Palms, recognize that every member of our neighborhood is significant. We recognize the powerful and varied gifts that every member can give to our community. By drawing on our diversity, we can make a better life for all of us in our neighborhood. In short, our vision encompasses inclusiveness, unity, and improvement.

Our mission is to empower stakeholders by helping them to improve the quality of life in the community, giving the community a voice in the City government, improving the delivery of services to the neighborhood, and working with City officials and Departments to address community needs.

Our objective is to build a sense of community. To this end, we engage in events for our stakeholders.

Article III BOUNDARIES

Section 1: Boundary Description

The boundaries of the Council are, beginning at the intersection of Sepulveda Boulevard and Charnock Road, east on Charnock Road (the south side only) to Overland Avenue, north on Overland Avenue (the east side only) to the I-10, east on I-10 (south side only) and the eastbound Robertson Boulevard exit lanes off I-10 to the Culver City border, southwest along the Culver City border to I-405, east on Venice Boulevard to Tuller Avenue, north on Tuller Avenue (east side only) to Regent Street, east on Regent Street (south side only) to Sepulveda Boulevard, north on Sepulveda Boulevard to Charnock Road (east side of Sepulveda only). In addition, for geographic and historic reasons, Charnock Road Elementary and Palms Middle schools are considered an overlap area with the Mar Vista Community Council.

Section 2: Internal Boundaries

The internal boundaries of the Council are set forth in Attachment A - Map of the Palms Neighborhood Council Boundaries.

Residential

- A. Palms West
- B. Overland
- C. Motor

- D. Studio
- E. Exposition

Article IV STAKEHOLDER

Neighborhood Council membership is open to all Stakeholders. A “Stakeholder” shall be defined as any individual who:

- (1) Lives, works, or owns real property within the boundaries of the Neighborhood Council; or
- (2) Is a Community Interest Stakeholder, defined as an individual who is a member of or participates in a Community Organization within the boundaries of the Neighborhood Council.

A “Community Organization” is an entity that has continuously maintained a physical street address within the boundaries of the Neighborhood Council for not less than one year, and that performs ongoing and verifiable activities and operations that confer some benefit on the community within the boundaries of the Neighborhood Council. A for-profit entity shall not qualify as a Community Organization. Examples of Community Organizations may include Chambers of Commerce, houses of worship or other faith-based organizations, educational institutions, or non-profit organizations.

[The definition of “Stakeholder” and its related terms are defined by City Ordinance and cannot be changed without City Council action. *See* Los Angeles Administrative Code Section 22.801.1]

Article V GOVERNING BOARD

Section 1: Composition

Thirteen (13) Stakeholders comprise the Neighborhood Council, which is the Governing Body and is also referred to in this document as “the Board” or “Governing Board.” The “Members” are as follows:

- 1. President (elected at-large by all Stakeholders).
- 2. Vice President (elected at-large by all Stakeholders).
- 3. Secretary (elected at-large by all Stakeholders).
- 4. Treasurer (elected at-large by all Stakeholders).
- 5. Community-Based Organization Representative (elected at-large by all Stakeholders).
- 6-10. Five (5) Residential Area Representatives (elected by residential Stakeholders within those areas).
- 11.-12. Two (2) Business Representatives (elected at-large by all Stakeholders).
- 13. One (1) Youth Representative (elected at-large by all Stakeholders).

“Representatives” are the Community-Based Organization, Residential Area, Business, and Youth Representatives. Representative duties are listed below and in the Palms Neighborhood Council Standing Rules. Additional duties may be assigned by a majority of those present and voting at a regularly scheduled Board meeting at which there is quorum excluding abstentions.

No single Stakeholder group shall comprise a majority of the Council’s governing body unless extenuating circumstances are warranted and approved by the Department of Neighborhood Empowerment (“Department”).

Any Member of the Board who ceases to be a Stakeholder is required to submit their resignation to the Board. However, Board Members who remain Stakeholders, but whose Stakeholder category has shifted, may serve out the remainder of their term in the seat to which they were elected or selected.

Community-Based Organization Representative

The Community-Based Organization Representative must participate in, or be a member of, a community organization located in or serving the Palms Neighborhood and shall serve as the liaison of the Council with community organizations including, but not limited to, cultural, educational, neighborhood watch, non-profit, and religious groups.

Residential Area Representative

Residential Area Representatives must live within the residential zone (*See Attachment A*) they represent and shall serve as the liaison of the Council with residents in their residential zone. Residential Area Representatives shall be aware of the City Services needs of their Area and work with the Neighborhood Council Board and City Departments to improve the delivery of those services. Residential Area Representatives shall reach out to area residents with information on the activities of the Neighborhood Council.

Business Representative

Business Representatives must own or work at a business in Palms. A Business representative shall serve as the liaison of the Council with local businesses. Business Representatives shall reach out to local businesses with information on the activities of the Neighborhood Council.

Youth Representative

The Youth Representative must be fourteen (14) years or older and no more than seventeen (17) years of age at the time of election or selection and be a Stakeholder in Palms. The Youth Representative shall serve as the liaison of the Council with local youth. The Youth Representative is responsible for reaching out to local youth with information on the activities of the Neighborhood Council.

Section 2: Quorum

A quorum is seven (7) members of the Board and a majority of a committee or subcommittee.

Section 3: Official Actions

A simple majority vote by the Board Members present and voting at a meeting at which there is quorum shall be required to take official action unless specified otherwise in these Bylaws.

Funding motions require a majority of those present and voting including abstentions.

Abstentions are not counted as votes in determining majority vote for non-funding motions.

Section 4: Terms and Term Limits

Board members shall serve two (2) year terms, except for vacancy appointments, or until their successors are seated or until they resign or otherwise leave office. There are no term limits.

Section 5: Duties and Powers

The Board has the authority granted to the Neighborhood Councils by the City Charter and the Plan for a Citywide System of Neighborhood Councils ("the Plan.")

The Board develops, maintains, and fulfills a program to communicate with Stakeholders on a regular and timely basis.

The Board may also appoint non-voting advisors.

Board members must attend and participate in meetings of the Board.

Board members shall attend and participate in at least one of the Council's standing committees as assigned by the President and approved by the Board. Board members should attend and participate in at least two of the Council's committees as assigned by the President and approved by the Board.

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 City body a standing Council position previously adopted by the Board. Such authority may be revoked at any time by the Board.

Section 6: Vacancies

A vacancy on the Board is filled by the following procedure.

1. The Palms Neighborhood Council shall publicly notify Stakeholders that the Board has a specific vacancy to be filled.
2. Eligible stakeholders submit written applications (resume and cover letter) to the President and Secretary.
3. The Executive Committee fills the vacancy, subject to majority approval by the

Board.

Section 7: Absences

Any Board Member who misses three (3) regularly scheduled consecutive Council meetings may be removed from the Board. A removal vote will take place at the next regularly scheduled Neighborhood Council meeting whereupon the Board shall determine the validity of the absences before taking action on the potential removal of the Board Member.

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

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

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

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

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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 censure 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 be 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 shall 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 by giving oral or written notice to the President, Secretary, or Board. Ideally, the resignation will take place in writing or at a regular Board meeting. If an oral resignation is tendered outside of a regular Board meeting, the President will add the resignation to the agenda for the next General Board meeting. Written and regular Board meeting resignations will become effective on the date specified therein. If no date is specified, the resignation shall become effective at the time of acceptance by the Board.

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

"Officers" are the President, Vice President, Secretary, and Treasurer.

Section 2: Duties and Powers

Officers' duties are listed below. Additional duties may be assigned by a voting majority of the Board or President.

A. President

1. Provides leadership for the Council and coordinates the development of an action program for the Board.
2. Represents the Organization to the public and explains the policies adopted by the Board. The President may delegate responsibility.
3. Sets the agenda for Board meetings using input from all Board Members.
4. With approval from the Board, appoints and replaces members of standing and ad hoc committees.
5. Refers problems, complaints, and suggestions to the proper Representative or committee.
6. Signs or co-signs letters and documents as necessary on behalf of the Council.
7. Serves as second signer for the expenditure of funds by the Council when the Treasurer is not available.
8. Attends required financial training sessions of the City Clerk.

B. Vice President

1. Assumes the duties of the President in case of absence, illness, and/or conflict of interest/recusal and becomes President on the death, resignation or permanent incapacity of the President for the remainder of the President's term.
2. Assists the President and assumes special duties and responsibilities as necessary or as defined in the Standing rules.

C. Secretary

1. Brings to each meeting a copy of the Bylaws, rules and policies, a list of the members of the Board, a list of committees, and a copy of Robert's Rules of Order In Brief, Simplified and Applied, New World Edition or delegates the task.
2. Prepares a list of Board Members and calls the roll. Notes whether or not a quorum is present.
3. Endeavors to take careful and accurate notes of the proceedings and later prepares the minutes and Board Action Certification forms or delegates the task.
4. Distributes the minutes to the Board for correction and approval or delegates the task.
5. Provides the Minutes Taker, if appointed or hired, with the exact wording of a pending motion or of one previously acted on as needed.
6. Preserves all records, reports, and other official documents except those specifically assigned to the custody of others and makes the minutes publicly available.
7. May sign or co-sign official documents to attest to their authenticity.
8. Maintains the inventory of Neighborhood Council owned items and annually submits inventory forms to the Office of the City Clerk.
9. Manages administration of email addresses, shared drive access, and other Internet-based items or delegates the task.

D. Treasurer

1. Attends required financial training sessions of the City Clerk.
2. Serves as a required signatory for the expenditure of funds by the Council.
3. In cooperation with the President, drafts a budget for consideration and action by

the Council.

4. Maintains the Council's book of accounts as prescribed and approved by the City Clerk and submits accounting statements to the City Clerk. Complies with Generally Accepted Accounting Principles.
5. Gives a summary of the Council's financial status as directed by the Board and responds to questions about receipts and expenditures.
6. Provides receipts for expenditures to the City Clerk in a timely fashion.
7. Generates a Monthly Expenditure Report each month for review and approval of the Council.

Section 3: Selection of Officers

Officer positions are elected by the public during the City Clerk-administered elections of the Council.

If an Officer vacancy of any kind occurs, the remaining Officers hold an election to fill the vacancy from current members of the Board. The election must be held at the first Ralph M. Brown Act ("Brown Act") compliant Governing Board meeting at which there is quorum that occurs at least 24 hours after the vacancy. A Representative may hold both an Officer title and a Representative title.

Officer vacancy elections shall proceed based on the latest edition of Robert's Rules of Order In Brief, Simplified and Applied, New World Edition for "nominations from the floor" (with the "floor" consisting of the Members of the Board).

If the offices of President and Vice President are both vacant, the Board appoints a President following the latest edition of Robert's Rules of Order In Brief, Simplified and Applied, New World Edition for "nominations from the floor" (with the "floor" consisting of the Members of the Board).

Voting shall take place by roll call vote based on a majority vote. Successive rounds of voting will drop the lowest vote receiving candidate until a majority candidate is elected. For the purpose of Officer selection voting, a majority of those present and voting including abstentions is required to elect a new Officer. If no Board Member is elected to the seat, the President may fill the seat according to the vacancy rules outlined in Article V Section 6.

Section 4: Officers Terms

The Officers shall serve two (2) year terms. They may stand for reelection every two (2) years. There are no term limits.

Officers may be removed before they have served their two (2) year terms. To call for a vote for removal, any Member may follow the future agenda setting process outlined in Article VIII Section 2 Agenda Setting under "New Business." If the Council votes to place the removal on a future agenda, a motion to remove the Officer will be placed on the next Governing Board agenda, in conformance with rule 2. below, as well as a separate agenda item to hold an election to fill the seat, should the removal motion prevail. A successful affirmative removal vote at the meeting consists of a supermajority or two-thirds (2/3) of

aye votes that is equal to or greater than seven (7). The Officer who is the subject of the vote shall not vote on the matter. If the removal vote is successful, the Officer will assume the title of “At Large Representative” at that time and for the remainder of the two (2)-year Board term.

A vote to remove an Officer must be preceded by:

1. Proof of notification to the Officer that a vote will be taken. Proof can include a response to an e-mail notification, notification to the Officer at a public meeting with witnesses present, or certified mail sent to the address on file with DONE.
2. A waiting period of fifteen (15) days between the time of mailing the notice or proof of notification and the time of the vote.
3. An opportunity for the Officer to address the Board before the vote is taken.

Article VII COMMITTEES AND THEIR DUTIES

All standing and ad hoc Committees shall be established by a vote of the Board. Suggestions for committees may come from Stakeholders or from members of the Board.

Section 1: Standing Committees

The standing committees of the Council are set forth in the Standing Rules.

Section 2: Ad Hoc Committees

The Board may create ad hoc committees as needed to deal with temporary issues. Ad hoc committees should cease at the end of each two (2)-year Board term.

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** – The Executive Committee is composed of the Officers. With the exception of the Executive Committee, committee members shall be appointed by the President and/or the committee chair and confirmed by the Board.
- C. **Committee Appointment** – All committee chairs shall be appointed by the President and confirmed by the Board. The chairs shall keep a written record of committee meetings and shall provide regular reports on committee matters to the Board.
- D. **Committee Meetings** – With the exception of ad hoc committees created in compliance with Article VII, Section 2, committee meetings are subject to and shall be conducted in accordance with the dictates of the Brown Act. Minutes shall be taken at every Committee meeting and shall be made publicly available.

- E. **Changes to Committees** – The Board may establish, disband, or make changes as needed to any standing or ad hoc committee. Such action by the Board shall be noted in the Council meeting minutes.
- F. **Removal of Committee Members** – Committee members are removed in the same manner in which they are appointed.

Article VIII MEETINGS

All meetings, as defined by the Ralph M. Brown Act (*California Government Code Section 54950 et seq.*), shall be noticed and conducted in accordance with the Act 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 or its Committees.

- A. **Regular Board Meetings** - Regular Council meetings shall be held at least once per quarter and may be held more frequently as determined by the Board.
- B. **Special Board Meetings** – The President, a minimum of two (2) officers, or a majority of the Board shall be allowed to call a “Special Meeting.” A Special Meeting is a meeting held at a time other than the agreed upon regular meeting schedule and/or at the agreed upon regular meeting location.
- C. **Regular Committee Meetings** – Committee chairs shall establish regular meeting times in coordination with the committee members. Regular meetings shall not conflict with other committee meetings that use the same meeting location.
- D. **Special Committee Meetings** - The committee chair or a majority of the committee shall be allowed to call a Special Meeting. A Special Meeting is a meeting held at a time other than the agreed upon regular meeting schedule and/or at the agreed upon regular meeting location.

Section 2: Agenda Setting

The agendas for the meetings are set by the President with the cooperation of the Secretary and are distributed by the President or any other person delegated to do so. Other Board Members may suggest items to the agenda at least one (1) week before the meeting if they are within the Council’s purview and time limits, as determined by the President in consultation with the Secretary. The order of the items may be changed by the Board at the meeting.

Any Representative, during a section titled “New Business” that shall appear on all Governing Board Meeting agendas, may move to add an item to a stated future meeting

agenda. If seconded, the Board shall vote on whether to place the item on a stated future meeting agenda as described in Cal Gov Code 54954.2(a)(3). If successful, that item must be placed on the stated future meeting agenda.

All meetings shall be conducted in accordance with the Brown Act.

Prior to any action by the Board, there shall be a period of public comment. The Board shall determine the length of time and format of the public comment period as appropriate.

Section 3: Notifications/Postings

At a minimum, meeting notices for Governing Board and Committee meetings shall be posted in compliance with the 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. Agenda and notice of Governing Board and all committee Regular Meetings shall be publicly posted at least seventy-two (72) hours prior to the meeting. Agenda and notice of Governing Board and all committee Special Meetings shall be publicly posted at least twenty-four (24) hours before the scheduled meeting date.

Section 4: Reconsideration

The Board may reconsider or amend its action through a Motion for Reconsideration process defined in its Standing Rules and either during the same meeting where the Board initially acted or during the Board's next regularly scheduled meeting that follows the meeting where the action subject to reconsideration occurred. Only a Board Member who voted with the prevailing side may move for reconsideration.

Article IX FINANCES

The Council shall comply with all financial accountability requirements as specified by City ordinance and the Plan and as stated in the certification application. The Council shall comply with all financial reporting requirements as prescribed by the Department.

Article X ELECTIONS

Section 1: Administration of Elections

The Council's elections shall 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 seats, and which Stakeholders may vote for the 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 to be eligible to vote. [See Admin. Code §§ 22.814(a) and 22.814(c)]. Stakeholders must be at least 14 years of age on the day of the election to vote for the Youth Board seat.

Section 4: Method of Verifying Stakeholder Status

Stakeholders will verify their Stakeholder status through 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

- A. Representatives must be Stakeholders aged eighteen (18) or above and eligible to vote for the office they hold, with the exception of the Youth Representative who must be a stakeholder who is fourteen (14) years or older and who is no more than seventeen (17) years of age at the time of the election.
- B. Candidates shall not use the Council’s outreach database for electioneering purposes.
- C. The Board shall appoint a non-voting “Ad Hoc Election Committee Chair,” who will be a resource to candidates, Stakeholders, the Board, and the City to assist in directing Election issues and concerns.

Article XI GRIEVANCE PROCESS

The Neighborhood Council Grievance Process shall be conducted pursuant to any and all City Ordinance, policies and procedures pertaining to Neighborhood Council Grievances. This Grievance process is not intended to apply to Stakeholders who simply disagree with a position taken by the Board, but rather to address such things as failure to comply with Department rules or these Bylaws.

Board Members are not permitted to file a Grievance against another Board Member.

Grievances Submitted by a Stakeholder

- A. Any Grievance by a Stakeholder must be submitted to the Department’s Grievance Portal so the Department may determine whether such Grievance conforms with the [Los Angeles Administrative Code \(L.A.A.C.\) 22.818](#) Subsections (c)(1) [Grievance Defined] and (c)(2) [Exclusions].

- B. Once the Department certifies the Grievance, the Board will be notified. Such certification of the Grievance by the Department shall not be construed as a statement regarding the validity or invalidity of the Grievance.
- C. After receiving a certified Grievance from the Department, the Board must, at its next regular or special meeting, but not more than 60 calendar days from the communication from the Department, take one of the following actions:
 - a. Consider the Grievance in accordance with a Grievance process specified in the Board's Bylaws and issue a decision to sustain and cure or reject the Grievance in whole or in part; OR
 - b. Waive consideration of the Grievance and request the Department to forward the Grievance directly to a Regional Grievance Panel for consideration.
- D. Any inaction by the Board passing the 60 calendar days will waive consideration of the Grievance and the Department shall forward the Grievance to the Regional Grievance Panel in accordance with [L.A.A.C. 22.818](#) Subsection (d)(5).
- E. Only the Grievant may appeal a Board's decision pursuant to [L.A.A.C. 22.818](#) Subsection (d)(2)(A). Such appeals must be filed with the Department on its portal within seven (7) calendar days from the date of the Board's action on the certified Grievance.

Grievances Submitted by a Board Member

Any Grievance by a Board Member filed against their own Board will bypass consideration by the impacted Board, as set forth in [L.A.A.C. 22.818](#) Subsection (d)(2). The Department will forward a Grievance filed by a Board Member against their own Board directly to a Regional Grievance Panel for disposition, as specified in [L.A.A.C. 22.818](#) Subsection (d)(6).

Regional Grievance Panel

When a certified Grievance is sent to a Regional Grievance Panel, the Board must appoint a Neighborhood Council Representative who shall present an opening argument (not to exceed 10 minutes) and a rebuttal (not to exceed 5 minutes) on behalf of the Neighborhood Council Board to the Panel.

Article XII PARLIAMENTARY AUTHORITY

- A. The rules of order of the Neighborhood Council are known as the Standing Rules. They include other rules adopted by the Board not in conflict with the Brown Act.
- B. Where there is no Standing Rule, Robert's Rules of Order In Brief, Simplified and Applied, New World Edition applies if not in conflict with the Brown Act.

Article XIII AMENDMENTS

- A. An amendment to the Bylaws may be adopted by a two-thirds (2/3) vote including abstentions of the Board Members present at a meeting where there is quorum and the vote is taken, but dissolution of the Board can only be enacted by a unanimous vote of the entire Board.
- B. The amendment becomes valid and effective upon its approval by the Department.

Article XIV COMPLIANCE

Section 1: Code of Civility

The Council conducts its business in accordance with the Los Angeles Governmental Ethics Ordinance, LAMC 49.5. It engages in no discrimination based on race, religion, color, creed, national origin, ancestry, sex, sexual orientation, age, disability, marital status, income, or political affiliation. The Council abides by all applicable federal, state and local laws. Board Members shall abide by the Board of Neighborhood Commissioner's Neighborhood Council Board Member Code of Conduct Policy.

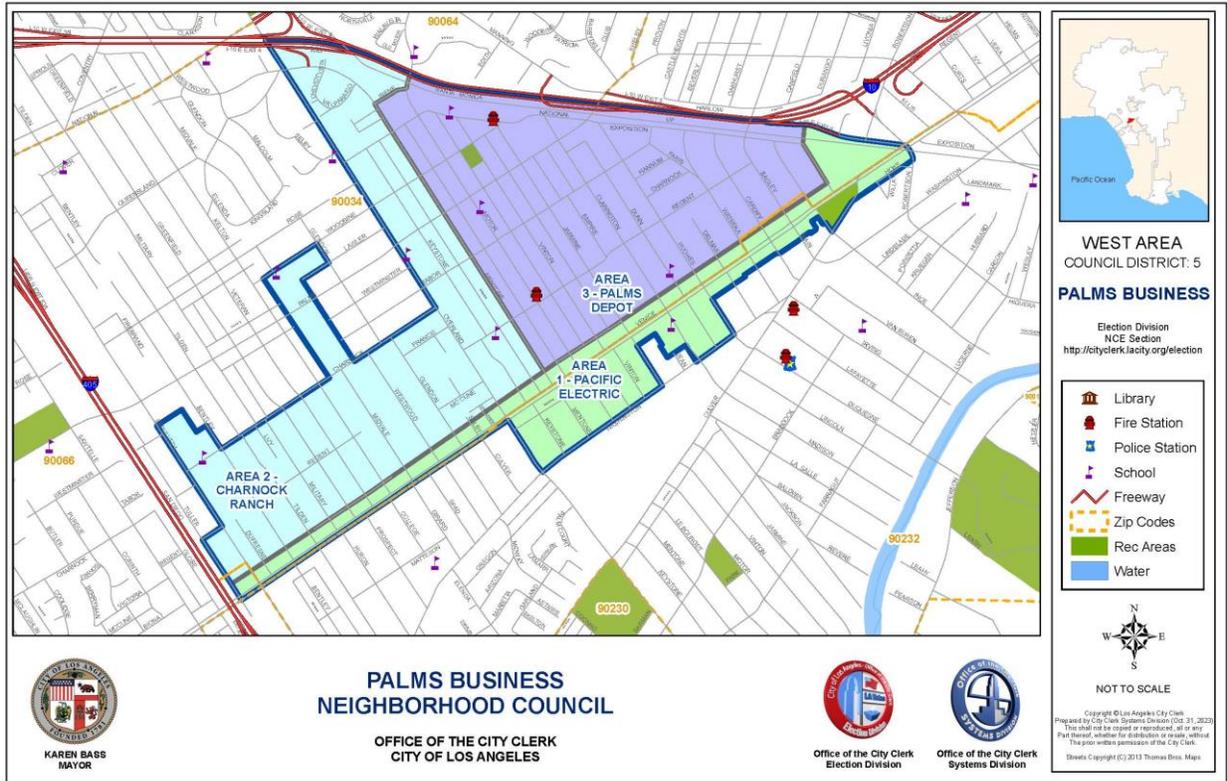
Section 2: Training

All Representatives shall take training in the fundamentals of Neighborhood Council, including, but not limited to, ethics, funding, workplace violence, and sexual harassment trainings provided by the City within forty-five (45) days of being seated. Those who do not complete their required training lose their Council voting rights until they complete their training. All Board Members must take ethics and funding training prior to making motions and voting on funding related matters.

Section 3: Self-Assessment

Every year, the Council may conduct a self-assessment pursuant to Article VI, Section 1 of the Plan.

ATTACHMENT A - Map of Palms Neighborhood Council Boundaries



ATTACHMENT B – Board Seats and Eligibility Requirements 13 Board Seats

BOARD POSITION	# OF SEATS	ELECTED OR APPOINTED?	ELIGIBILITY TO RUN FOR THE SEAT	ELIGIBILITY TO VOTE FOR THE SEAT
President Term: 2 Years	1	Elected	Individuals 18 years or older who reside, work, or own property in Palms.	Stakeholders 16 years or older.
Vice President Term: 2 Years	1	Elected	Individuals 18 years or older who reside, work, or own property in Palms.	Stakeholders 16 years or older.
Secretary Term: 2 Years	1	Elected	Individuals 18 years or older who reside, work, or own property in Palms.	Stakeholders 16 years or older.
Treasurer Term: 2 Years	1	Elected	Individuals 18 years or older who reside, work, or own property in Palms.	Stakeholders 16 years or older.
Community-Based Organization Representative Term: 2 Years	1	Elected	Stakeholder who is 18 years or older who participates in or is a member of a community based organization located in or serving Palms.	Stakeholders 16 years or older.
Residential Representative, Area A Term: 2 Years	1	Elected	Stakeholder who is 18 years or older and who resides in Residential Area A.	Stakeholder who is 16 years or older and who resides in Residential Area A.
Residential Representative, Area B Term: 2 Years	1	Elected	Stakeholder who is 18 years or older and who resides in Residential Area B.	Stakeholder who is 16 years or older and who resides in Residential Area B.
Residential Representative, Area C Term: 2 Years	1	Elected	Stakeholder who is 18 years or older and who resides in Residential Area C.	Stakeholder who is 16 years or older and who resides in Residential Area C.
Residential Representative, Area D Term: 2 Years	1	Elected	Stakeholder who is 18 years or older and who resides in Residential Area D.	Stakeholder who is 16 years or older and who resides in Residential Area D.
Residential Representative, Area E Term: 2 Years	1	Elected	Stakeholder who is 18 years or older and who resides in Residential Area E.	Stakeholder who is 16 years or older and who resides in Residential Area E.

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BOARD POSITION	# OF SEATS	ELECTED OR APPOINTED?	ELIGIBILITY TO RUN FOR THE SEAT	ELIGIBILITY TO VOTE FOR THE SEAT
Business Representative Term: 2 Years	2	Elected	Stakeholder who is 18 years or older and who works or owns a business in Palms.	Stakeholder who is 16 years or older.
Youth Representative Term: 2 Years	1	Elected	Stakeholder who is 14 years or older and who is no more than 17 years of age at the time of the election.	Stakeholder who is 14 years or older.