

# RAMPART VILLAGE NEIGHBORHOOD COUNCIL BYLAWS

Approved 27, 2022

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## **ARTICLE I            NAME**

The NAME of the Neighborhood Council shall be the **Rampart Village Neighborhood Council** (hereinafter referred to as “RVNC”), as officially recognized by the Los Angeles citywide system of Neighborhood Councils.

## **ARTICLE II            PURPOSE**

A. The purpose of the RVNC shall be: To provide a forum for the open discussion and deliberation of community issues and to engage its stakeholders to collaborate on matters affecting the community. The RVNC will serve as a voice for the Rampart Village community within the City’s decision-making process, and advocate in the best interest of the neighborhood for the improvement of its quality of life.

B. The policy of the RVNC shall be:

1. To create a forum to enable any individual or group to speak out on any issue affecting the community, on which the individual or group would like to be heard.
2. To have fair and transparent procedures that inform RVNC Stakeholders of matters involving our community in a way that is tailored to provide opportunities for involvement in the decision-making process.
3. To respect the dignity and expression of viewpoints of all individuals, groups, and organizations involved in this neighborhood council.
4. To remain non-partisan in regards to political affiliation including, but not limited to, the elections process for the governing body and committee members.
5. To prohibit discrimination against any individual or group on the basis of race, religion, color, creed, national origin, ancestry, sex, sexual orientation, gender identity/expression, age, disability, marital status, income, or political affiliation.

## **ARTICLE III            BOUNDARIES**

### **Section 1: Boundary Description**

NORTH: 101 freeway from Vermont Avenue east to Benton Way

SOUTH: 6th Street from Vermont Avenue east to Rampart Blvd., including the shared public facilities of LaFayette Park and Felipe de Neve Library located within Lafayette Park. The boundaries for Lafayette Park are from the intersection of 6th Street and Lafayette Park Place, south on Lafayette Park Place to Hoover Street, north on Hoover Street to Wilshire Blvd., west on Wilshire Blvd to Commonwealth Avenue, north on Commonwealth Avenue to the southern property line of the Superior Court Building, along the southern and eastern property lines of the Superior Court Building to 6th Street, east on 6th Street to Lafayette Park Place. The Felipe de Neve Library is located inside LaFayette Park, on the north side of the Park along 6th Street.

EAST: Benton Way from the 101 Freeway south to 3rd Street; 3rd Street from Benton Way east to Rampart Blvd; Rampart Blvd from 3<sup>rd</sup> Street south to 6th Street

WEST: Vermont Avenue from the 101 Freeway south to 6th Street

The boundaries of the RVNC are set forth in Attachment A – Map of Rampart Village Neighborhood Council.

Shared Asset: Lafayette Park shared with MacArthur Park Neighborhood Council and Wilshire Center-Koreatown Neighborhood Council.

**Section 2: Internal Boundaries:** Not applicable.

## **ARTICLE IV           STAKEHOLDERS**

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. They can also include neighborhood associations, homeowners, apartment, condominium, or resident associations, school/parent groups, senior groups, youth groups, business improvement districts, service associations, park advisory boards, boys & girls clubs, cultural groups, environmental groups, neighborhood watch, and police advisory board groups

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

## **ARTICLE V           GOVERNING BOARD**

### **Section 1: Composition**

The RVNC shall be governed by a Board of Directors (“Board”) consisting of eleven (11) Board members representing the following designated categories:

- (A) One (1) resident tenant representatives
- (B) One (1) business representative
- (C) One (1) homeowner representatives
- (D) One (1) student youth representative [age fourteen (17) to seventeen (17)]

- (E) One (1) community based organization representative
- (F) Five (5) at-large representatives
- (G) One (1) community interest (formerly factual basis) representative

Any designated seat which remains vacant for more than sixty (60) days following a RVNC election or resignation shall revert to an at-large seat for the remainder of the current term.

The Board must to the extent possible reflect the diversity of the RVNC's Stakeholders. Accordingly, no single stakeholder group shall comprise a majority of the Neighborhood Council's governing body, unless extenuating circumstances are warranted and approved by the Department of Neighborhood Empowerment ("Department").

Any Stakeholder as defined in Article IV of the Bylaws shall be eligible to become a member of the Board. General membership in the Neighborhood Council is open to all RVNC Stakeholders. All seats, except for student youth seat, will require minimum age of 18.

## **Section 2: Quorum**

A quorum for any meeting of the Board shall be six (6) Board members.

## **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.

Votes of the RVNC Board may be by a roll call vote or signed ballot with the understanding that any person in attendance at the meeting may request a verbal roll call vote. The vote of each member is to be recorded. The Board cannot vote by secret ballot.

No proxy voting will be allowed. If less than eighteen (18) years of age, the board member shall be precluded from voting on financial matters, such as neighborhood council expenditures, financial reports, annual budgets, contracts, and recommendations to enter into contracts

## **Section 4: Terms and Term Limits**

A Board member office term shall be defined as two (2) years. Each term shall begin within thirty (30) days following the certification of election results. The incumbent Board members will continue in their duly elected/appointed positions until a new Board is seated. There are no term limits.

## **Section 5: Duties and Powers**

The primary duties of the Board shall be to govern the RVNC 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 the President or the Board, by official action. The President of the Board, by official action, may delegate to any Board member or stakeholder the authority to present before any public body an approved RVNC position previously adopted by

the Board or a statement that the RVNC has had insufficient time to develop a position or recommendation on a matter before that body.

## **Section 6: Vacancies**

When a vacancy occurs, it shall be filled by a majority vote of the remaining Board. The newly appointed Board member shall complete the term of the member he/she is replacing. The Board shall make good faith efforts to fill vacant seats with stakeholders that reflect the diversity and special interests of the Rampart Village community.

## **Section 7: Absences**

Any Board member who misses three (3) scheduled consecutive RVNC Board meetings or, six (6) total RVNC Board meetings during any twelve (12) month period will be automatically removed from the Board. Each Board member absence shall be recorded in the RVNC's meeting minutes and that, upon missing the required number of RVNC Board meetings for removal, the RVNC Vice-President shall provide notice to that Board member that his/her seat has been declared vacant. Any meeting of the RVNC 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:

1. A motion to censure a Board member may be initiated by any three (3) Board members. Those Board members shall not constitute a majority of the quorum of any Neighborhood Council body, such as a committee. The motion shall be delivered to any officer of the Board or a specific officer or member of the Board as may be specified in the bylaws or standing rules of the Neighborhood Council. The motion shall be in writing and provide the specific facts and grounds for the proposed censure including the date(s) and specific conduct relied upon for the motion. The motion shall not be based upon conclusions, e.g., "for alleged violations of the Code of Conduct" but shall contain factual statements that describe conduct only and is not intended to embarrass or humiliate the board member.
2. The Board member, group of Board members or committee responsible for setting the final Board agenda shall include the motion on the agenda of the next regular or special Board meeting scheduled at least thirty (30) days following the delivery of the proposed censure motion.

3. The Board member subject to censure shall be given a minimum of thirty (30) days prior-written notice, which may include email sent to the last email address on file with the Neighborhood Council, of any meeting at which the motion to censure will be considered. The notice shall provide the specific facts and grounds for the proposed censure as specified in 1 above. The Board shall also provide a copy of the notice to the Department of Neighborhood Empowerment a minimum of thirty (30) days prior to the meeting at which the motion to censure will be considered.
4. The Board member subject to censure shall be given a reasonable opportunity to be heard at the meeting, either orally or in writing, prior to the Board's vote on a motion of censure.
5. The Board shall decide by a majority vote of those present and voting whether or not the Board member should be censured. The Board member who is the subject of the censure motion shall not be counted as part of the majority present and voting and shall not be allowed to vote. For the purpose of censure motions, abstentions shall not be counted as votes.
6. In no event shall a motion to censure a board member be heard by the Neighborhood Council within sixty (60) days of the next scheduled Board election or selection.

### **Section 9: Removal of Governing Board Members**

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

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

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

special Board meeting scheduled at least thirty(30) days following the delivery of the proposed removal motion.

3. The Board member subject to removal shall be given a minimum of thirty (30) days prior written notice, which may include email sent to the last email address on file with the Neighborhood Council, of any meeting at which a motion to remove will be heard. The notice shall provide the specific facts and grounds for the proposed removal as specified in 1 above. The Board shall also provide a copy of the notice to the Department of Neighborhood Empowerment a minimum of thirty (30) days prior to any meeting at which a motion to remove will be considered.

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

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

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

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

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

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

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

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



- d. At the review the Commission will determine if the facts as presented support the removal motion and if the procedures set out in this policy were correctly applied.
- e. If the Commission determines that there were either factual or procedural deficiencies, the Commission may either reinstate the Board member or return the matter to the Neighborhood Council for further consideration.
- f. If the Commission returns the matter for further consideration and the Neighborhood Council does not act within sixty (60) days of the Commission's decision the Board member will be considered reinstated.
- g. During the period of appeal the Board member shall not be counted as part of the Board for any quorum and shall not participate in any Board actions.
- h. If the matter is returned to the Neighborhood Council for further consideration the Board member shall not be counted as part of the Board for any quorum and shall not participate in any Board actions until the Board takes action as requested by the Commission or until the expiration of the sixty (60) day time period.
9. This policy is not intended to restrict or eliminate a Neighborhood Council's ability to remove or render ineligible to serve, Board members who fail to attend meetings, join committees, maintain their stakeholder status, or perform other duties as may be described in the Neighborhood Council's bylaws and/or standing rules. Nor is it intended to limit a Neighborhood Council's ability to remove committee chairs or committee members according to the Neighborhood Council's bylaws and/or standing rules.

## **Section 10: Resignation**

A Board member may resign from the Council, by submitting a written resignation to the President and the Secretary and the position shall then be deemed vacant. It is suggested that thirty (30) days notice be given when tendering a resignation of a Board seat. The Board does not have to vote to accept a resignation.

Upon resignation a Board member shall immediately return any RVNC or LA City supplies, records, material or property in their custody.

## **Section 11: Community Outreach**

The RVNC Board shall direct a system of outreach be instituted to inform Stakeholders as to the existence and activities of the RVNC, including its Board elections, and to encourage all Stakeholders to seek leadership positions within the RVNC.

All Board members shall be responsible for participating in the RVNC's outreach efforts.

## **ARTICLE VI          OFFICERS**

### **Section 1: Officers of the Board**

Executive Officers of the Board of Directors shall be President, Vice-President, Treasurer, and Secretary.

## **Section 2: Duties and Powers**

The duties of the Executive Officers shall include:

### **A. PRESIDENT**

Shall be the presiding Officer of the Board.

Shall serve as Chair of the Board and Executive Committee meetings.

Shall prepare the agenda for the Executive Committee meeting.

Shall appoint committee chairperson(s) of AdHoc committees, unless otherwise stated in these bylaws.

Shall serve as the official spokesperson and representative of the RVNC.

### **B. VICE-PRESIDENT**

Shall perform the duties of the President if the President is not able to do so or when otherwise requested to do so by the President.

Shall assist the President in carrying out the official business of the Board.

Shall Chair at least one (1) Standing Committee.

Shall represent the RVNC at citywide or regional Neighborhood Council meetings, except for those meetings for which specific other representative/s have been appointed.

Shall maintain oversight of Standing and Ad Hoc Committees.

Shall be the second signatory for financial expenditures.

### **C. TREASURER**

Shall serve as Chair of the Budget, Finance, and Grants Committee.

Shall establish an accounting system for the RVNC.

Shall maintain the records of the RVNC's finances and book of accounts.

Shall prepare any financial reports for the Department pursuant to the Plan for a Citywide System of Neighborhood Councils ("Plan").

Shall receive and disburse all RVNC funds with Board approval.

Shall provide monthly expenditure reports (MERs), for Board approval.

See ARTICLE IX for additional duties.

#### **D. SECRETARY**

Shall be responsible for the taking of the minutes of all RVNC Board and Executive Committee meetings and present them for approval at the next meeting.

Shall keep a log or record of Board member attendance for meetings and activities.

Shall receive and log all communications and present them promptly to the Board.

Shall be responsible for the posting of agendas for all Board and Executive Committee meetings.

Shall maintain the RVNC calendar in conjunction with the Webmaster.

Shall provide administrative support to Board Officers, and any other duties prescribed and approved by the Board.

Shall serve as the Officer of Service for the RVNC.

### **Section 3: Selection of Officers**

The Executive Officers will be selected by the Board from those Board members who wish to serve in these positions. Nominations and selections for these positions will take place no later than the second meeting following the general election and filled by majority vote of the Board members present and voting. A Board member cannot serve as an Executive Officer on the RVNC if they are concurrently serving as a Board member on another Neighborhood Council. Executive Officers serve at the will of the Board and may be removed by a two-thirds (2/3) vote of the Board members present once quorum is established at any Board meeting.

### **Section 4: Officer Terms**

Executive Officers shall serve two (2) year terms or until the seating of a newly elected Board.

## **ARTICLE VII COMMITTEES AND THEIR DUTIES**

Unless specified below, any RVNC Stakeholder is eligible to serve on any committee and the RVNC Board will encourage full and broad participation in all committees.

### **Section 1: Standing Committees**

Standing Committees will meet regularly, but at least once every three (3) months, and report to the RVNC Board, as necessary, or at the RVNC Board's request. A minority report may also be presented.

The Standing Committees of the RVNC shall be:

A. Executive Committee

The mission of the RVNC Executive Committee is to set the agendas for the RVNC. It is chaired by the President and consists of the following Board Officers: Vice-President, Secretary, Treasurer and one (1) other Board member. The other Board member shall be selected by a majority vote of the non-Executive Board members.

The Executive Committee conducts its business by reviewing and prioritizing agenda requests for Board action by motion or letter or announcements submitted by RVNC Stakeholders, governmental entities, and other interested individuals and organizations. The Executive Committee has the discretion to postpone an agenda request, refer it to a specific RVNC Committee for review and recommendation, treat it as an announcement, or consider and resolve it as not being within the purview of the RVNC. The Executive Committee should not participate in a discussion of the merits of a proposed agenda item.

B. Budget, Finance and Grants Committee

The mission of the RVNC Budget, Finance and Grant Committee is to educate Stakeholders on the budget process and to oversee the procurement and purchasing of all requests for financial support and grants received from community organizations and Stakeholders.

The Treasurer shall chair this committee. In addition to the above it is responsible for preparing the annual budget package for presentation to the RVNC Board. It reviews all funding requests and identifies appropriate budget line items.

C. Community Relations, Outreach and Social Networking Committee

The mission of the RVNC Community Relations, Outreach and Social Networking Committee is to provide pathways for the RVNC to connect to the Rampart Village community, and to encourage and support activities that increase the awareness of the local community for the activities, goals, and mission of the RVNC and other government entities.

Specific goals of this Committee shall include:

1. Leveraging technology to improve stakeholder participation and stakeholder access to information about the Rampart Village community.
2. Promoting the RVNC at citywide events and within Rampart Village boundaries.
3. Working in conjunction with other committees, communities, regional and citywide alliances
4. Maintaining and increasing the RVNC e-mail list.
5. Developing and maintaining a telephone tree data base of Stakeholders and Board Members.
6. Working toward the presentation of semiannual Town Halls.

**D. Planning, Parks, Public Works and Land Use Committee**

The mission of the Planning, Parks, Public Works and Land Use Committee shall be to receive and review public input, report on and make recommendations of action to the Board on land use and planning issues. The Committee will monitor and report to the Board on zoning and planning issues for specific projects and developments located within the RVNC boundaries and adjacent areas.

The Committee shall also seek to maximize the use of our parks while maintaining good neighbor relations with those living immediately adjacent to them. The Committee will recommend ways to improve park equipment, facilities, programs and staffing.

*The members of this committee shall be selected by a majority vote of Board members present at a noticed RVNC Board meeting.*

**E. Public Safety, Housing and Transportation Committee**

The mission of the Public Safety, Housing and Transportation Committee shall be to serve as the primary RVNC entity for Public Safety, Housing and Transportation issues and policies planning. It shall provide assistance to Stakeholders seeking solutions that could mitigate safety issues and will address emergency preparedness, homelessness, housing opportunities, traffic and transportation issues in the RVNC neighborhood.

**Section 2: Ad Hoc Committees**

- A. The Board may create Ad Hoc Committees as needed to deal with temporary issues. Ad hoc committees shall be agendized, posted and conducted in keeping with the Brown Act.

**Section 3: Committee Creation and Authorization**

- A. Committees shall serve in an advisory capacity to the full RVNC Board and may not take any action without Board approval. All committee recommendations to the Board shall state: "The \_\_\_\_\_ Committee recommends that the RVNC take the following action..."
- B. Additional Standing Committees may be created by amending these bylaws. Unless otherwise stated in these bylaws Standing Committee Chairs shall be selected by a majority vote of the Board in attendance at a noticed RVNC Board meeting and Standing Committee members shall be appointed by the Committee Chair. Standing Committees must have at least three (3) members.
- C. Ad Hoc Committees may be established as deemed appropriate by the Board to carry on the work of the RVNC. The Board shall appoint or remove Ad Hoc committee Chairs, by majority vote. Unless otherwise stated in these bylaws, Ad Hoc Committee Chairs shall appoint their committee's members. All Ad Hoc committees shall be given a termination date at the time of creation, but shall automatically terminate within one (1) year following the date of creation or at the seating of a new Board. If an Ad Hoc committee has not met within any ninety (90) day period it shall automatically be dissolved.

D. Committee members and Chairs may be removed in the same manner in which they were appointed.

## **ARTICLE VIII MEETINGS**

All meetings will be conducted under the provisions of the BROWN Act and all meetings will be open to the public and posted according to the prevailing Board of Neighborhood Commissioners policy. Public comment will be taken after the presentation of an item and before the item is voted on. A public-comment period for non-agendized items will be a part of each meeting.

### **A. Regular Meetings**

The Board will meet at least once a quarter, or as often as the Board requires, within the boundaries of the council.

### **B. Special Meetings**

The President or three (3) Board Officers may, at their discretion, call a Special Meeting which must be properly noticed, to allow the RVNC to discuss and cast a vote on a timely issue (s).

### **C. Committee Meetings**

Committee meetings are subject to and shall be conducted in accordance with the dictates of the Brown Act. All committees shall: produce meeting minutes for every committee held; approve minutes, amended or otherwise at the next committee where there is a quorum of the committee members; send approved minutes to the Secretary and to the Vice-President no more than 7 calendar days following approval.

## **Section 1: Meeting Time and Place**

Meeting time and location shall be determined by the Board.

## **Section 2: Agenda Setting**

The agenda for Regular Board meetings shall be set by a majority vote of the Executive Committee. Any Stakeholder can request that a matter be placed on the Agenda for any Board meeting by making such request to the Secretary at least one hundred and twenty (120) hours prior to the Executive Committee meeting. Committee meeting agendas shall be created by the Committee Chair. In the absence of an Executive Committee meeting the President shall create the agenda for a Board meeting.

## **Section 3: Notifications/Postings**

Notice of a Regular Board meeting shall be a minimum of seventy-two (72) hours in advance of the meeting and at least twenty-four (24) hours in advance of a Special meeting. At a minimum, meeting notices shall be posted in compliance with the Ralph M. Brown Act and in compliance with City of Los Angeles Neighborhood Council posting policy. An updated listing of the Neighborhood Council's physical posting location/s shall be kept on file with the Neighborhood Council.

## **Section 4: Reconsideration**

The RVNC shall follow Robert's Rules of Order on reconsideration.

### **ARTICLE IX FINANCES**

The RVNC agrees to comply with all financial accountability requirements as specified by City ordinance and in the Plan and as stated in the City's Certification Application. The RVNC further agrees to comply with all financial reporting requirements as prescribed by the Department of Neighborhood Empowerment.

#### **A. TREASURER REQUIREMENTS FOR BOOKKEEPING AND ACCOUNTING SYSTEM:**

The Treasurer shall establish and oversee a system of bookkeeping and accounting for the RVNC that complies with Generally Accepted Accounting Principles and conforms to all applicable local, state, or federal laws. The Treasurer may request authorization from the other members of the Board of Directors to retain a financial professional to assist in creating a bookkeeping and annual accounting system. The Treasurer may also request the assistance of the Department when implementing it. The Treasurer, however, shall be ultimately responsible for the maintenance of the system of bookkeeping and accounting and for the protections of all RVNC assets.

#### **B. INSPECTION OF COUNCILS FINANCIAL STATEMENTS:**

The RVNC is subject to and will comply with the Public Records Act, but the RVNC does not determine the time frames and requirements established under State Law. If the RVNC receives a request for any record it must immediately contact the Department and the City Attorney. The RVNC's financial statements, books, and accounts shall be open by appointment for inspection by any member of the public and posted on the RVNC website, if available.

#### **C. TREASURER'S REPORT AT BOARD MEETINGS:**

At each Regular meeting, the Treasurer shall provide to the Board detailed reports of the RVNC's accounts for their approval.

#### **D. FINANCIAL STATEMENTS FOR THE DEPARTMENT OF NEIGHBORHOOD EMPOWERMENT:**

The Treasurer shall be responsible for preparing or coordinating the preparation of a financial statement for the Department each fiscal year on the date prescribed by the Department. The Treasurer shall also coordinate and cooperate with the Department on establishing a process and/or a system by which the RVNC's finances and book of accounts can be reviewed by the Department pursuant to the Plan.

#### **E. DISSOLUTION**

The RVNC may be dissolved by at least a three-fourths (3/4) vote of the eleven (11) Board members at any regular Board meeting, provided that notice is given as per Article VIII, Section 3 of these bylaws. Dissolution shall be in accordance with the decertification procedures established by the Department.

In the event of dissolution, all assets shall be disposed of in a manner prescribed by law, but none shall inure to any Board member or Stakeholder, except for the legitimate payment of monies owed for purposes previously approved by the Board. All City assets shall be returned to the City.

## **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.

All voters will be able to cast a ballot. All voters can vote once in each category, except the Community Interest Stakeholders, who shall only vote for the Community Interest Board Officer position. The candidate(s) receiving the highest number of votes in each category will be elected, up to the allowable number of seats. No absentee, or proxy voting will be permitted.

### **Section 3: Minimum Voting Age**

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

### **Section 4: Method of Verifying Stakeholder Status**

Voters will verify their Stakeholder status by providing acceptable documentation. Stakeholder status may also be established by means of declaring a stake (or interest) in the neighborhood and providing documentation supporting that declaration.

### **Section 5: Restrictions on Candidates Running for Multiple Seats**

A candidate shall declare their candidacy for no more than one (1) position on the RVNC Board during a single election cycle.

### **Section 6: Other Election Related Language**



The RVNC shall follow the Election Procedures established by the City of Los Angeles.

## **ARTICLE XI GRIEVANCE PROCESS**

The RVNC grievance process shall only resolve disputes involving compliance with these bylaws. No grievances shall be allowed against individuals. Grievances may only challenge the actions of the RVNC Board and shall not address a Stakeholders mere disagreement with a position taken by the Board or a committee. Board members are not permitted to file a grievance against another Board member or against the entire Board, 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.

- A. Any grievance by a Stakeholder must be submitted in writing to the Board Secretary who shall cause the matter to be placed on the agenda for the next regular Board meeting.
- B. At that meeting, the Board shall refer the matter to an Ad Hoc Grievance Panel comprised of three (3) non-Board Officer 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.
- C. Within two (2) weeks of the panel's selection, the panel shall coordinate a time and place to meet with the person(s) submitting a grievance and a Board representative to discuss ways in which the dispute may be resolved.
- D. Within one (1) week following such meeting, a member of the panel shall prepare a written report to be forwarded to the Secretary to the Board outlining the panel's collective recommendations for resolving the grievance. The Board should receive a copy of the panel's report and recommendations prior to a Board meeting, but, in accordance with the Brown Act, the matter shall not be discussed among the Board members until it is heard publicly at the next regular Board meeting.

## **ARTICLE XII PARLIAMENTARY AUTHORITY**

- A. All meetings of the Board shall be conducted in accordance with the current edition of Robert's Rules of Order, except when superseded by applicable law, these bylaws, or any adopted Standing Rules of order. An unbiased Parliamentarian may be appointed by the President to assist in the resolution of parliamentary issues.
- B. Standing Rules may be adopted by the Board to supplement these Bylaws. Such rules shall be in addition to these Bylaws and shall not be construed to change or replace any Bylaw. In the case of conflict between these Bylaws and a Standing Rule, these Bylaws shall prevail. Standing Rules may be adopted, amended, or repealed by a simple majority vote of the Board.
- C. Committees may choose their parliamentary authority from Robert's Rules of Order, Rosenberg's Rules, Consensus or other.

## **ARTICLE XIII AMENDMENTS**

The Board may approve an amendment to the Bylaws by a vote of three-quarters (3/4) of the members present and voting once quorum is established at any regular Board meeting. Proposed amendments must be submitted in writing to the Secretary at least ten (10) days prior to the Board

meeting in order to be considered. If approved, the proposed amendment shall be submitted to the Department in accordance with the Plan and shall not become effective until approval by the Department.

## **Article XIV COMPLIANCE**

The RVNC Board, its representatives, and all Community 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 Plan, the City Code of Conduct, the City Governmental Ethics Ordinance (*Los Angeles Municipal Code Section 49.5.1*), the Brown Act (*California Government Code Section 54950.5 et seq.*), the Public Records Act, the American Disabilities Act, and all laws and governmental policies pertaining to Conflicts of Interest.

A conflict of interest occurs any time an agenda item is before the Board that involves:

- A. A business in which a Board member or a member of her/his family has an investment;
- B. An entity of which a Board member is an officer or director or holds some position of management;
- C. Real property in which a Board member or a member of her/his family has an interest;
- D. A source of income to a Board member or a member of her/his immediate family;
- E. A source of gifts to a Board member;
- F. Any person or entity with which the Board member has a relationship other than in the Board member's capacity as a City official (e.g. a friend, person with whom a Board member has a business relationship or an organization in which a Board member hold some position of importance.)

All Board members will announce when such a conflict of interest arises at the beginning of the discussion of any such matter and shall recuse them self on any matter in which they have such a conflict. A recused Board member shall leave the meeting room until the agenda item is resolved.

### **Section 1: Code of Civility**

The RVNC, its representatives, and all Community Stakeholders shall conduct all RVNC business in a civil, professional and respectful manner. Board members will abide by the Commission's Neighborhood Council Board Member Code of Conduct Policy.

### **Section 2: Training**

All Board members shall take the mandated State of California Ethics training or they will not be eligible to vote on any RVNC items of business until they comply and submit a certificate of compliance to the Vice President. In addition, all Board members are encouraged to take training in the fundamentals of Neighborhood Councils, including, but not limited to, funding, workplace violence, and sexual harassment trainings provided by the City. All board members must take ethics and funding training prior to making motions and voting on funding related matters.

### **Section 3: Self Assessment**

Every year, the RVNC Board shall conduct a self assessment pursuant to Article VI, Section 1 of the Plan.



## ATTACHMENT B – Governing Board Structure and Voting

### Rampart Village Neighborhood Council – 11 Board Seats

BOARD POSITION	# OF SEATS	ELECTED OR APPOINTED?	ELIGIBILITY TO RUN FOR THE SEAT	ELIGIBILITY TO VOTE FOR THE SEAT
Resident Tenants Representatives Term: 2 Years	1	Elected	Stakeholders who live in rental units and who are 18 years or older.	Stakeholders who live, work or own property in the neighborhood and are 16 years or older.
Business Representatives Term: 2 Years	1	Elected	Stakeholders who own or who work at a legally recognized business within the NC boundaries who are 18 years or older.	Stakeholders who live, work or own property in the neighborhood are 16 years or older.
Homeowner Representative Term: 2 Years	1	Elected	Stakeholder that owns a home within the NC boundaries and is 18 years or older.	Stakeholders who live, work or own property in the neighborhood and are 16 years or older.
Student Representative Term: 2 Years	1	Elected	Stakeholder between 14-17 years of age at the time of the election who is enrolled in school.	Stakeholders who live, work or own property in the neighborhood and are 16 years or older.
Community Based Organization Representative Term: 2 Years	1	Elected	Stakeholder who is a member of a community based organization and who is 18 years or older. This person will affirm 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	Stakeholders who are 16 years or older.
At-Large Representatives Term: 2 Years	5	Elected	Stakeholders who live, work or own property in the neighborhood and are 18 years or older.	Stakeholders who live, work or own property in the neighborhood and are 16 years or older.
Community Interest Representative Term: 2 Years	1	Elected	Stakeholders who are 18 years or older.	Stakeholders who are 16 years or older.