

SOUTH CENTRAL NEIGHBORHOOD COUNCIL BYLAWS

APPROVED December 01, 2020

Table of Contents

ARTICLE I NAME	3
ARTICLE II PURPOSE	3
ARTICLE III BOUNDARIES	3
Section 1: Boundary Description	3
Section 2: Internal Boundaries	3
ARTICLE IV STAKEHOLDER	3
ARTICLE V GOVERNING BOARD	5
Section 1: Composition	5
Section 2: Quorum.....	5
Section 3: Official Actions.....	5
Section 4: Terms and Term Limits.....	5
Section 5: Duties and Powers.....	5
Section 6: Vacancies	5
Section 7: Absences.....	6
Section 8: Censure.....	6
Section 9: Removal of Governing Board Members	7
Section 10: Resignation.....	8
Section 11: Community Outreach.....	8
ARTICLE VI OFFICERS	8
Section 1: Officers of the Board.....	8
Section 2: Duties and Powers	9
Section 3: Selection of Officers.....	9
Section 4: Officer Terms	9
ARTICLE VII COMMITTEES AND THEIR DUTIES	10
Section 1: Standing Committees	10
Section 2: Ad Hoc Committees	10
Section 3: Committee Creation and Authorization	10
ARTICLE VIII MEETINGS	12
Section 1: Meeting Time and Place.....	12
Section 2: Agenda Setting	12
Section 3: Notifications/Postings	12
Section 4: Reconsideration.....	12
ARTICLE IX FINANCES	13
ARTICLE X ELECTIONS	13
Section 1: Administration of Election	13
Section 2: Governing Board Structure and Voting	13
Section 3: Minimum Voting Age	13
Section 4: Method of Verifying Stakeholder Status.....	13

ARTICLE XI GRIEVANCE PROCESS..... 14
ARTICLE XII PARLIAMENTARY AUTHORITY..... 14
ARTICLE XIII AMENDMENTS..... 15
ARTICLE XIV COMPLIANCE..... 15
 Section 1: Code of Civility..... 15
 Section 2: Training 15
 Section 3: Self Assessment..... 15
ATTACHMENT A – Map of South Central Neighborhood Council 16
ATTACHMENT B – Governing Board and Voting 17

ARTICLE I NAME

The name of this Neighborhood Council shall be the South Central Neighborhood Council (“Council” or “SCNC”).

ARTICLE II PURPOSE

The purpose of the SCNC is to serve as an advocate for our community, undertake the improvement of our community, participate as an advisory body on issues of concern to our Neighborhood Council, and in the governance of the City of Los Angeles.

ARTICLE III BOUNDARIES

The Council covers a geographic area that has a minimum of 20,000 residents.

Section 1: Boundary Description – The boundaries of adjacent Neighborhood Councils and include those areas of the City within the following lines of demarcation:

- A. **North:** Washington Blvd. between Alameda Avenue and Grand Avenue continuing on 23^d Street to the 110 Harbor Freeway.
- B. **South:** Martin Luther King Jr. Blvd. between 110 Harbor Freeway and Central Avenue continuing on 41st Street to Alameda Avenue.
- C. **West:** 110 Harbor Freeway between Martin Luther King Jr. Blvd. and 23rd Street, continuing on Grand Avenue to Washington Blvd.
- D. **East:** Alameda Avenue between Washington Blvd. and 41st Street.

The boundaries of the Council are set forth in Attachment A - Map of the South Central Neighborhood Council.

Section 2: Internal Boundaries – Not applicable.

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 South Central 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 (“Board”) shall be the Governing Body of the Council within the meaning of that term as set forth in the Plan.

Section 1: Composition – The Board shall consist of the following nine (9) Board seats:

- President
- Vice President
- Secretary
- Treasurer
- Parliamentarian
- One (1) Youth Representative
- Three (3) At-Large Seats

No single Stakeholder group shall hold a majority of Board seats unless extenuating circumstances exist and are approved by the Department of Neighborhood Empowerment (“Department”).

Section 2: Quorum – The quorum shall be five (5) members of the Board. No floating quorums are allowed.

Section 3: Official Actions – The Board shall take Official Action by a simple majority of board members present and voting, including abstentions, which count as a yes vote. A majority vote on any matter on the Boards agenda cannot be made unless there is a quorum of Board members present.

Section 4: Terms and Term Limits – Board members shall serve a four (4) year staggered terms commencing after being seated. There are no term limits.

Beginning with the City Clerk conducted election on April – June 2010, every Board seat shall be open for election, at which time the following Board seats shall be elected for a duration of two (2) years or until a successor is elected or appointed: three (3) At-Large seats and Youth Representative position will be elected in one (1) election cycle. The remaining Board seats including the President, Vice-President, Treasurer, Secretary, and Parliamentarian shall be

elected for the duration of four (4) years or until a successor is elected or appointed. Beginning with the City conducted election held in 2012, and each election thereafter, each and every Board seat shall be elected for the duration of four (4) years or until a successor is elected or appointed.

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 public 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.

Section 6: Vacancies – A vacancy on the Board shall be announced at the next regularly scheduled meeting of the SCNC. Upon being announced, the vacancy will filled with the following procedure:

- A. Any Member(s) interested in filling a vacant seat on the Board shall have thirty (30) days to submit a written application(s) to the Secretary.
- B. The Secretary shall then ensure that the matter is placed on the agenda for the next regular meeting of the Board.
- C. If only one (1) Member has made application for a vacant seat, then a vote of the Board shall be taken and the applicant installed by majority vote of the Board. If more than one (1) Member has made application for an empty seat, then an open and fair vote shall be taken at the next regular meeting by all Board Members present.
- D. When a vacant seat is filled by the aforementioned process, that seat shall be filled only until the next general election is held to fill all seats on the Board. In no event shall a vacant seat be filled where the election to fill all seats on the Board is scheduled to be held within sixty (60) days from the date the applicant (Member proposing to fill the vacancy) tenders a written application to the Secretary.

Section 7: Absences – Any Board Member who misses three (2) consecutive Board meetings or five (5) meetings within the previous twelve months is subject to removal. Each Board member absence shall be recorded in the meeting minutes or other manner of Council record keeping. Any meeting 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.
- d. 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.
- e. 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.
- f. 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.
- g. 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.
- h. 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.
- i. If the matter is returned to the Neighborhood Council for further consideration the Board member shall not be counted as part of the Board for any quorum and shall not participate in any Board actions until the Board takes action as requested by the Commission or until the expiration of the sixty (60) day time period.

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

Section 10: Resignation – A Board member may resign from the Council, and the position shall then be deemed vacant. Any member of the Board who ceases to be a Stakeholder is required to submit his or her resignation to the Board for discussion and action at a Board meeting. Removal of the Board member requires a majority of the attending Board Members.

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

ARTICLE VI OFFICERS

Section 1: Officers of the Board – The officers of the Board (“Officers”) shall include the following positions which all together comprise the Executive Committee: President, Vice President, Secretary, and Treasurer.

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 be the Chief Executive Officer of the board and shall, subject to the control of the Board, supervise and control the affairs of the Council and the activities of the Board. He/she shall preside at all meetings of the Board unless he/she designates another Board member to chair the meeting. The President, except as otherwise expressly provided by law or by these Bylaws, shall, in the name Of the Council execute such instruments, which may from time to time be authorized by the Board. This will include being a signatory on all checks from any City sanctioned account of this Council.
- B. The Vice President shall assist the President in performing the duties of that office and other duties which may be assigned from time to time by the President. In the absence of the President, or in the event of his/her inability to act, the Vice President shall perform all the duties of the President, and when so acting shall have all the powers of, and be subject to, all the restrictions on the President. In case of a vacancy in the office of President, the Vice President shall fill the office for the unexpired term. All other vacancies will be filled in accordance with Article V of these Bylaws.
- C. The Secretary shall keep and maintain all minutes of all meetings, maintain all records and documents of the SCNC; post or cause to be posted all notices required by law and these Bylaws; be the official recipient of information requests including requests for financial statements; conduct correspondence when directed by the President and in general, perform all duties incident to the office of Secretary and such other duties as may be required by law, by these bylaws or which may be assigned by the Board.
- D. The Parliamentarian shall aid in the running of meetings of the Board and the general meetings, by ensuring that appropriate sections of parliamentary procedures and any other rules of conduct / the Brown Act are adhered to. He/she shall have such other powers and perform such other duties as may be prescribed by the Board or the bylaws.

Section 3: Selection of Officers – Officer positions are elected at City conducted elections.

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

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.

Section 1: Standing Committees – The Standing Committees of the Council are:

- A. **Rules, Elections, and Bylaws Committee:** The committee organizes the General SCNC elections. It oversees enforcement of and amendments to standing rules as necessary. This committee establishes a nominations sub-committee as necessary. The committee informs the Board of all elections rules and procedures and reports at Council meetings on any changes to these that it has adopted. The Board shall vote on whether to accept any proposed rules or procedures. The committee shall also review any amendments, changes, additions, or deletions to the bylaws that may be proposed to the Board.
- B. **Outreach Committee:** The Outreach Committee will establish procedures for communicating with all Council Stakeholders on a regular basis in a manner ensuring that information is disseminated evenly and in a timely manner. Chaired by a member of the Board, this committee shall undertake the efforts of setting up communications to SCNC stakeholders as required under the Plan.
- C. **Finance Committee:** The Finance Committee oversees the preparation of budgets for presentation to the Board, expenditure and receipt of funds. The committee is also responsible for seeking non-Department funding sources and overseeing fundraising efforts. The committee is chaired by the Treasurer.
- D. **Citywide Issues Committee:** The committee is responsible for monitoring, researching and reporting to the board on issues that affect both the SCNC and other areas of the city, with special emphasis on city-wide legislation or impact issues. The committee also seeks issues and legislation on which SCNC can be a voice for its stakeholders and where it can leverage its resources by collaborating with other Neighborhood Councils.
- E. **Education Committee:** The committee is responsible for issues that deal with the schools within the boundaries of the SCNC. The committee is also responsible for seeking participation from the SCNC area schools in events and meetings held by the Council.
- F. **Tenants Committee:** The committee is responsible for staying up to date with issues that deal with the rights of tenants within the boundaries of the SCNC.

Section 2: Ad Hoc Committees – The Board may create Ad Hoc Committees as needed to deal with temporary issues. Ad hoc committee members will convene until the project is completed.

Section 3: Committee Creation and Authorization

- A. **Committee Authority** – All committee recommendations shall be brought back to the full Board for discussion and action.
- B. **Committee Structure** – All committee, subcommittees and/or ad hoc committees shall be made up of members appointed by the Board. Each committee may include non-elected Stakeholders. Each member of a committee or subcommittee

shall serve a one (1) year term, subject to reappointment, unless the committee or subcommittee is terminated sooner.

- C. **Committee Appointment** – The Board, by motion, may designate or terminate one (1) or more committees and provide for the manner of approving members for each committee. All Committee Chairs shall be appointed by the President and confirmed by the Board.
- D. **Committee Meetings** – Committee meetings are subject to and shall be conducted in accordance with the Ralph M. Brown Act. Minutes shall be taken at every Committee meeting. The Chairs shall keep a written record of Committee meetings and shall provide regular reports on Committee matters to the Board.
- 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** – The President shall also be able to remove any committee, subcommittee, or ad hoc chairperson with concurrence of the Board by majority vote. Vacancies on any committee, subcommittee and/or ad hoc committee may be filled by appointment made by the Committee Chairperson with the concurrence of the Officers of the SCNC by majority vote.

ARTICLE VIII MEETINGS

All meetings, as defined by the Ralph M. Brown Act (*California Government Code Section 54950.5 et seq.*), shall be noticed and conducted in accordance with the Act and all other applicable laws and governmental policy.

Section 1: Meeting Time and Place – All meetings shall be held within the Council boundaries at a location, date and time set by the Board. A calendar of regular meetings shall be established by the Board at its first regular meeting of each calendar year. The Board shall hold as many meetings as it desires, but shall hold meetings at a minimum of one (1) time per calendar quarter.

Section 2: Agenda Setting – The Executive Committee shall set the agenda for each Council meeting.

The Board shall take minutes of all its' proceedings and shall keep them with the Secretary of the Board.

Section 3: Notifications/Postings – 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. Notices shall also be in compliance with the Commission's Neighborhood Council Agenda Posting Policy. At a minimum, notice shall be posted on the Early Notification System (ENS), at the Council's five (5) public notice locations filed with the Department, on its website (if applicable) and emailed out to Stakeholders if the Council maintains such a database. Regular and Special meeting agendas shall also be emailed to the

Department.

Section 4: Reconsideration – The Board may reconsider and amend its action on items listed on the agenda if that reconsideration takes place immediately following the original action or at the next regular meeting. The Board, on either of these two (2) days, shall: (1) Make a Motion for Reconsideration and, if approved, (2) hear the matter and Take an Action. If the motion to reconsider an action is to be scheduled at the next meeting following the original action, then two (2) items shall be placed on the agenda for that meeting: (1) A Motion for Reconsideration on the described matter and (2) a [Proposed] Action should the motion to reconsider be approved. A motion for reconsideration can only be made by a Board member who has previously voted on the prevailing side of the original action taken. If a motion for reconsideration is not made on the date the action was taken, then a Board member on the prevailing side of the action must submit a memorandum to the Secretary identifying the matter to be reconsidered and a brief description of the reason(s) for requesting reconsideration at the next regular meeting. The aforesaid shall all be in compliance with the Brown Act.

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 finding 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. At least once each quarter, the President and at least one (1) other individual other than the Treasurer, who is designated by the Board, shall examine the Council's accounts and attest to their accuracy before submitting the documentation to the Department for further review.
- F. The Council will not enter into any contracts or agreements except through the Department.

ARTICLE X ELECTIONS

Section 1: Administration of Election – The 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 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 through written self-affirmation.

ARTICLE XI GRIEVANCE PROCESS

Any grievance by a Stakeholder must be submitted in writing to the Board. The Board shall then refer the matter to an ad hoc grievance panel comprised of three (3) Board members who are randomly selected by the Council Secretary from a list of Stakeholders who have previously expressed an interest in serving from time-to-time on such a grievance panel. The Secretary will coordinate a time and a place for the panel to meet with the person(s) submitting a grievance and to discuss ways in which the dispute may be resolved. Thereafter, a panel member shall promptly prepare a written report to be forwarded by the Secretary to the Board outlining the panel's collective recommendations for resolving the grievance. The Board may receive a copy of the panel's report and recommendations prior to any meeting by the Board, but the matter shall not be discussed among the Board members until the matter is heard at the next regular meeting of the Board pursuant to the Ralph M. Brown Act.

This formal grievance process is not intended to apply to Members who simply disagree with a position or action taken by the Board at one of its meetings. Those grievances can be aired at Board meetings. This grievance process is intended to address matters involving procedural disputes, e.g., the Board's failure to comply with Board Rules or these Bylaws. In the event that a grievance cannot be resolved through this grievance process, then the matter may be referred to the Department for consideration or dispute resolution in accordance with the Plan. Board members are not permitted to file a grievance against another Board member or against the Council.

The Neighborhood Council grievance review process will be conducted pursuant to any and all City ordinances, policies and procedures pertaining to Neighborhood Council grievances.

ARTICLE XII PARLIAMENTARY AUTHORITY

The Board shall institute rules for procedure and decorum for the conduct of all Board and committee meetings. Where the Board has not adopted its own rules for conducting its meetings, the Board shall follow the latest edition of "Robert's Rules of Order". The Rules of the Board that have been formally adopted and set forth in writing shall, unless contrary to State or federal law, take precedence where there is a conflict with Robert's Rules of Order. All committee meetings shall be governed by any written rules adopted by the Board for conduct of meetings, or by Robert's Rules of Order, where no Board rule applies.

ARTICLE XIII AMENDMENTS

Amendments, changes, additions or deletions to these Bylaws may be proposed by the Board during the public comment period of a regular meeting of the Board. A proposal to amend these bylaws, however, must then be formalized in writing and then lodged with the Secretary or person responsible for preparing the agenda for the next regular meeting. The proposed amendment will be placed on the agenda for public discussion at a subsequent meeting of the Board. In order for the board to address the proposed amendment, the Board must first vote by a majority vote in order to consider the proposed bylaws amendment.

A recommendation for amendment or adjustment of these Bylaws must be made by a majority vote of the entire number of the Board voting. Thereafter, and within fourteen (14) days after a vote recommending adjustment or amendment to the Bylaws, a Bylaws Amendment Application shall be submitted to the Department for review and approval in accordance with the Plan. 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

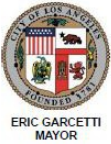
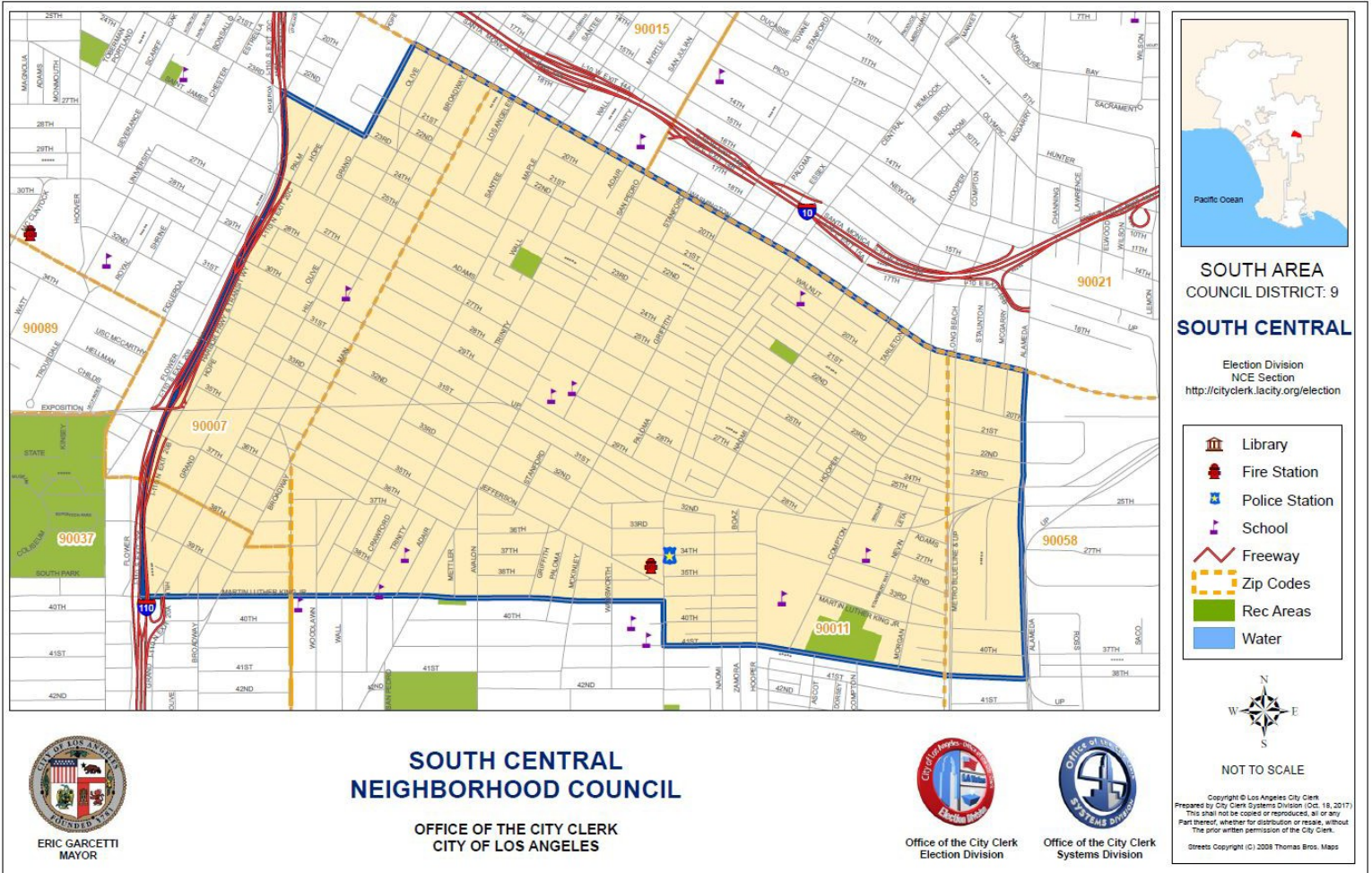
The Council, its representatives, and all Stakeholders shall comply with these Bylaws and with any additional Standing Rules or Procedures as may be adopted by the Board of Directors as well as all local, county, state and federal laws, including, without limitation, the Plan, the City Code of Conduct, 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.

Section 1: Code of Civility – The Council, its representatives, and all Stakeholders shall conduct all Council 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 at least two (2) Department or SCNC trainings or seminars, provided at least ten (10) such trainings or seminars were provided in the past year or be subject to removal. All Board members must take ethics and funding training prior to making motions and voting on funding related matters.

Section 3: Self Assessment – Every year, the Council shall conduct a self assessment pursuant to Article VI, Section 1 of the Plan.

ATTACHMENT A – Map of South Central Neighborhood Council



SOUTH CENTRAL NEIGHBORHOOD COUNCIL

OFFICE OF THE CITY CLERK
CITY OF LOS ANGELES



ATTACHMENT B – Governing Board and Voting

South Central Neighborhood Council – 9 Board Seats

BOARD POSITION	# OF SEAT	ELECTED OR APPOINTED?	ELIGIBILITY TO RUN FOR THE SEAT	ELIGIBILITY TO VOTE FOR THE SEAT
President Term: 4 Years	1	Elected	Stakeholders who are 18 years or older.	Stakeholders who are 16 years or older.
Vice President Term: 4 Years	1	Elected	Stakeholders who are 18 years or older.	Stakeholders who are 16 years or older.
Secretary Term: 4 Years	1	Elected	Stakeholders who are 18 years or older.	Stakeholders who are 16 years or older.
Treasurer Term: 4 Years	1	Elected	Stakeholders who are 18 years or older.	Stakeholders who are 16 years or older.
Parliamentarian Term: 4 Years	1	Elected	Stakeholders who are 18 years or older.	Stakeholders who are 16 years or older.
At-Large Representatives Term: 4 Years	3	Elected	Stakeholders who are 18 years or older.	Stakeholders who are 16 years or older.
Youth Representative Term: 2 Years	1	Elected	Youth Seat: Stakeholder who is at least 14 years and no more than 17 years of age on the day of the election	Stakeholders who is atleast 14 years old at the time of the election.