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**THE SUN VALLEY AREA NEIGHBORHOOD COUNCIL BYLAWS**

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## ARTICLE I NAME

The name of the organization shall be the “Sun Valley Area Neighborhood Council” (SVANC).

## ARTICLE II PURPOSE

A. The SVANC shall promote the increased public participation in local government and working towards making local government more responsive to local needs.

## ARTICLE III BOUNDARIES

The SVANC covers a geographic area described below.

### Section 1: Boundary Description

- A. **Northwest** - Starting from the terminus of Branford St, go Southwest on Branford St to Laurel Canyon Blvd, Southeast on Laurel Canyon Blvd to the Tujunga Wash, South following the Tujunga Wash to Roscoe Blvd.
- B. **South** - East on Roscoe Blvd to Tuxford St, North on Tuxford St to Lankershim Blvd, South on Lankershim Blvd to Cantara St, East on Cantara St to Irvine Ave, South on Irvine Ave to Strathern St, East on Strathern St to Tujunga Ave, South on Tujunga Ave to Sherman Way, East on Sherman Way to N Clybourn Ave, North on N Clybourn Ave to Cohasset St, East along the Los Angeles City limits to the property line of Verdugo Mountain Park.
- C. **Northeast** - West along the property line of Verdugo Mountain Park until the terminus of Springford Dr, West along the the Northern property lines of the residential properties at the terminus of Springford Dr, and Petaluma Dr, North along the Eastern property line of the properties at the terminus of Falun Dr, West along the Northern property line of the residential properties on Vine Valley Dr, North along the Eastern property line of the residential properties on Oland Ave, West along the Northern property line of the south facing properties on Vine Valley Dr, Bluffdale Dr, and Vineland St to Wheatland PI, West on Vinedale to Wheatland Ave, West along the south facing properties on Vinedale St around the Villa Scalabrini Nursing Home, North along the western facing commercial properties on Sunland Blvd to Tuxford St., North on Sunland Blvd to Stonehurst Ave, West on Stonehurst Ave to Peoria St, South on Peoria St to Glenoaks Blvd, West on Glenoaks Blvd to Sheldon St, North on Sheldon St. to Wentworth St, North on Wentworth St to the southern border of the the Hansen Dam Golf Course, West along the Hansen Dam Golf Course to Montague St.

The boundaries of the Council are set forth in Attachment A - Map of the Sun Valley Area 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 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 SVANC.

**Section 1: Composition** - The Board shall consist of twenty- four (24) Directors from the following categories:

- A. Residential Stakeholder - Eight (8) elected. Open to Stakeholders eighteen (18) years of age or older whose primary residence is located within the SVANC boundaries.
- B. Business/Property Owner Stakeholder - Eight (8) elected. Open to Stakeholders eighteen (18) years of age or older who work at or own a business or business property within the SVANC boundaries.
- C. At-Large Stakeholder - Four (4) elected. Top two (2) candidates receiving the most votes in this category depending on the election year. An individual who lives, works, or owns property within the SVANC boundaries and can show documentation of regular and ongoing participation in but who is not an employee of a certified nonprofit 501c3 organization whose regular base of operation has a physical address within the SVANC boundaries, including but not limited to community-based, faith-based, or educational.
- D. Community Interest Stakeholder – One (1) elected. Open to Stakeholders eighteen (18) years of age or older who declare a stake in the neighborhood as a community interest stakeholder, defined as a person who affirms a substantial and ongoing participation within the Neighborhood Council’s boundaries and who may be in a community organization such as, but not limited to, a religious institution, educational institution, non-profit organization, neighborhood association, school/parent group, faith-based group, senior group, youth group, arts association, service organization, boys or girls club,

cultural group, or environmental group. Stakeholders who are 18 years of age or older, and those who are qualified as Community Interest stakeholders per the definition in Article IV (Definition of a Stakeholder), can vote for this seat.

- E. Senior Representative Stakeholder – Two (2) appointed. Open to Stakeholders fifty-five (55) years of age or older at time of seating).
- F. Youth Representative Stakeholder – One (1) appointed. Open to Stakeholders between the ages of fourteen (14) years or older and no more than seventeen (17) years of age, at the time of selectin. See Admin. Code § 22.814(c). If less than eighteen (18) years of age, the Youth Board Seat 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.

Per the [Administrative Code section 22.810.1 \(b\)\(2\)\(C\)\(iii\)\(1\)](#): No single Stakeholder group shall hold a majority of the Board unless extenuating circumstances exist and are approved by the Department of Neighborhood Empowerment (“Department”).

When a Board Member ceases to maintain their Stakeholder status pursuant to these Bylaws, their positions shall be deemed vacant.

**Section 2: Quorum** - The quorum shall be at least SEVEN (7) members of the Board including at least one (1) Officer.

Lack of Quorum: The Directors present at a duly called meeting at which a quorum is initially present, then subsequently lost, may not continue to do business and the meeting must be adjourned. If the loss of a quorum is temporary, a break can be called until a quorum is again present.

**Section 3: Official Actions** – Every act or decision done or made by a simple majority of the Directors present and voting, not including abstentions, at a Board meeting duly held at which a quorum is present is the act of the Board.

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

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

Board Members shall serve a: Four (4) year “Staggered term” commencing after being seated. As of election 2019 and 2021, all terms for Directors of the Board will be four (4) years.

No officer may serve for more than two (2) consecutive terms in anyone (1) position.

The two (2) Senior Representatives and the one (1) Youth Representatives have one (1) year terms and shall be appointed annually at the same time as the Executive Officers are elected by the Board or as soon thereafter as practicable.

In the event that the City revises its rules and regulations regarding elections and appointments for all Neighborhood Councils, those new rules will automatically supersede these Bylaws. The SVANC will therefore comply with all City ordinances and will revise its Bylaws accordingly at its earliest opportunity.

Where applicable, Board seats will initially serve two (2) year terms in 2025 and then be elected to four (4) year terms in 2027

**Section 5: Duties and Powers.** It shall be the duty of the Directors to:

1. Perform any and all duties imposed on them individually or collectively by law or by these By-laws and Standing Rules.
2. Register their current addresses and contact information with the Secretary of the SVANC within 14 days of any change and notices of meetings mailed or e-mailed to them at such addresses shall be valid notice thereof.
3. Directors shall serve without compensation. They shall be allowed reimbursement for expenses incurred in the performance of their regular duties as specified by the City Clerk Neighborhood Council Funding Rules and Policies.
4. Maintenance of Council Records: The SVANC shall keep at its principal office within the Neighborhood Council boundaries:
  1. Minutes of all meetings of Directors, committees of the Board and any regular or special meetings of the Board which shall indicate the location of such meetings, how the meeting was called, how notice was given and the names of the Directors present and the proceedings thereof.
  2. Adequate and correct books and records of account, including accounts of its properties and business transactions and accounts of its assets, liabilities, receipts, disbursements, gains and losses.
  3. A record of its Directors, indicating their names and addresses, start and termination date of their terms.
  4. A copy of the SVANC By-laws, as amended to date, and all other public records shall be open to inspection by the public at all reasonable times.
5. Director's Inspection Rights: Every Director shall have the absolute right at any reasonable time to inspect and copy all books, records and documents of every kind and inspect the physical properties of the SVANC.

**Section 6: Vacancies** – Vacancies on the Board shall exist on the death, resignation, or removal of any Director.

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

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

**Board Fills Vacancies**

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

Officers: Any vacancy caused by death, resignation, removal, disqualification, or otherwise, of any Officer shall be filled by a majority vote of the Board. The voting of the Board on any vacant position should be done as soon as practicable.

**Section 7: Absences** – To effectively represent the community, board members are expected to meet reasonable criteria for participation. Extended absences leave the board member uninformed about community issues, and their constituents unrepresented. Therefore:

Three (3) consecutive absences at regularly scheduled Board meetings shall constitute a Director’s resignation. Four (4) absences at regularly scheduled Board meetings within twelve (12) consecutive months shall constitute a Director’s resignation.

The President shall provide written notice to the Board member who reaches two (2) absences from two (2) consecutive regular monthly meetings or three (3) absences from any twelve (12) consecutive months, stating that the next absence shall result in the removal of the Board member. The President shall place on the agenda the removal of the Board member at a regular or special Board meeting whereupon the Board shall determine the validity of the absences before taking action to remove the Board Member. Written notice can be by email or by first class registered mail to the Board Member’s last known address. The removal for absences of a board member requires a board action and cannot be automatic. Make sure to

note in the minutes the number and dates of meetings from which the board member was absent.

**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**

Board Member resignation must be submitted in writing to an executive officer and should include the secretary. The position shall then be deemed vacant. Any member of the Board who ceases to be a Stakeholder is required to submit their resignation to the an executive officer and should include the secretary. If the Stakeholder status of a Board Member is a challenged, then the Department will contact the board member, verify the Stakeholder status using its procedure.

## **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.

- The Outreach Committee will report its activities and recommendations to the Board monthly at the Council meeting.
- The Outreach Committee shall maintain a directory of local government officials, schools, Churches, non-profit organizations, Neighborhood Watch groups, Homeowner's Associations, and any other local organizations as determined by the Board and shall maintain web site presence to disseminate information to Council Stakeholders and others interested in the Council.
- In addition, the Outreach Committee shall create, or shall cause to be created, a marketing plan to solicit participation from Stakeholders. The plan may include, for example, the creation of flyers, postcards, pamphlets, and other related materials. It may also include email blast to various organizations including regularly scheduled e-blast to local government officials, schools, Churches, non-profit organizations, Neighborhood Watch Groups, Homeowners' Association and other local organizations as determined by the the Board.

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

## **ARTICLE VI OFFICERS**

**Section 1: Officers of the Board** – The Officers of the SVANC shall be President, 1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice President, Secretary, and a Treasurer. Officers shall serve on the Executive Committee.

**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:

1. Supervise, direct and control the business of the SVANC under the guidance of the Board.
2. Keep the Board informed of all transactions and activities as they pertain to the state and welfare of the SVANC.
3. Preside over all regular and executive committee meetings in an impartial, unbiased manner.
4. Oversee all contracts and Chairs with the approval and guidance of the Board and obligations of the SVANC.
5. Appoint all committees with the approval and guidance of the Board.
6. Represent the SVANC at appropriate events where SVANC's presence is either advisable or beneficial to its programs.
7. Oversee and ensure performance of any mandatory obligations/duties of other officers, or in their absence.
8. The President is Ex Officio on all committees.

B. The First VICE PRESIDENT (Communications Director) shall:

1. In the absence of the President, serve in his/her stead.
2. Publish SVANC and community events on social media accounts; Facebook, Twitter, Instagram, Nextdoor
3. Send/submit in a timely manner all Council correspondence: letters, CIS, resolutions, e-mails.
4. Submit updates of SVANC's Roster to NCSupport and the Neighborhood Empowerment Advocate (NEA) as soon as changes are made.
5. Stay informed with City Council motions and develop letters/resolutions/CIS as needed.
6. Assist the President in the supervision, direction and control of business of the SVANC.
7. Automatically becomes President if and when the President is unable to complete the term of office, serving until that term has expired and has the right to decline the presidential position, which shall cause nomination and a vote by the Board for a new President to serve the remainder of the term.

C. The 2<sup>nd</sup> VICE PRESIDENT shall:

1. In the absence of the President and 1<sup>st</sup> Vice President, serve in his/her stead.
2. Assist and train committee chairs on how to run meetings.
3. Provide committee chairs with the most current templates for agendas, minutes, and committee membership directory and support them on how to prepare the documents.
4. Be responsible for making sure committee meeting agendas are posted in the office.
5. Assist committee chairs with setting up a regular day and time for committee meetings.
6. Distribute keys to committee chairs and maintain a keylog and provide a copy to the executive board and the NEA.
7. Assist the President and 1<sup>st</sup> Vice President in the supervision, direction, and control of the business of the SVANC.
8. Automatically becomes President if and when the President and the 1<sup>st</sup> Vice President are unable to complete the term of office, serving until that term has expired and has the right to decline the presidential position, which shall cause nomination and a vote by the Board for a new President to serve the remainder of the term.

D. The SECRETARY shall:

1. Produce and keep, or cause to be produced and kept, records of the SVANC such as regular and special board meeting minutes, Executive Committee meeting notes and/or minutes, board member records, attendance, etc., as dictated by law, DONE requirements, and the SVANC Standing Rules
2. Have all signatories read and confirm the accuracy of correspondence and obtain necessary signatures prior to mailing.
3. Prepare either photocopies or virtual unalterable copies (PDF) of outgoing correspondence as follows:
  - a. One (1) for SVANC file
  - b. One (1) for EACH of the signatories and the President
4. Post, or cause to be posted, regular and special board meeting agendas, within all applicable time constraints
5. Distribute, or cause to be distributed, correspondence to board members, DONE, and the public, such as agendas, in a timely manner

E. The TREASURER shall:

1. Maintain or oversee the maintenance of the financial books of the SVANC.
2. Prepare Monthly Expense Reports (MERs) and present at all regular Board meetings.
3. Disburse funds as authorized by the Board.
4. Oversee the financial management of the SVANC.
5. Supervise the formation of the annual budget.

6. Treasurer shall prepare, obtain Signatures for and distribute BAC's within 48 hours of Board Meeting as needed
7. The Treasurer will follow all rules for this position as noted in the City Clerk Council Funding Guidelines.

F. The CARD HOLDER shall:

1. Shall be responsible for all purchases to the SVANC credit card that have been approved by the board.
2. All credit card receipts are to be noted with brief descriptions. event names and event approval codes.
3. Credit card receipts can be uploaded through the Funding Portal by the Card Holder or the SVANC Treasurer
4. Credit card holder will follow all rules for this position as noted in the City Clerk Neighborhood Council Funding Guidelines

**Section 3: Election of Officers** - Officers shall be elected by the Board annually. The elections shall be held at the first official Board meeting following their election in Board election years, and at the subsequent One (1) year anniversary mark of the Officers' election in Board non-election years. They serve at the pleasure of the Board. Also elected by the Board annually will be the Card Holder and the second signatory positions (These are not executive board positions).

Officers appointed by a vote of the Board can be removed from their Officer position the same way they were appointed.

**Section 4: Officer Terms** - The Officers shall serve One (1) year term. An Officer may hold the same office for a maximum of two (2) consecutive terms. After an interval of one (1) year, the Board Member shall be eligible to seek the same office again.

## **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.

The Standing Committees of the Council are:

The Executive Committee, the Budget and Finance Committee, the Outreach and Community Affairs Committee, the Planning and Land Use Management Committee, the Beautification Committee, and the Public Safety and Emergency Preparedness Committee. The Ad Hoc Committees of the Council are: the Elections Committee, the Bylaws and Standing Rules Committee, the Environmental Committee and the Homelessness Committee.

**Section 1: Standing** - All rules and regulations about the committees and their duties will be found in the Standing Rules of the SVANC.

**Section 2: Ad Hoc** - All rules and regulations about the committees and their duties will be found in the Standing Rules of the SVANC.

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

**Section 3: Committee Creation and Authorization** – Standing Rules may serve to update bylaws.

- A. Committee Authority – All committee recommendations shall be brought to the full Board for discussion and action.
- B. Committee Structure – All committees shall have an established membership. Standing Committees shall be composed of no more than three (3) Board Members and may include any interested Stakeholders. Ad Hoc Committees shall be composed of no more than three (3) Board Members and may include any interested Stakeholders.
- C. Committee Appointment – All Committee Chairs shall be appointed by the Board. Only those Committee Members who are Board members are eligible to serve as Chairman of a Committee. With the exception of the Executive Committee, Committee members shall be appointed by the Board. The Committee Chairs shall keep a written record of Committee meetings and shall provide regular reports on Committee matters to the Board.
- D. Committee Meetings – With the exception of Ad Hoc committee created in compliance with Article VII, Section 2, Committee meetings are subject to and shall be conducted in accordance with the dictates of the Brown Act. Minutes shall be taken at every committee meeting.
- E. Changes to Committees – The Board may establish, disband or make changes as needed to any Standing or Ad Hoc Committee. Any such action by the Board shall be noted in the Council meeting minutes.
- F. Removal of Committee Members – Committee members may be removed in the same manner in which they were appointed.

**Section 4:** Committee Chairs- are responsible for setting Committee Agenda, posting agenda as per Standing Rules, keeping roll/notes for all committee meetings, prepare, complete, sign and secure all required documents for all Event Approval Forms. President is to be copied on all events approval submissions.

## **ARTICLE VIII MEETINGS**

All meetings as defined by the Ralph M. Brown Act (California Government Code Section 54950 et seq.), shall be noticed and conducted in accordance with the Act and all other applicable laws and governmental policy.

**Section 1: Meeting Time and Place** - Meetings shall be held at the principal office of the SVANC unless otherwise provided by the Board or at such place within the SVANC boundaries, which has been designated by resolution of the Board of Directors. except for Special Meetings.

- A. **Regular Meetings** - Regular meeting of Directors shall be held at least quarterly at a regular time and place. The Board may reschedule meetings upon majority agreement, and such changes of regular meetings shall not be deemed as amendment of these By-laws.
  
- B. **Special Meetings** - Special meetings of the Board may be called by the President, the Vice Presidents, the Secretary, or by any two (2) Directors, and such meetings shall be held at the place designated by the person or persons calling the meetings, and in the absence of such designation, at the principal office of the SVANC, or at an eligible location within the boundaries of the SVANC. Agenda shall be set and posted by the person(s) calling the special meeting.

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

**Section 3: Notifications/Postings** - Are specified here as well as the SVACN Standing Rules. and emailed out to Stakeholders who have requested them. Notifications for all Board and Committee meetings are to be posted 72 hours in advance of the meeting being scheduled. To allow proper posting to the website and scheduling email all agendas will be sent to the Webmaster no less than 48 hours in advance of the 72 hour posting requirement. All agendas are to be sent to current Webmaster as a PDF and Word dox file and copied to the SVANC President. Providing a Word dox file allows for any required changes or corrections in a timely manner. Regular and special board meeting agendas shall also be emailed to NC support at ncsupport@lacity.org.

**Section 4: Reconsideration** - The Board may reconsider or amend its actions through a Motion for Reconsideration process defined in its Standing Rules.

## **ARTICLE IX FINANCES**

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## **ARTICLE X ELECTIONS**

**Section 1: Administration of Election** - The SVANCs 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  
SVANC Bylaws APPROVED June 4, 2024, APPROVED 062320, CORRECTED July 21, 2020, 16  
REVISED & APPROVED November 18, 2020, CORRECTED January 27, 2021, CORRECTED  
May 18, 2022



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 qualifications by providing acceptable documentations.

**Section 5: Restrictions on Candidates Running for Multiple Seats** - A candidate shall declare their candidacy for no more than one (1) position on the Council Board during a single election cycle.

**Section 6: Other Election Related Language** - Not applicable.

### **ARTICLE XI GRIEVANCE PROCESS**

Any individual stakeholder or group of Stakeholders of the SVANC shall be able to express any concerns to the Board of the SVANC, about its decisions and/or actions, by submitting a written signed grievance to the Secretary or other officers of the SVANC for recording with the Secretary. The Neighborhood Council grievance review process will be conducted pursuant to any and all City ordinances, policies and procedures pertaining to Neighborhood Council grievances.

A. The Grievance shall be submitted in writing within sixty (60) days from the time the complainant became aware of the alleged violation, and shall contain an allegation of the facts on which the grievance is based, including the applicable dates, and shall specify the nature of the resolution sought. Grievance filings after the sixty (60) day period will be reviewed by the Board and the Department to determine whether or not the issue can still be addressed.

B. The person or persons making the grievance shall be notified in writing of the date and time of the meeting of the Board at which the grievance shall be brought forward for discussion.

C. The Board shall appoint an ad-hoc committee of no less than three (3) Directors to investigate the grievance and prepare a recommendation for the Board.

D. The recommendation from the ad hoc committee shall be placed on the agenda of the no later than the 3<sup>rd</sup> scheduled NC board meeting for discussion and action. The person or persons filing the grievance shall be notified in writing of the date and time of this Board meeting.

E. In the event that the grievance cannot be resolved to the satisfaction of the person or persons filing the grievance, the complainant(s) has the right to file a complaint with the Department per the Plan for a Citywide System of Neighborhood Councils.

## **ARTICLE XII PARLIAMENTARY AUTHORITY**

The SVANC shall use the Rosenberg's Rules of Order when conducting SVANC meetings. If Rosenberg's Rules of Order are silent on an issue, the Council shall refer to Robert's Rules of Order. Additional rules and/or policies and procedures regarding the conduct of Board meetings may be developed and adopted by the Board and those would be found in the SVANC Standing Rules. See the SVANC website for a condensed version of Rosenberg's Rules of Order.

## **ARTICLE XIII AMENDMENTS**

These bylaws may be altered, amended, or repealed and new By-laws adopted by approval of the Board pursuant to the SVANC Standing Rules and the Department.

## **ARTICLE XIV COMPLIANCE**

The SVANC will be subject to any and all applicable sections of the City of Los Angeles Governmental Ethics Ordinance (Los Angeles Municipal Code Section 49.5.1). All applicable laws of local, state, and federal government shall be the minimum ethical standard for the SVANC, its Governing Body, and Community Stakeholders.

The SVANC will encourage all Community Stakeholders to participate in all of its activities, and will not discriminate in any of its policies, recommendations or actions against any individual or group on the basis of race, religion, color, creed, national origin, ancestry, sex, sexual orientation, age, disability, marital status, homeowner/renter status, income or political affiliation.

**Section 1 - Code of Civility** – The Directors shall follow the Department of Neighborhood Empowerment Code of Civility:

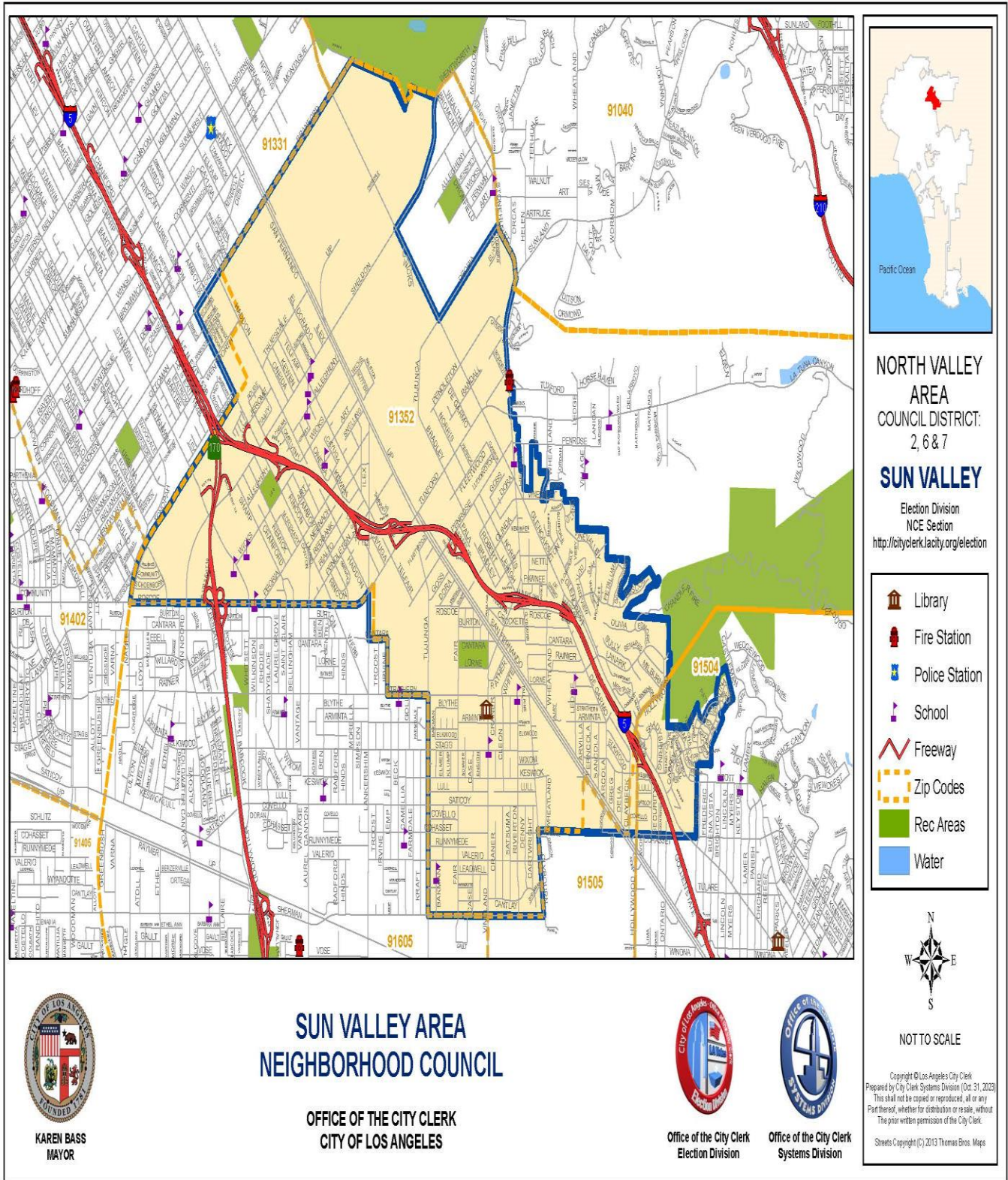
Board members will abide by the Commission's Neighborhood Council Board Member Code of Conduct Policy.

**Section 2 – TRAINING** - Neighborhood Council Board Members, whether elected, selected or appointed, are required to complete Ethics, Funding, Code of Conduct, Anti-Bias, Gender Expression, and Gender Identity to vote on all funding and non-funding matters before the agenda. Trainings available to Board Members are created to ensure success during their period of service. All Board Members shall complete mandatory trainings as prescribed by the City Council, the Commission, the Office of the City Clerk, Funding Division, and the Department.

Board members not completing mandatory trainings provided by the City within THIRTY (30) days of being seated or after expiration of the training, shall lose their Council voting rights on all items before the board.

**Section 3 – SELF ASSESSMENT** – The Council shall conduct a regular self-assessment to determine whether it has achieved its goals and objectives.

# ATTACHMENT A – Map of the Sun Valley Area Neighborhood Council



**ATTACHMENT B – Governing Board Structure and Voting**  
**Sun Valley Area Neighborhood Council – 24 Board Seats**

<b>BOARD POSITION</b>	<b># OF SEATS</b>	<b>ELECTED OR APPOINTED?</b>	<b>ELIGIBILITY TO RUN FOR THE SEAT</b>	<b>ELIGIBILITY TO VOTE FOR THE SEAT</b>
Residential Stakeholder Directors Term: 4 Years	8	Elected	Stakeholder who is 18 years of age or older whose primary residence is within the SVANC boundaries.	Stakeholders who are 16 years or older who live, work, or own real property in the neighborhood.
Business/Property Owner Stakeholder Directors Term: 4 Years	8	Elected	Stakeholders who is 18 years or older who owns property (other than their primary residence), within the SVANC boundaries, owns or operates a business whose base of operation is located within the SVANC boundaries, or works within the SVANC boundaries.	Stakeholders who are 16 years or older who live, work, or own real property in the neighborhood.

<p>At-Large Stakeholder Directors Term: 4 Years</p>	<p>4</p>	<p>Elected</p>	<p>Stakeholders who are 18 years or older and live, work, own real property, and 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. and participates in a certified nonprofit organization 501c3 or group within the SVANC boundaries, including but not limited to community-based, faith-based or educational. She/he must be a member for at least sic (6) months of the organization.</p>	<p>Stakeholders who are 16 years or older who live, work, or own real property in the neighborhood.</p>
<p>Community Interest Stakeholder Directors Term: 4 Years</p>	<p>1</p>	<p>Elected</p>	<p>Community Stakeholder who is 18 years of age or older who lives, works, or owns property within the SVANC boundaries and participates in a certified nonprofit organization 501c3 or group within the SVANC boundaries, including but not limited to community-based, faith-based or educational. She/he must be a member for at least sic (6) months of the organization</p>	<p>Stakeholders who are 16 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.</p>

Youth Representative Stakeholder Directors Term: 1 Year	1	Appointed	Stakeholders between the age of fourteen (14) and seventeen (17) on the day of the appointment who lives, works, owns property or attends schools within the SVANC boundaries.	N/A
Senior Representative Stakeholder Directors Term: 1 Year	2	Appointed	Stakeholder who is 55 years of age or older at time of seating who lives, works or owns property within the SVANC boundaries.	N/A