

BY-LAWS OF THE TARZANA NEIGHBORHOOD COUNCIL
APPROVED April 26, 2022
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 | 4 |
| ARTICLE V GOVERNING BOARD..... | 4 |
| Section 1: Composition. | 4 |
| 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..... | 8 |
| Section 10: Resignation..... | 10 |
| Section 11: Community Outreach. | 10 |
| ARTICLE VI OFFICERS | 10 |
| Section 1: Officers of the Board..... | 11 |
| Section 2: Duties and Powers. | 11 |
| Section 3: Selection of Officers..... | 12 |
| Section 4: Officer Terms. | 12 |
| Section 5: Removal of Officers. | 12 |
| ARTICLE VII COMMITTEES AND THEIR DUTIES | 13 |
| Section 1: Standing Committees..... | 13 |
| Section 2: Ad Hoc Committees. | 13 |
| Section 3: Committee Creation and Authorization..... | 13 |
| ARTICLE VIII MEETINGS | 13 |
| Section 1: Meeting Time and Place..... | 13 |
| Section 2: Agenda Setting. | 13 |
| Section 3: Notifications/Postings..... | 14 |

Section 4: Reconsideration14

ARTICLE IX FINANCES14

ARTICLE X ELECTIONS.....15

Section 1: Administration of Elections.....15

Section 2: Governing Board Structure and Voting15

Section 3: Minimum Voting Age.15

Section 4: Method of Verifying Stakeholder Status.15

Section 5: Restrictions on Candidates Running for Multiple Seats.16

Section 6: Other Election Related Language.....16

ARTICLE XI GRIEVANCE PROCESS.....16

ARTICLE XII PARLIAMENTARY AUTHORITY17

ARTICLE XIII AMENDMENTS17

ARTICLE XIV COMPLIANCE18

Section 1: Code of Conduct—.....18

Section 2: Training.18

Section 3: Self-Assessment.18

ATTACHMENT B – Governing Board Structure and Voting Tarzana Neighborhood Council – 21 Board
Seats20

**ARTICLE I
NAME**

The name of this organization is the Tarzana Neighborhood Council, hereafter referred to as the "Council."

**ARTICLE II
PURPOSE**

The purpose of the Council is:

1. To promote public participation in city governance and decision making processes, to make government more responsive to local needs and requests, and to create more opportunities to build partnerships with government to address local needs and requests.
2. To monitor the delivery of city services and city government responses to problems and requests from Tarzana stakeholders.
3. To foster a sense of community for all people within Tarzana to express ideas and opinions about their neighborhoods and their government.
4. To be an advocate for Tarzana to government and private agencies.
5. To be a forum for discussion and review of community issues and projects.
6. To serve as an advisory board to city government.
7. To take any actions that are permitted by law.

**ARTICLE III
BOUNDARIES**

Section 1: Boundary Description.

The area within the jurisdiction of the Council is bounded on the west by Corbin Avenue to its terminus at Corbin Canyon, and then by a line due south to Mulholland Drive, on the north by Victory Blvd., on the south by Mulholland Drive, and on the east Lindley Avenue to its terminus, then extends southwest (around the terminus of Lake Encino Drive), then southwest following the 91356/91316 zip code boundary to the point where the Avenida Oriente fire road meets Mulholland Drive -- an area known as "Tarzana."

Section 2: Internal Boundaries.

South of Highway 101 (Ventura Freeway) and North of Highway 101 (Ventura Freeway).

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

Section 1: Composition.

The Board of Governors of the Council shall be composed of twenty- one (21) members. They shall be represented as follows:

- A. Six (6) area representatives
 - 1) Three (3) from the area north of the Ventura Freeway to Victory Blvd. between the western and eastern boundaries described above to be known as the North Area.
 - 2) Three (3) from the area south of the Ventura Freeway to Mulholland Drive 3. Between the western and eastern boundaries described above to be known as the South Area.
 - 3) Area representatives may be any stakeholder from their area who lives, works or owns property within that area of the neighborhood council boundaries.
- B. Two (2) residential renters
- C. Four (4) homeowners
- D. Three (3) business representatives (including employees)
- E. Four (4) at large representatives

F. Two (2) reserved at large representatives

All members of the Board of Governors must be stakeholders of the Tarzana Neighborhood Council and must maintain the stakeholder position to which they were elected or appointed during their entire term of office. If a Board member ceases to maintain their status pursuant to these Bylaws, their position shall be deemed vacant. All Board members must be at least eighteen (18) years of age on the day of the day of the election. A Board member can hold only one (1) stakeholder position. No single community stakeholder group shall comprise a majority of the Board, unless extenuating circumstances are warranted and approved by the Department of Neighborhood Empowerment.

Section 2: Quorum.

A quorum shall consist of ten (10) Board members.

Section 3: Official Actions.

Unless otherwise specified in these bylaws or the Neighborhood Council's standing rules, actions of the Board of Governors shall be by a simple majority vote of the Board members present and voting at any meeting, not including abstentions (which are not counted as votes).

Section 4: Terms and Term Limits.

Terms of office for members of the Governing Board shall be for a period of two (2) years, but may vary to accommodate for election dates and/or Board certification times. There is no limit on the number of terms that may be served by a Board member or Officer.

Section 5: Duties and Powers.

Intentionally left blank

Section 6: Vacancies.

Any vacancy on the Governing Board may be filled by a representative from the appropriate stakeholder group by a majority vote of the Governing Board. Notice of the vacancy shall be publicized and names of persons desiring to serve on the Board shall be solicited from the appropriate stakeholder group. Interested stakeholders shall apply in writing to the President or Executive Secretary. Prior to any action by the Board the Executive Committee will interview the applicants. The Executive Committee shall cause the matter to be placed on the next meeting agenda. All applicants shall be invited to be interviewed by the Board. The Board, by a majority vote of those present and voting shall fill the vacancy from the stakeholder names submitted. If there are multiple candidates none of whom receive a majority vote the candidate with the lowest number of votes will be eliminated and successive votes will be taken in the same manner until one candidate

receives a majority. If any vote results in a tie those candidates shall have another opportunity to address the board and a second vote shall be taken between the tied candidates. Thereafter, any tie vote shall be decided by a coin flip. Members so appointed shall hold office until the expiration of the present term of the position to which they are appointed. Any Board position that remains vacant for a period of sixty (60) days after the first notice of vacancy is publicized shall become an At Large position until the next election or selection.

Section 7: Absences.

Any Board member who is absent from six (6) regular or special Board meetings, except “joint committee and special board meetings” or special board meetings immediately preceding, following or during the same time period as a regular meeting, during any twelve (12) month period beginning with the first absence, shall be automatically removed from the Board And their position shall be considered vacant. The question of whether a Board member is subject to automatic removal may be raised by any Board member. The minutes of Board meetings, regular or special, shall constitute the record of attendance of Board members. The President shall have the fact of such removal and the reason therefore entered into the minutes of the regular or special Board meeting following the determination by the President or the Executive Secretary that the Board member is subject to automatic removal because of absences as noted above. Attendance at a city Neighborhood Council function or meeting by a Board member shall be entered into the minutes of the Board meeting and shall not count as an absence. The Board member attending the function or meeting shall be responsible for notifying the President or Executive Secretary in advance of any regular or special Board meeting they will not be attending.

Notice of removal shall be sent to the Board member within fifteen (15) days of the meeting where the Board member’s removal occurred. Notice may be sent by first class mail or email to the member’s last known physical or email address on file with the Council. The member is entitled to an appeal to the Board. Notice of any request for appeal and the reasons therefore along with any supporting documents shall be in writing. Notice may be made by depositing it in the U.S. mail, postage prepaid, addressed to the Council at its then current address or via email to Board President or Executive Secretary. Notice of appeal must be postmarked or emailed within thirty (30) days of the date of the removal notice..

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.

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 Board. The Board member may notice his/her resignation in writing, by oral notice at any Board meeting or by email to the President or the Executive Secretary. The Board member's resignation shall be placed on the agenda of the next regular or special meeting and shall be approved by a majority vote of the Board members present and voting. If the resignation is approved by the Board, the Board member's position shall be declared vacant and may be filled by the procedures set out in these bylaws.

Section 11: Community Outreach.

To the greatest extent possible, all meetings of the Council are to be adequately publicized, including, if possible, notification to area media. Notice of all meetings shall be posted at the locations set forth in the standing rules. The Council shall establish procedures for communicating with all Neighborhood Council stakeholders on a regular basis in a manner ensuring that information is disseminated evenly and in a timely manner.

ARTICLE VI OFFICERS

Section 1: Officers of the Board.

The Executive Officers of the Council shall be a President, First Vice President, Second Vice President, Treasurer and Executive Secretary.

Section 2: Duties and Powers.

- A. **President.** The President shall preside at all meetings of the Council. The President shall also perform such other duties as may be directed by resolution of the Board.
- B. **First Vice President.** The First Vice President shall have and may exercise all the powers, authority, and duties of the President during the absence of the latter. The First Vice President shall also perform such other duties as assigned by the President or Board.
- C. **Second Vice President.** The Second Vice President shall have and may exercise all the powers, authority, and duties of the President during the absence of the President and First Vice President. The Second Vice President shall also perform such other duties as assigned by the President or Board.
- D. **Executive Secretary.** The Executive Secretary or his/her designee shall prepare and maintain full and correct records of all meetings of the members and of the Council, which records shall be prepared by the next regular Board meeting. The Executive Secretary shall also perform such duties as may be assigned to him/her by resolution of the Board.
- E. **Treasurer.** The Treasurer, under the control and direction of the Council, shall provide and maintain full and complete records of all the assets and liabilities of the Council. Subject to the limitations and control as may be imposed by the Governing Board and/or the City of LA, the Treasurer shall have custody and/or control of all financial documents and other financial assets of the Council. The disbursement of funds shall require prior approval of the Governing Board via an approved budget, the signature(s) of the Treasurer and such other officer or Board member as the Governing Board and/or the City of LA may designate. The Council's financial records and account books shall be open and available for inspection by stakeholders and the general public on the Council's web site and upon written request.

Section 3: Selection of Officers.

Officers shall be elected by the Governing Board. All officers shall be members of the Board of Governors. The election of officers shall take place at the first meeting of the Board after the Certification of the Board member election unless otherwise provided by these bylaws. The Board may elect one (1) of their number to fill any vacancy that may occur among the officers prior to any regular election of officers. If there are multiple candidates none of whom receive a majority vote the candidate with the lowest number of votes will be eliminated and successive votes will be taken in the same manner until one candidate receives a majority. If any vote results in a tie those candidates shall have another opportunity to address the board and a second vote shall be taken between the tied candidates. Thereafter, any tie vote shall be decided by a coin flip. Any person so elected shall serve until the next regular election of officers. Any officer who ceases to be a member of the Governing Board for whatever reason shall forfeit his/her position as an officer of the Council.

Section 4: Officer Terms.

Officers shall be elected at the first meeting following the certification of the Board election and shall serve until the meeting following the certification of the next Board election, unless sooner removed by a majority vote of the Board of Governors or by action of Article VI, 3. If, for some unforeseen reason, any newly elected Board is unable to immediately elect new officers pursuant to VI, 3 of these bylaws, then the previously elected officers shall serve until the election of their successors. If the previous President, 1st Vice President, and 2nd Vice President are no longer eligible to serve, then members of the newly elected board shall be appointed as interim President and 1st Vice President as follows: the member with the greatest number of election votes will be interim President and the member with the next greatest number 1st Vice President. If the previously elected Treasurer is no longer eligible to serve and it becomes necessary in order to carry on the business of the Neighborhood Council before the Board is able to elect permanent officers, the Interim President, or in his/her absence the interim 1st Vice President may appoint one of the newly elected board members as the interim Treasurer

Section 5: Removal of Officers.

Any three (3) Board members may initiate the removal of an officer by filing a petition for removal in writing or via email with any member of the Executive Committee. If the petition is filed at least 15 days prior to the next regular or special meeting of the Board the Executive Committee shall place the matter on the agenda of the next regular or special meeting. The motion to remove must be approved by a two-thirds (2/3) vote of those present and voting.

ARTICLE VII COMMITTEES AND THEIR DUTIES

The Governing Board may establish standing and ad hoc committees as deemed necessary for the accomplishment of the purposes of the Council.

Section 1: Standing Committees.

The Executive Committee shall consist of the Officers of the Board. At least three (3) members of the Executive Committee shall be present to conduct an Executive Committee meeting. The Executive Committee shall set the agenda for the Board meetings. It may recommend actions to the Board of Governors. Decisions of the Executive Committee shall be by a majority vote of those present. The President, with the approval of the Board, may create standing committees to carry out the business of the Neighborhood Council.

Section 2: Ad Hoc Committees.

Ad hoc committees that include non-board member stakeholders shall be agendaized, noticed, and conducted in keeping with the Brown Act.

Section 3: Committee Creation and Authorization.

The duties and powers of those committees, standing and ad hoc, created pursuant to Article VII shall be set out in the Standing Rules of the Council.

ARTICLE VIII MEETINGS

Section 1: Meeting Time and Place.

Meetings of the Board, as defined by the Ralph M. Brown Act (California Government Code §54950.5 et seq) shall be held within the Council area at least once per calendar quarter, at a time and place fixed by the Executive Committee. The Governing Board may, in its discretion, set meetings to occur more frequently.

The President, or in his/her absence, the First Vice President, or a majority of the Board may call a special meeting of the Board at any time. Unless otherwise provided by these bylaws or the standing rules, the President, or in his/her absence, the First Vice-President, or the Board majority calling such special meeting, shall fix the time and place of special meetings. Special meetings must be publicly noticed at least twenty-four (24) hours prior to the meeting. Reasonable effort shall be made to notify all Governing Board members of the special meeting at least twenty-four (24) hours prior to the meeting.

Section 2: Agenda Setting.

As set out in Article VII, 1, the Executive Committee shall set the agenda for the Board.

Any Board member or stakeholder may submit a request for an item to be placed on the agenda of the next regular or special meetings by submitting the request to the President or Executive Secretary not less than ten (10) days prior to the meeting. Board member may make such requests during the Board member comment period of the agenda.

Section 3: Notifications/Postings.

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 listed in the standing rules.

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 to a member of the Executive Committee a request that the matter of reconsideration be placed on the agenda of the next Board meeting. Such request must be made as soon as practicable after the meeting where the matter was originally heard but in no event less than seven (7) days prior to the meeting following the meeting during which the matter was heard.

**ARTICLE IX
FINANCES**

- A. The Council 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 (GAAP) and the City's mandate for the use of standardized budget and minimum funding allocation requirements.
- B. The Council 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 at the office of the Council, if available. If the Council does not have an office, the records shall be available at the local City Council field office. Any public inspection shall be by appointment only made with the Treasurer.
- D. Each month, the Treasurer shall provide to the Board detailed reports of the Council's accounts.

ARTICLE X ELECTIONS

Section 1: Administration of Elections.

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.

- A. The area representatives shall be elected by the stakeholders from their particular area. Any person who has a stakeholder interest in both the North and South areas defined in Article V shall be allowed to vote in only one (1) of the two (2) areas. In addition to three (3) area representatives, all stakeholders who live, work, or own property within the Council boundaries may vote for two (2) residential renters, four (4) homeowners, three (3) business representatives and four (4) at large representatives.
- B. Those stakeholders who live, work, or own property in the neighborhood and also those who declare a stake in the neighborhood as a community interest stakeholder shall be eligible to run for and vote for the two (2) reserved at large representative board seats.

See 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.

Stakeholders must present evidence of their particular claimed stakeholder status prior to participating in any election. If, at any election, a “vote by mail” or “online voting”

system is used, all persons who desire to vote by mail must pre-register and present proof of stakeholder status prior to participating in such election.

Section 5: Restrictions on Candidates Running for Multiple Seats.

Stakeholders may run for only one (1) Board member position at any one (1) election.

Section 6: Other Election Related Language.

All elections shall be determined by plurality vote of those voting. No stakeholder may vote by proxy. No write-in candidates shall be allowed at any election.

**ARTICLE XI
GRIEVANCE PROCESS**

- A. Any Grievance by a Stakeholder must be submitted to the Department's Grievance Portal so that the Department may determine whether such Grievance conforms with the Los Angeles Administrative Code (L.A.A.C.) 22.818 Subsections (c)(1) [Grievance Defined] and (c)(2) [Exclusions].
- B. Once the Department certifies the Grievance, the Board will be notified. Such certification of the Grievance by the Department shall not be construed as a statement regarding the validity or invalidity of the Grievance.
- C. The grievance shall be placed on the agenda at the next regular meeting of the Council if received at least two (2) weeks prior to the meeting date. If the grievance is received less than two (2) weeks prior to the next regular meeting date it shall be placed on the agenda of the following regular meeting.
- D. The President, with the consent of the Board, shall establish an ad hoc grievance committee comprised of three (3) board members excluding members of the Executive Committee.
- E. Within two (2) weeks of the committee's selection, the Executive Secretary, or in his/her absence, the Second Vice President, shall coordinate a time and place for the panel to meet with the person(s) submitting the grievance to determine if the grievance is valid and if so, discuss ways in which the dispute may be resolved. The meeting will be scheduled for a time not to exceed thirty (30) days from the time the ad hoc committee is created. The Executive Secretary or Second Vice President shall not be present at any of the meetings of the committee.
- F. Prior to, but not less than 10 days before the next regular or special meeting, a member of the committee shall submit a written report to the Executive Secretary or the Second Vice President to the Board outlining the panel committee's collective determination regarding the validity of the grievance and any

recommendations for resolving the grievance. The grievance shall be placed on the agenda for the next regular or special meeting of the Board if the report is received at least ten (10) days prior to the meeting date. If the report is received less than ten (10) days prior to the next regular or special meeting date it shall be placed on the agenda of the following regular or special meeting. The Board may receive a copy of the committee'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 Council meeting.

- G. As an alternative to the above grievance procedures, the Board may waive consideration of the Grievance and request the Department to forward the Grievance directly to a Regional Grievance Panel for consideration.
- H. Any inaction by the Board passing the 60 calendar days will waive consideration of the Grievance and the Department shall forward the Grievance to the Regional Grievance Panel in accordance with L.A.A.C. 22.818 Subsection (d)(5)
- I. Only the Grievant may appeal a Board's decision pursuant to L.A.A.C. 22.818 Subsection (d)(2)(A). Such appeals must be filed with the Department on the portal within seven (7) calendar days from the date of the Board's action on the certified Grievance. A Grievant may not appeal a decision by the Board to waive consideration of any or all Grievances.

ARTICLE XII PARLIAMENTARY AUTHORITY

In the absence of applicable law, other rules of conduct or any standing rules adopted by the Board, Roberts Rules of Order, 10th Edition shall be the method for running a meeting.

ARTICLE XIII AMENDMENTS

Any Application for amendment of these bylaws shall be approved by a two-thirds (2/3) vote of the Board. However, no vote may be taken on any such Application unless the proposed amendment(s) have been posted on the Councils web site for at least thirty (30) days and that fact has been publicized by at least two (2) electronic mailings to the Councils E-mail list and on the Council's social media accounts not less than seven (7) days apart. The first email and social media notification and location posting shall be contemporaneous with the posting on the web site. Such E-mail notifications and social media postings shall invite comment from the stakeholders, either in writing or by public comment at the Board meeting where the matter is on the agenda for Board approval.

The application for amendment of the bylaws and the resolution of the Board of Governors or minutes of the meeting where the resolution was passed shall then be forwarded to the Department of Neighborhood Empowerment, its successor or designee for approval. Upon notice of approval of the application for amendment of the bylaws by the Department of Neighborhood Empowerment, its successor or designee and/or the Board of Neighborhood Commissioners, their successor or designee, the amendment(s) shall become effective.

ARTICLE XIV COMPLIANCE

Section 1: Code of Conduct

Board members will abide by the Board of Neighborhood Commissioners Neighborhood Council Board Member Code of Conduct Policy.

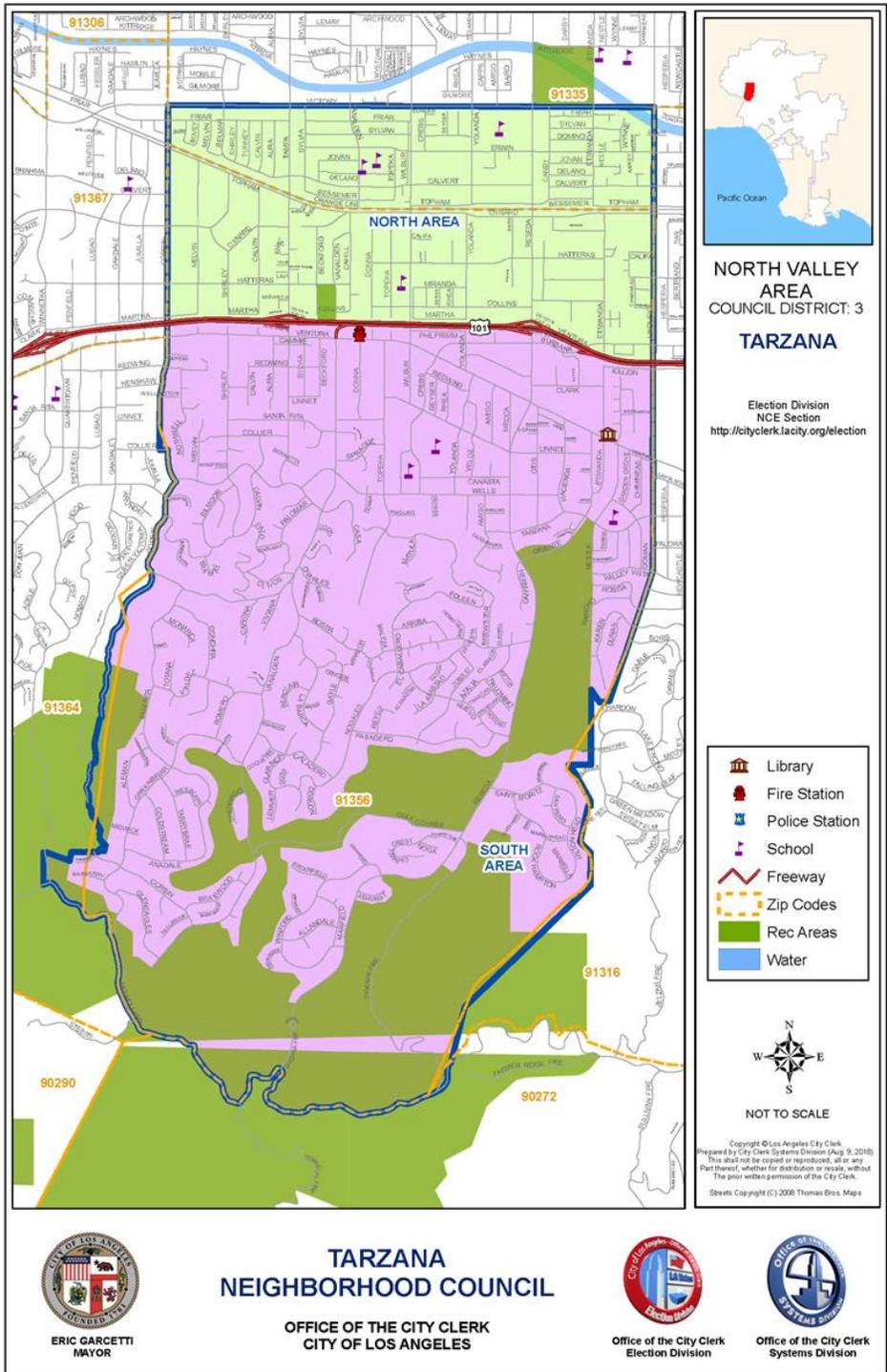
Section 2: Training.

All Board members shall complete Ethics training and all other required training in conformity with the policies promulgated by those city agencies having jurisdiction over Neighborhood Councils.

Section 3: Self-Assessment.

The Board shall adopt a standing rule to establish a procedure for biennial self-assessments as set out in Article VI, 1 of the Plan for a Citywide System of Neighborhood Councils as amended February 20, 2009 or as required by any further amendments to the Plan.

ATTACHMENT A - Map of Tarzana Neighborhood Council



Tarzana NC Bylaws APPROVED April 26, 2022

**ATTACHMENT B – Governing Board Structure and Voting Tarzana
Neighborhood Council – 21 Board Seats**

| BOARD POSITION | # OF SEATS | ELECTED OR APPOINTED? | ELIGIBILITY TO RUN FOR THE SEAT | ELIGIBILITY TO VOTE FOR THE SEAT |
|--|-------------------|------------------------------|--|---|
| North Area Representatives Term: 2 Years | 3 | Elected | Any stakeholder, who is at least 18 years of age on the day of the election and lives, works or owns property north of the Ventura Freeway. | Any stakeholder, who is at least 16 years of age on the day of the election who lives, works or owns property north of the Ventura Freeway. |
| South Area Representatives Term: 2 Years | 3 | Elected | Any stakeholder, who is at least 18 years of age on the day of the election and lives, works or owns property south of the Ventura Freeway. | Any stakeholder, who is at least 16 years of age on the day of the election who lives, works or owns property south of the Ventura Freeway. |
| Residential Renters Term: 2 Years | 2 | Elected | Any stakeholder, who is at least 18 years of age on the day of the election who is a residential renter within the TNC boundaries. | Any stakeholder, who is at least 16 years of age on the day of the election who lives, works or owns property within the TNC boundaries. |
| Homeowners Term: 2 Years | 4 | Elected | Any stakeholder, who is at least 18 years of age on the day of the election who owns a home within the TNC boundaries. | Any stakeholder, who is at least 16 years of age on the day of the election who lives, works or owns property within the TNC boundaries. |
| Business Representatives Term: 2 Years | 3 | Elected | Any stakeholder, who is at least 18 years of age on the day of the election who owns a business or is employed within the TNC boundaries. | Any stakeholder, who is at least 16 years of age on the day of the election who lives, works or owns property within the TNC boundaries. |
| At-Large Representatives Term: 2 Years | 4 | Elected | Any stakeholder, who is at least 18 years of age on the day of the election who lives, works or owns property within the TNC boundaries. | Any stakeholder, who is at least 16 years of age on the day of the election who lives, works or owns property within the TNC boundaries. |
| Reserved At-Large Representatives Term: 2 Years | 2 | Elected | Any stakeholder who is at least 18 years of age on the day of the election who live, work, own real property, or declare a stake in the neighborhood as a community interest stakeholder | Any stakeholder who is at least 16 years of age on the day of the election |