

BYLAWS OF THE P.I.C.O. NEIGHBORHOOD COUNCIL

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August 1, 2022

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ARTICLE I

Name

The name of the Neighborhood Council shall be P.I.C.O. (People Involved in Community Organizing) Neighborhood Council, hereinafter referred to as “P.I.C.O. NC” or the “Neighborhood Council.”

ARTICLE II

Purpose

The purpose of the Council is to promote more citizen participation in government and make government more responsive to local needs. Neighborhood councils shall include representatives of many diverse interests in communities and shall have an advisory role on issues of concern to the neighborhood.

A. The Mission of the Council is:

1. To provide an inclusive and open forum for public discussion 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 City-wide nature;
2. To advise the City on issues of interest to the Council, including City governance, the needs of the of the Council, the delivery of City services to the Council area, and other matters of a City-wide nature
3. To initiate, execute and support projects for the physical, social and cultural improvement of the Council area; and
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 non-partisan with respect to political party affiliation and inclusive in the Council’s 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

Section 1. BOUNDARY DESCRIPTION

The geographic boundaries of the P.I.C.O. NC are as follows:

North: The south side of Olympic Boulevard from La Cienega Boulevard to San Vicente Boulevard, the south side of San Vicente Boulevard to Cochran Avenue, the east side of Cochran Avenue to Olympic Boulevard, the south side of Olympic Boulevard to La Brea Avenue.

South: The north side of Venice Boulevard from La Brea Avenue to David Avenue and the north side of David Avenue from Venice Boulevard to La Cienega Boulevard.

East: The west side of La Brea Avenue from Olympic Boulevard to Venice Boulevard.

West: The east side of La Cienega Boulevard from David Avenue to Olympic Boulevard.

Section 2. INTERNAL BOUNDARIES

South Carthay

North: South side of Olympic Boulevard

South: North side of Pico Boulevard

East: East side of Crescent Heights Boulevard

West: East side of La Cienega

Carthay Square

North: South side of Olympic Boulevard

South: North side of Pico Boulevard

East: West side of Fairfax Avenue

West: West side of Stearns Drive

Wilshire Vista

North: South side of San Vicente Boulevard

South: North side of Pico Boulevard

East: West side of Hauser Boulevard

West: East side of Fairfax Avenue

Wilshire Vista Heights

North: South side of San Vicente Boulevard
South: North side of Pico Boulevard
East: West side of Cochran Avenue
West: East side of Hauser Boulevard

Redondo Sycamore

North: South side of Olympic Boulevard
South: North side of San Vicente Boulevard
East: West side of La Brea Avenue
West: East side of Cochran Avenue

C.H.A.P.S.

North: South side of Pico Boulevard
South: North side of Airdrome Street
East: West side of Crescent Heights Boulevard
West: East side of La Cienega Boulevard

Neighbors United

North: South side of Airdrome Street from east side of La Cienega Avenue to Crescent Heights Boulevard and south side of Pico Boulevard from east side of Crescent Heights Boulevard to west side of Fairfax Avenue
South: North side of David Avenue from east side of La Cienega Avenue to Venice Boulevard and the north side of Venice Boulevard to the west side of Fairfax Avenue
East: West side of Fairfax Avenue
West: East side of La Cienega Boulevard from the south side of Airdrome Street to the north side of David Avenue and the east side of Crescent Heights Boulevard from the south side of Pico Boulevard to the south side of Airdrome Street

Picfair Village

North: South side of Pico Boulevard
South: North side of Venice Boulevard
East: West side of Hauser Boulevard
West: East side of Fairfax Avenue

Pico Park

North: South side of Pico Boulevard
South: North side of Venice Boulevard
East: West side of Cochran Avenue
West: East side of Hauser Boulevard

Pico Del Mar

North: South side of Pico Boulevard
South: North side of Venice Boulevard
East: West side of La Brea Avenue
West: East side of Cochran Avenue

Wilshire Highlands

North: South side of San Vicente Boulevard

South: North side of Pico Boulevard

East: West side of La Brea Avenue

West: East side of Cochran Avenue

The responsibility for any public entity (e.g. parks, libraries, etc) that falls on the P.I.C.O. NC boundaries and also falls on the boundaries of any adjacent neighborhood-council will be equally shared by all councils affected.

The boundaries of the P.I.C.O. NC are set forth in Attachment A – Map of P.I.C.O. Neighborhood Council.

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 (“the Board”) shall be the governing body of the Council.

Section 1. COMPOSITION

The Board shall consist of twenty-two (22) Stakeholders elected or appointed.

The composition of the Board shall be as follows:

A. Eleven (11) Residential Area Representatives.

One (1) Representative from each of the eleven (11) internal boundaries defined in Article III, Section 2. Open to Stakeholders eighteen (18) years of age or older who shall reside in the residential area he/ she represents.

B. Eleven (11) At-Large Representatives.

Open to Stakeholders of the Neighborhood Council eighteen (18) years or older and live, work, own real property, or 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 that has continuously maintained a physical street address for not less than one year, and that performs ongoing and verifiable activities and operations that benefit the neighborhood, and is located within the NC's boundaries. A for-profit entity shall not qualify as a Community Organization. The eleven (11) candidates receiving the highest number of votes for the At-Large Representatives seats shall be elected in the bi-annual elections when the eleven (11) Residential Area Representatives are not up for election.

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").

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

C. Appointment of Alternates.

Each Board Member shall appoint an Alternate, from the pool of eight (8) eligible and available Alternates, who received the next highest votes at the last election, and who may vote in the absence of the Board Member at a Regular or Special Board meeting and who will report to the Board and the Representatives constituency.

If there is an insufficient number of alternates through this process, then the board may open up alternates to eligible community stakeholders as defined in Article IV.

Section 2. QUORUM

The quorum shall be twelve (12) members of the Board. Board and Committees shall have a fixed quorum number. Floating quorum is not allowed.

Section 3. OFFICIAL ACTIONS

Unless specified otherwise in these Bylaws, official action is taken at a meeting at which a quorum is met by a simple majority vote by the Board Members present. Abstentions are treated as a non-vote.

Section 4. TERMS AND TERM LIMITS

Board Members shall serve a term of four (4) years commencing after being seated, or if appointed to fill an open or vacant seat, for the balance of the unexpired term. Board Members may only serve a maximum of 8 years on the Council Board.

The intent of the Board is to establish a staggered election system where the eleven (11) Residential Area Representatives will be elected beginning with the City Clerk conducted election in 2019 for a four (4) year term. In 2021, the eleven (11) At-Large Representatives will be elected for a four (4) year term. Thereafter, elections for each seat will be held every four (4) years, when their respective terms expire.

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 City body a standing Council position previously adopted by the Board or a statement that the Council has had insufficient time to develop a position or recommendation on a matter before that body. Such authority may be revoked at any time by the Board.

A. Responsibilities.

- i) Each Board Member will communicate regularly with their constituency, providing it with information on the decisions of the Board and the activities of the Neighborhood Council.
- ii) Each Board Member and standing Alternates shall complete all training required by the Department of Neighborhood Empowerment and/or the Office of the City Clerk.

B. Active Participation.

- i) Each Board Member shall be actively involved with participation in at least one (1) committee, Project, or Event; and should be encouraged to chair or co-chair a committee upon serving at least one (1) year on the board

- ii) Each Board Member is responsible for participating in P.I.C.O. NC's outreach efforts.
- iv) Each Board Member shall use his/her best efforts to communicate their absence to the Board, through its President, and to an Alternate prior to a scheduled meeting.

Section 6. VACANCIES

If a Board seat becomes vacant, the Board may choose to verify Stakeholder status of an individual filling the vacant seat or may choose to request the Department do so following its internal procedure(s).

Vacancies on the Board shall be filled using the following procedure:

Board Fills Vacancies

- A. Any Stakeholder interested in filling a vacancy on the Board shall submit a written application to the Board.
- B. The Board shall cause the matter to be placed on the agenda for the next regular meeting of the Board.
- C. The Board shall vote on the application at the meeting. If multiple applications for one seat have been submitted, the candidate with the most votes wins.
- D. The candidate who wins shall fill the remaining term of the Board seat unless an election or selection occurs sooner.
- E. In no event shall a vacant seat be filled where a election is scheduled to occur within sixty (60) days of the date that a written application is presented to the Board.

If best efforts fail to produce a candidate within the first sixty (60) days of a Residential Area Representative seat vacancy, or no majority vote can be reached within sixty (60) days of the vacancy, the vacancy shall become an At-Large seat for the balance of the unexpired term. The vacancy shall be filled by a majority vote of the Board at a General Board meeting.

Section 7. ABSENCES

Each Board Member shall use their best efforts to communicate their absence to the Board, through its President, and to an Alternate prior to a scheduled meeting. Please refer to Standing Rules on further application of this rule.”

Any Board Member who misses three (3) consecutive Neighborhood Council Regular Board Meetings during any twelve (12) month Calendar year period will be considered as having resigned from the Board.

Any Board Member who misses six (6) total Regular Board meetings within a twelve (12) month Calendar year shall be considered as having resigned from the Board.

Each Council Board Member's absence shall be recorded in the Council's Meeting Minutes or other manner of Council record keeping, and that, upon missing the required number of Regular Board Meetings for removal the Council Presiding Officer shall notify the Board Member of the absences and place on the agenda the removal of the

Board Member at a regular or special Board meeting whereupon the Board shall determine the validity of the absences before taking action to remove 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 (“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:

- A. 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.
- B. 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.
- C. 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.
- D. 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.
- E. 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.

- F. 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 GOVERNING BOARD MEMBERS AND/OR OFFICERS

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:

- A. 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.
- B. 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
- C. 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.

- D. 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.
- E. 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.
- F. 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.
- G. 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.
- H. A request for the Commission to review a Neighborhood Council's removal decision shall proceed as follows:
 - 1. 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.
 - 2. 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.
 - 3. 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.
 - 4. 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.
 - 5. 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.

6. 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.
 7. 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.
 8. 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.
- I. 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

Board Member resignation must be submitted in writing to an executive officer and should include the secretary. The position shall then be deemed vacant.

Any member of the Board who ceases to be a Stakeholder is required to submit their written resignation to an executive officer and should include the secretary.

If the Stakeholder status of a Board Member is challenged, then the Department will contact the board member, verify the Stakeholder status using its procedure.

Section 11. COMMUNITY OUTREACH

The P.I.C.O. NC shall direct that a system of outreach be instituted to inform Stakeholders as to the existence and activities of the Neighborhood Council, including its Board elections, to find future leaders of the Neighborhood Council, and to encourage all Stakeholders to seek positions within the P.I.C.O. NC.

The Council shall have a standing Outreach Committee, which will report its activities and recommendations to the Board monthly at the Council meeting.

The Neighborhood Council shall maintain a web site presence to disseminate information to Stakeholders and others interested in the P.I.C.O. NC.

Outreach also should be undertaken at public events and shall be coordinated with other Neighborhood Councils when appropriate

ARTICLE VI Officers

Section 1. OFFICERS OF THE BOARD

The Board of the P.I.C.O. NC shall have the following officers (“Officers”) which all together comprise the Executive Committee: President, Vice President, Treasurer, Secretary, and Communications Director.

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.

B. The **Vice President** shall serve in place of the President if the President is unable to serve.

C. The **Secretary** shall keep minutes of all Board meetings in accordance with BONC Policy. 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.

D. The **Treasurer** shall: (i) chair the Finance Committee; and (ii) perform duties in accordance with City policies and procedures.

E. The Communications Director shall have responsibility for maintaining and updating the Neighborhood Council’s website and newsletter. In the temporary absence of both the President and the Vice President, the Communications Director shall assume their responsibilities.

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, and at the subsequent Two (2) year anniversary mark of the Officers’ election in Board non-election years. They serve at the pleasure of the Board.

No Board member may be elected to be an Officer without having at least one year of service on the Board (unless such requirement is waived by a $\frac{2}{3}$ vote of the Board). Officers appointed by a vote of the Board can be removed from their Officer position the

same way they were appointed

Officer positions may be revoked by two thirds (2/3) vote of Board members present and voting at a regular or special Board meeting. If the Officer is removed, the Officer position shall be filled at the next Regular or Special Board meeting.

Section 4. OFFICER TERMS

The Officers shall serve a term of two (2) years and serve at the pleasure of the Board. They may stand for reelection or reappointment every two (2) years but may serve no more than four (4) complete terms for a total of 8 years.

**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

PICO. NC has created Standing Rules to help facilitate the application and understanding of how to best apply the bylaws. In all circumstances, the bylaws take precedence over applicable standing rules and should not override the intent of the bylaws nor contradict its meaning

Section 1. STANDING COMMITTEES

The Standing Committees of the Council are:

The Executive Committee, Outreach Committee, Land Use Committee, Education Committee, **Budget and Finance Committee, Election & Bylaws Committee** and **Sustainability, Mobility and Transportation committee**

Section 2. AD HOC COMMITTEES

The Board may create an Ad Hoc Committee as needed to deal with temporary issues and report its findings, conclusions or recommendations to the Board. An Ad Hoc Committee must have a defined purpose and limited timeframe, carry out a specific task, be composed of only Board Members that constitutes less than a majority of the Quorum, may include interested Stakeholders and cease to exist upon the completion of its specific task.

If an Ad Hoc Committee is not created as set forth above and includes Stakeholders, the committee must operate under the notice and posting requirements of the Brown Act.

Section 3. COMMITTEE CREATION AND AUTHORIZATION

A. Committee Authority - All committee recommendations shall be brought to the full Board for discussion and action.

B. Committee Structure – All committees shall have an established membership.

Standing Committees shall be composed of **6 or fewer Board Members** and can include interested Stakeholders

Ad Hoc Committees shall be composed of **6 or fewer Board Members** and can include interested Stakeholders

An Ad Hoc Committee composed of both Board Members and Stakeholders requires that its 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.

C. Committee Appointment – All Committee Chairs and Co-Chairs shall be appointed by the Board. With the exception of the Executive Committee, Committee members shall be appointed by the Board.

The Committee 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.

E. Changes to Committees - The Board may establish, disband or make changes as needed to any Standing or Ad Hoc committee. Any such action by the Board shall be noted in the Council meeting minutes.

F. Removal of Committee Members – Committee members may be removed in the same manner in which they were 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 their Committees.

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 of time and format of the public comment period as appropriate.

B. **Special Meetings** – The President or a majority of the Board shall be allowed to call a Special Council Meeting.

Section 2. AGENDA SETTING

The Executive Committee shall set the agenda for each Regular Board meeting. Any Stakeholder and/or Board members may make a proposal for action by the Council by submitting a written request to the Secretary/President. Stakeholders can also make such a request during the public comment period of a Regular Council meeting. The Secretary/President shall promptly refer the proposal to a Standing Committee or, at the next Regular Council meeting, the Board shall either consider the proposal or create an Ad Hoc Committee to consider the proposal. The Council may consider the proposal at a Committee or Board meeting.

Section 3. NOTIFICATIONS AND POSTINGS

The Neighborhood Council shall comply with the Ralph M. Brown Act and Department requirements for posting notices, including the Neighborhood Council Agenda Posting Policy approved by the Board of Neighborhood Commissioners.

Notice of a regular meeting shall be a minimum of three (3) days (72 hours) in advance of the meeting and at least one (1) day (24 hours) in advance of a special meeting.

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.

**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 Generally

Accepted Accounting Principles and 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 Council website, if available.
- D. Each month, the Treasurer shall provide to the Board detailed reports of the Council’s accounts.
- E. The Council will not enter into any contracts or agreements except through the appropriate City officials.

**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 Stakeholders ~~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 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

Grievances Submitted by a Stakeholder

A. Any Grievance by a Stakeholder must be submitted to the Department's Grievance Portal so that 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 the portal within seven (7) calendar days from the date of the Board's action on the certified Grievance. A Grievant may not appeal a decision by the Board to waive consideration of any or all Grievances.

F. Neighborhood Council Grievance Process:

https://codelibrary.amlegal.com/codes/los_angeles/latest/laac/0-0-0-82314

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

A. 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

The P.I.C.O. NC shall use Robert's Rules of Order when conducting Council meetings. Additional rules and/or policies and procedures regarding the conduct of the Board and/or Council meetings may be developed and adopted by the Board. These bylaws supersede the parliamentary rules mentioned above.

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 Stakeholder may propose an amendment to these Bylaws during the public comment period of a Regular Council meeting.

- C. 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.

- D. An amendment to these bylaws requires a two-thirds ($\frac{2}{3}$) of the Board Members present at a duly noticed Regular or Special meeting. All changes shall then be forwarded to the Department for review and approval.

- E. Amendments shall not be valid, final, or effective until approved by the Department and/or the Commission. Once approved, any changes in the Bylaws shall become effective immediately. Boundaries changes or Board structure changes will require the Board of Neighborhood Commissioners' approval.

- F. No amendment shall operate to alter the eligibility of any Board Member to serve on the Council for the remainder of that Board Member's term in which the amendment is approved.

ARTICLE XIV
Compliance

The Council, its representatives, and all Stakeholders shall comply with these Bylaws 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 policies approved by the Board of Neighborhood Commissioners, the Department's rules and regulations, the City Governmental Ethics Ordinance (Los Angeles Municipal Code Section 49.5.1), the Brown Act, the Public Records Act, the Americans with Disabilities Act, and all laws and governmental policies pertaining to Conflicts of Interest.

Section 1. CODE OF CIVILITY

The P.I.C.O. NC, its representatives, and all Stakeholders shall conduct all P.I.C.O. NC business in a civil, professional and respectful manner pursuant to Commission and City regulations.

Section 2. TRAINING

Neighborhood Council Board Members and Alternates, whether elected, selected or appointed, are required to complete all mandatory trainings in order to vote on issues that come before the Council. Trainings available to Board Members are created to ensure success during their period of service. All Board Members shall complete mandatory trainings as prescribed by the City Council, the Commission, the Office of the City Clerk, Funding Division, and the Department.

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

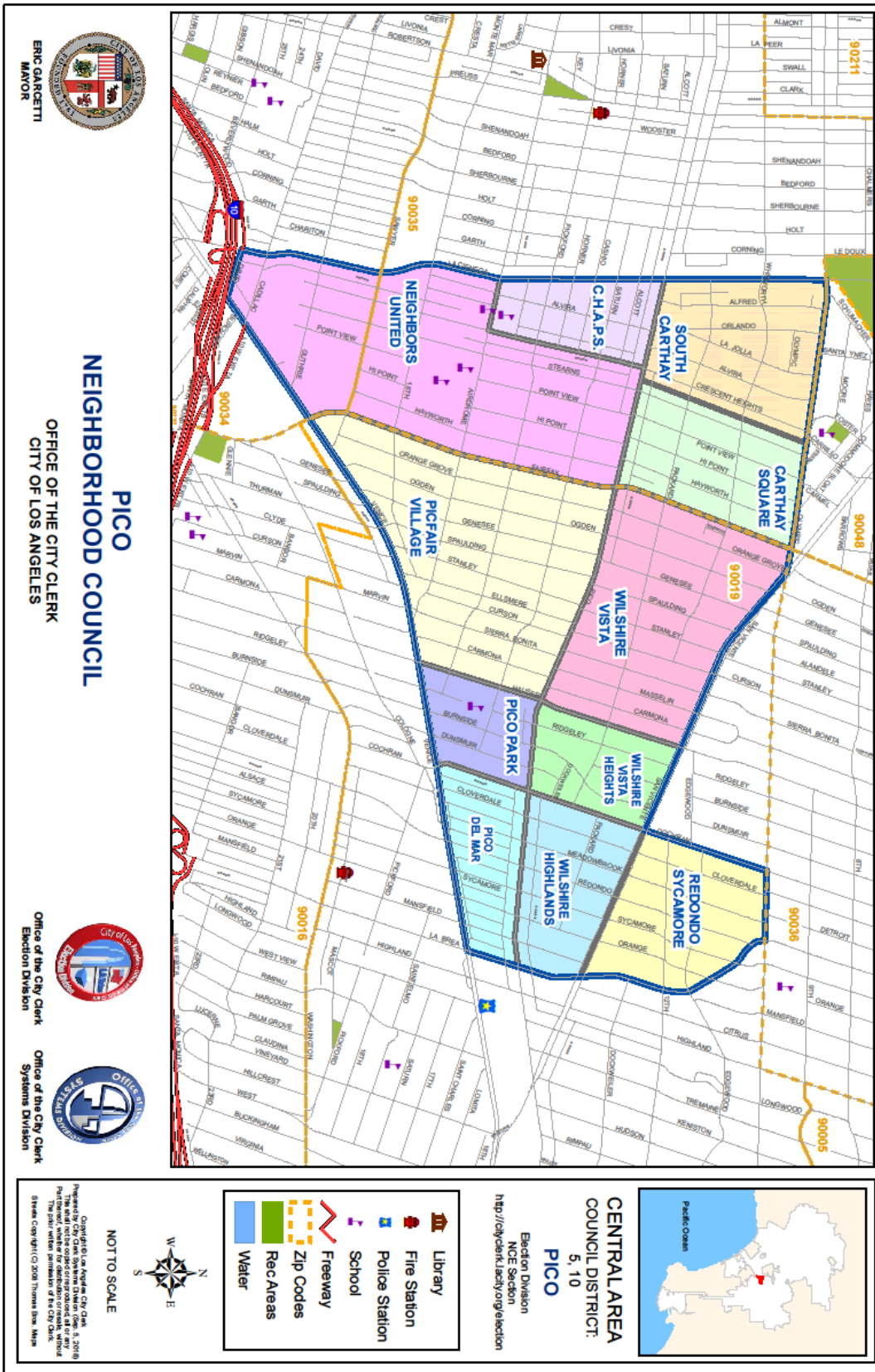
All Board Members and Alternates must take ethics and funding training prior to making motions and voting on funding as well as land-use related matters.

All Stakeholders who serve as voting members of any P.I.C.O. NC committee shall complete all trainings provided by the Department for Board Members.

Section 3. SELF-ASSESSMENT

The Council may conduct a regular self-assessment to determine whether it has achieved its goals and objectives.

ATTACHMENT A – Map of P.I.C.O. Neighborhood Council



BOARD POSITION	# OF SEATS	ELECTED OR APPOINTED?	ELIGIBILITY TO RUN FOR THE SEAT	ELIGIBILITY TO VOTE FOR THE SEAT
Residential Area Representative: South Carthay Neighborhood Term: 4 Years (commencing 2019)	1	Elected	A Stakeholder who is a resident of and/or owns property in the South Carthay Neighborhood area and who is 18 years of age at the time of the election.	Stakeholders who are residents of and/or owns property in the South Carthay Neighborhood and who are 16 years of age on the day of the election.
Residential Area Representative: Carthay Square Neighborhood Term: 4 Years (commencing 2019)	1	Elected	A Stakeholder who is a resident of and/or owns property in the Carthay Square Neighborhood area and who is 18 years of age at the time of the election.	Stakeholders who are residents of and/or owns property in the Carthay Square Neighborhood and who are 16 years of age on the day of the election.
Residential Area Representative: Wilshire Vista Neighborhood Term: 4 Years (commencing 2019)	1	Elected	A Stakeholder who is a resident of and/or owns property in the Wilshire Vista Neighborhood area and who is 18 years of age at the time of the election.	Stakeholders who are residents of and/or owns property in the Wilshire Vista Neighborhood and who are 16 years of age on the day of the election.
Residential Area Representative: Wilshire Vista Heights Neighborhood Term: 4 Years (commencing 2019)	1	Elected	A Stakeholder who is a resident of and/or owns property in the Wilshire Vista Heights Neighborhood area and who is 18 years of age at the time of the election.	Stakeholders who are residents of and/or owns property in the Wilshire Vista Heights Neighborhood and who are 16 years of age on the day of the election.
Residential Area Representative: Wilshire Highlands Neighborhood Term: 4 Years (commencing 2019)	1	Elected	A stakeholder who is a resident of and/or owns property in the Wilshire Highlands Neighborhood area and who is 18 years of age at the time of the election.	Stakeholders who are residents of and/or owns property in the Wilshire Highlands Neighborhood and who are 16 years of age on the day of the election.
Residential Area Representative: Redondo Sycamore Neighborhood Term: 4 Years (commencing 2019)	1	Elected	A Stakeholder who is a resident of and/or owns property in the Redondo Sycamore Neighborhood area and who is 18 years of age at the time of the election.	Stakeholders who are residents of and/or owns property in the Redondo Sycamore Neighborhood and who are 16 years of age on the day of the election.
BOARD POSITION	# OF SEATS	ELECTED OR APPOINTED?	ELIGIBILITY TO RUN FOR THE SEAT	ELIGIBILITY TO VOTE FOR THE SEAT

Residential Area Representative: Pico Park Neighborhood Term: 4 Years (commencing 2019)	1	Elected	A Stakeholder who is a resident of and/or owns property in the Pico Park Neighborhood area and who is 18 years of age at the time of the election.	Stakeholders who are residents of and/or owns property in the Pico Park Neighborhood and who are 16 years of age on the day of the election.
Residential Area Representative: Pico Del Mar Neighborhood Term: 4 Years (commencing 2019)	1	Elected	A Stakeholder who is a resident of and/or owns property in the Pico Del Mar Neighborhood area and who is 18 years of age at the time of the election.	Stakeholders who are residents of and/or owns property in the Pico Del Mar Neighborhood and who are 16 years of age on the day of the election.
Residential Area Representative: Picfair Village Neighborhood Term: 4 Years (commencing 2019)	1	Elected	A Stakeholder who is a resident of and/or owns property in the Picfair Village Neighborhood area and who is 18 years of age at the time of the election.	Stakeholders who are residents of and/or owns property in the Picfair Village Neighborhood and who are 16 years of age on the day of the election.
Residential Area Representative: Neighbors United Neighborhood Term: 4 Years (commencing 2019)	1	Elected	A Stakeholder who is a resident of and/or owns property in the Neighbors United Neighborhood area and who is 18 years of age at the time of the election.	Stakeholders who are residents of and/or owns property in the Neighbors United Neighborhood and who are 16 years of age on the day of the election.
Residential Area Representative: C.H.A.P.S. Neighborhood Term: 4 Years (commencing 2019)	1	Elected	A Stakeholder who is a resident of and/or owns property in the C.H.A.P.S. Neighborhood area and who is 18 years of age at the time of the election.	Stakeholders who are residents of and/or owns property in the C.H.A.P.S. Neighborhood and who are 16 years of age on the day of the election.
At-Large Representatives Term: 4 Years (commencing 2021)	11	Elected	These positions are open to Stakeholders of the P.I.C.O. NC who have an interest in the community and who are 18 years of age at the time of the election.	Stakeholders who are 16 years of age on the day of the election. Such Stakeholders may cast votes for up to eleven (11) candidates running for an At-Large Representative seat.