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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 P.I.C.O. NC will serve as advocates for our neighborhood by monitoring the activities of, and communicating and working with, agencies, departments and elected officials of the City of Los Angeles (the “City”), and by addressing the needs, concerns and aspirations identified by our Stakeholders.

The P.I.C.O. NC will use its best efforts to support and inform our Stakeholders, our neighborhoods, our neighborhood associations, and our businesses, schools and nonprofit organizations within the P.I.C.O. NC and/or that affect our Stakeholders.

The P.I.C.O. NC will use its best efforts to keep our stakeholders informed about city events and issues which affect them.

The P.I.C.O. NC will work directly, and through other organizations, to improve our neighborhood in areas that affect the livability and well-being of our area, with a particular focus on the following: beautification efforts, school support, traffic improvement and monitoring, safety issues, land use, issues affecting our senior citizens and issues affecting our youth.

The P.I.C.O. NC shall promote inclusiveness by representing the many diverse interests within the Neighborhood Council and by encouraging said diverse interests to work together in addressing community concerns. Best efforts shall be used in scheduling meetings to avoid conflicts on dates of social and/or religious observances.
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
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.


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 Neighborhood Council within the meaning of that term as set forth in the Plan for a Citywide System of Neighborhood Councils (“the Plan”).

Section 1. COMPOSITION
The Board shall consist of twenty-two (22) Stakeholders elected or appointed by the Board and/or Community Stakeholders ("Board Members"). 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").

C. Appointment of Alternates.

Each Board Member shall appoint a standing Alternate, a Stakeholder but not limited solely to residents, who may vote in the absence of the Board Member at a General Board meeting and report to the Board Member and the Representative’s constituency.

Section 2. QUORUM

Twelve (12) of the total members of the Board shall constitute a quorum for transaction of business at any Board meeting. No floating quorums are allowed.

Section 3. OFFICIAL ACTIONS

A simple majority vote by the Board Members present, 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.

Section 4. TERMS AND TERM LIMITS

Board Members shall serve a term of four (4) years, or if appointed to fill an open or vacant seat, for the balance of the unexpired term.

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

A. Responsibilities.

i) Each Board Member will communicate regularly with his/her constituency, providing it with information on the decisions of the Board and the activities of the Neighborhood Council.

ii) Each Board Member and his/her 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 is encouraged to participate in a minimum of three (3) projects per year to the extent that said projects do not constitute any known health risk.

ii) Each Board Member is responsible for participating in P.I.C.O. NC’s outreach efforts.

iii) Each Board Member shall be actively involved with a minimum of one (1) committee.

iv) Each Board Member shall use his/her best efforts to communicate his/her absence to the Board, through its President, and to his/her Alternate prior to a scheduled meeting.

Section 6. VACANCIES

A vacancy on the Board shall be filled by a qualified Stakeholder who satisfies the eligibility requirements for holding the vacant seat. Any qualified Stakeholder interested in filling a vacant seat shall submit an Application to Fill Board Seat Vacancy, attached hereto as Attachment C, and available on the P.I.C.O. NC website, to the Board. The Board shall have discretion to fill the vacancy with a qualified Stakeholder, subject to a majority vote of the Board at a General Board meeting. The appointed Board Member shall serve for the balance of the unexpired term.

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

Any Board Member of the P.I.C.O. NC who misses three (3) regularly scheduled General Board meetings within a six (6) month period, without the attendance of the Board Member’s designated Standing Alternate shall be regarded as having voluntarily resigned from the
Any Board Member of the P.I.C.O. NC who misses four (4) regularly scheduled General Board meetings within a six (6) month period, with or without the attendance of the Board Member’s designated Standing Alternate shall be regarded as having voluntarily resigned from the Board. Absences for all Board Members shall be recorded in the meeting minutes of the Board or other manner of record keeping. After consulting the Department of Neighborhood Empowerment, the President shall formally notify the Board Member that his/her seat has been declared vacant.

Any regular General meeting of the Board, scheduled and noticed as per the Brown Act, shall constitute a meeting for the purpose of determining Board Member attendance.

Section 8. CENSURE

The purpose of the censure process is to place a Board member on notice of misconduct and to provide the Board member with an opportunity to correct the misconduct. The Neighborhood Council (“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.

The Board Member who is the subject of the removal action shall have the right to deliver to Board Members a written statement about the matter and/or to speak at the General Board meeting prior to the vote, but shall not be counted as part of the quorum, nor allowed to vote on the matter.

Section 10. RESIGNATION

A Board Member may resign from all positions and offices with the Neighborhood Council by notifying the Board verbally at any P.I.C.O. NC General Board meeting or by submitting a letter of resignation to the President. If a resignation involves less than all positions and offices, the resignation must be in writing. The positions and/or offices will then be deemed vacant immediately, unless the resigning Board Member provides an effective date in writing. Resignations do not require acceptance by the Board. A Board Member may rescind the resignation with agreement by a majority of the Board Members present at the next General Board meeting following the resignation.

Any Board Member who ceases to be a Stakeholder is required to submit his or her resignation to the Board.
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 Neighborhood Council shall maintain a web site presence to disseminate information to Stakeholders and others interested in the P.I.C.O. NC.

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

A. President.

The President shall preside at all General Board and Executive Committee meetings, present the annual report on the work of the Neighborhood Council to the Board at the meeting preceding the fiscal year end, and ensure that all materials and reports required by law, by the Department and by the City of Los Angeles are properly retained or filed. The duties of the President shall also include overseeing and coordinating all committees. The President shall determine the division of these duties with the approval of the Board.

B. Vice President.

The Vice President shall serve as President pro tem in the absence or incapacity of the President and shall perform such other duties at the direction of the President or Board. If the President resigns from office, or if the position is vacant, the Vice President shall serve as President pro tem until the Board chooses a new President or until the next election of officers, whichever the Board chooses.

C. Treasurer.

The Treasurer shall have the custody and control of all monies belonging to the Neighborhood Council. The Treasurer shall maintain all financial records and shall prepare and transmit all financial reports and information required by the City or by any granting agency. The Treasurer shall facilitate the preparation, completion and submission of materials necessary for the request of funds needed to conduct Neighborhood Council business.
The Treasurer shall provide a financial report to the Board at their regular General Board meeting or as directed by the President. The Treasurer shall maintain transparency by publishing the reports to the website via the Communications Director.

D. Secretary.

The Secretary or his/her designee shall be responsible for recording attendance and keeping minutes for all meetings of the Board. The duties of the Secretary shall include maintaining the records of the Neighborhood Council and filing any certificates required by the Department or by other departments of the City of Los Angeles. The Secretary shall prepare and mail any correspondence from the Neighborhood Council as directed by the President or by the Board.

E. Communications Director.

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 the Neighborhood Council election by a plurality vote of the Board Members attending. Only members of the Board may be nominated for and serve in an Officer position. Each Officer is encouraged to have a year of service on the Board before accepting office.

Section 4. OFFICER TERMS

Each Officer shall have a term of two (2) years or until a successor is elected at a General Board meeting. No Officer may serve more than four (4) consecutive complete terms in the same office.

ARTICLE VII
Committees and Their Duties

Section 1. STANDING COMMITTEES

The P.I.C.O. NC shall have the following standing committees: the Executive Committee, the Election Committee, the Outreach Committee, the Land Use Committee, the Education Committee and the Finance Committee.

The Executive Committee of the Board shall include all the officers of the Board and shall be responsible for handling operational matters that arise between regular General Board meetings. It shall be the task of the Executive Committee to formulate the agenda for the next General Board meeting, as noted at Article VIII, Section 2.
Section 2. AD HOC COMMITTEES

The Board shall have the power to create ad hoc committees with such membership, powers and duties and for such terms as shall be authorized by the Board. Ad hoc committees that include non-board member stakeholders shall be noticed and conducted in keeping with the Brown Act.

Section 3. COMMITTEE CREATION AND AUTHORIZATION

A. Appointments.

The chairperson and members of each Standing and Ad Hoc Committee of the Neighborhood Council, excluding the Executive Committee, shall be appointed by the Board during a General Board meeting and may include non-board member stakeholders. Each such appointment shall be for a term certain as may be specified by the Board at such General Board meeting, but in no event shall such appointment exceed four (4) years. Stakeholders may be reappointed by the Board at a General Board meeting to a second consecutive term on a committee, capped at eight (8) consecutive years of service on the same committee.

B. Authority.

No committee shall have the power to obligate the Neighborhood Council or enter into any agreement binding upon the Neighborhood Council.

C. Accountability.

All committees are only advisory in nature and are accountable directly to the Board. They shall report on their activities and actions at each regular General Board meeting.

Each Standing Committee shall meet in a public place as determined by its chairperson and is subject to the notice and posting requirement of the Brown Act. A schedule of the committee meetings shall be provided to the Board and posted on the P.I.C.O. NC website.

Committee chairs are required to record attendance and all actions taken at committee meetings. Committees shall submit all recommendations to the Executive Committee prior to its next meeting. The Executive Committee shall place the recommendation on the agenda of the next General Board meeting for full Board discussion and action.

ARTICLE VIII
Meetings

Section 1. MEETING TIME AND PLACE

The Board shall meet not less than quarterly to conduct Neighborhood Council business at a General Board meeting. All General Board meetings shall be open to the public and the attendance of Stakeholders shall be encouraged. 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.
Special meetings of the Board may be called by the President or by a majority of the Board. The person or persons calling the special meeting shall fix the time and place of the meeting and provide notice in accordance with Article VIII, Section 3. The business to be transacted at a special meeting shall be specified in the notice of such meeting twenty-four (24) hours prior to the meeting.

Section 2. **AGENDA SETTING**

Stakeholders may submit proposed agenda items in writing to the President, to the Secretary, to the Communications Director, or via the Neighborhood Council website. The Agenda for the General Board meeting shall be finalized by the Executive Committee the week prior to the General Board meeting.

Section 3. **NOTIFICATIONS AND POSTINGS**

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 and all other applicable laws and governmental policy. An updated listing of the Neighborhood Council’s physical posting location/s shall be kept on file with the Neighborhood Council.

Notice of regular General Board meetings shall be given at least seventy-two (72) hours prior to the meeting and at least twenty-four (24) hours prior to a special meeting. Said notices shall be by written notice to each Board Member delivered by electronic mail, posted on the Neighborhood Council website, and posted to areas within the geographic boundary of the P.I.C.O. NC as instructed by the Board. Regular and Special meeting agendas shall also be emailed to the Department.

Section 4. **RECONSIDERATION**

The Board will follow Robert’s Rules of Order regarding reconsiderations.

**ARTICLE IX**

**Finances**

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.

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.

**A. Accounts & Reports**
i) The Treasurer shall set up and maintain an accounting-record keeping system for the Neighborhood Council in accordance with local, State and Federal laws and in accordance with the Generally Accepted Accounting Principles (GAAP).

ii) The Treasurer shall prepare and submit to Office of the City Clerk, Funding Division all financial and accounting statements requested by that agency. Separate statements shall be submitted describing the use of grant funding or other funds. The Neighborhood Council shall allow the Department and Office of the City Clerk, Funding Division full review of the P.I.C.O. NC’s accounting procedures and records.

B. Funding Priority

Funding Requests that demonstrate a geographic nexus to the geographic boundaries of the P.I.C.O. NC will have first priority over other requests for funds.

C. Stakeholder Review

Stakeholders in the Neighborhood Council may review the P.I.C.O. NC’s financial records upon a written request to the Treasurer. The Treasurer shall establish fair and open procedures to permit such a review within a reasonable time of receipt of the request. All requests for review of a substantial nature shall be directed to Office of the City Clerk, Funding Division.

ARTICLE X
Elections

Section 1. ADMINISTRATION OF ELECTION

The Neighborhood Council’s election will be conducted pursuant to any and all City ordinances, policies and procedures pertaining to Neighborhood Council elections.

Section 2. GOVERNING BOARD STRUCTURE AND VOTING

The number of Board seats, the eligibility requirements for holding any specific Board seats, and which Stakeholders may vote for the Board seats are noted in Attachment B.

Section 3. MINIMUM VOTING AGE

All 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

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

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

Within two (2) weeks of the Ad Hoc Grievance Panel’s selection, the Board 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.

Within two (2) weeks following such meeting, the Ad Hoc Grievance Panel shall prepare a written report to be forwarded by the Secretary to the Board outlining the Ad Hoc Grievance Panel's collective recommendations for resolving the grievance. The Board may receive a copy of the Ad Hoc Grievance 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 General Board meeting.

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 P.I.C.O. NC meetings during public comment and/or during discussion of the item outlined on the agenda.

Board Members are not permitted to file a grievance against another Board Member or against the Neighborhood Council, except as permitted under the City’s grievance policy. The Neighborhood Council will follow the City’s policy and/or rules regarding the handling of grievances by and between Board Members.

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.
ARTICLE XIII
Amendments

Any Board Member may propose an amendment to these Bylaws by requesting that the Secretary place the item on the agenda. Any Stakeholder may propose an amendment to these Bylaws during the public comment period of a General Board meeting. The Board shall forward all proposals to the Bylaws Committee to review and to provide recommendations to the Board.

After proper notification as required under the Brown Act, the Board shall discuss proposed amendment(s) to the Bylaws at a duly noticed general or special meeting. An amendment 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.

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 P.I.C.O. NC, its representatives, and all Stakeholders shall comply with these Bylaws and with any Standing Rules or Procedures as may be adopted by the Board as well as all local, county, state and federal laws, including, without limitation, the Plan for Citywide System of Neighborhood Councils, the City Code of Conduct, the City Governmental Ethics Ordinance (Los Angeles Municipal Code Section 49.5.1), the Brown Act (California Government Code Section 54950.5 et seq.), the Public Records Act, the American 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. Board Members will abide by the Board of Neighborhood Commissioners’ Neighborhood Council Board Member Code of Conduct Policy.

Section 2. TRAINING

All Board Members shall take training in the fundamentals of Neighborhood Council, including, but not limited to, ethics and funding trainings provided by the City within forty-five (45) days of being seated, and shall remain current in all such training or they will lose their voting rights on the Board. Board Members will submit certification of completion to the Secretary or to any member of the Executive Committee in the absence of a Secretary. All Board Members are encouraged to take workplace violence and sexual harassment training. The Treasurer shall also be required to take any training required by the Office of the City Clerk for this position.
All Board Members 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

Every year, the P.I.C.O. NC shall conduct a self-assessment pursuant to Article VI, Section 1 of the Plan.
ATTACHMENT A – Map of P.I.C.O. Neighborhood Council
## P.I.C.O. Neighborhood Council – 22 Board Seats

<table>
<thead>
<tr>
<th>BOARD POSITION</th>
<th># OF SEATS</th>
<th>ELECTED OR APPOINTED?</th>
<th>ELIGIBILITY TO RUN FOR THE SEAT</th>
<th>ELIGIBILITY TO VOTE FOR THE SEAT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Residential Area Representative: South Carthay Neighborhood Term: 4 Years (commencing 2019)</td>
<td>1</td>
<td>Elected</td>
<td>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.</td>
<td>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.</td>
</tr>
<tr>
<td>Residential Area Representative: Carthay Square Neighborhood Term: 4 Years (commencing 2019)</td>
<td>1</td>
<td>Elected</td>
<td>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.</td>
<td>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.</td>
</tr>
<tr>
<td>Residential Area Representative: Wilshire Vista Neighborhood Term: 4 Years (commencing 2019)</td>
<td>1</td>
<td>Elected</td>
<td>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.</td>
<td>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.</td>
</tr>
<tr>
<td>Residential Area Representative: Wilshire Vista Heights Neighborhood Term: 4 Years (commencing 2019)</td>
<td>1</td>
<td>Elected</td>
<td>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.</td>
<td>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.</td>
</tr>
<tr>
<td>Residential Area Representative: Wilshire Highlands Neighborhood Term: 4 Years (commencing 2019)</td>
<td>1</td>
<td>Elected</td>
<td>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.</td>
<td>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.</td>
</tr>
<tr>
<td>Residential Area Representative: Redondo Sycamore Neighborhood Term: 4 Years (commencing 2019)</td>
<td>1</td>
<td>Elected</td>
<td>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.</td>
<td>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.</td>
</tr>
<tr>
<td>BOARD POSITION</td>
<td># OF SEATS</td>
<td>ELECTED OR APPOINTED?</td>
<td>ELIGIBILITY TO RUN FOR THE SEAT</td>
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</tr>
<tr>
<td>Residential Area Representative: Pico Park Neighborhood Term: 4 Years (commencing 2019)</td>
<td>1</td>
<td>Elected</td>
<td>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.</td>
<td>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.</td>
</tr>
<tr>
<td>Residential Area Representative: Pico Del Mar Neighborhood Term: 4 Years (commencing 2019)</td>
<td>1</td>
<td>Elected</td>
<td>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.</td>
<td>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.</td>
</tr>
<tr>
<td>Residential Area Representative: Picfair Village Neighborhood Term: 4 Years (commencing 2019)</td>
<td>1</td>
<td>Elected</td>
<td>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.</td>
<td>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.</td>
</tr>
<tr>
<td>Residential Area Representative: Neighbors United Neighborhood Term: 4 Years (commencing 2019)</td>
<td>1</td>
<td>Elected</td>
<td>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.</td>
<td>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.</td>
</tr>
<tr>
<td>Residential Area Representative: C.H.A.P.S. Neighborhood Term: 4 Years (commencing 2019)</td>
<td>1</td>
<td>Elected</td>
<td>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.</td>
<td>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.</td>
</tr>
<tr>
<td>At-Large Representatives Term: 4 Years (commencing 2021)</td>
<td>11</td>
<td>Elected</td>
<td>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.</td>
<td>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.</td>
</tr>
</tbody>
</table>