

CANOGA PARK NEIGHBORHOOD COUNCIL BYLAWS

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ARTICLE I NAME

The name of this Neighborhood Council shall be the CANOGA PARK NEIGHBORHOOD COUNCIL ("Council").

ARTICLE II PURPOSE

The purpose of the Council is to promote more citizen participation in government and make government more responsive to local needs. Neighborhood councils shall include representatives of the many diverse interests in communities and shall have an advisory role on issues of concern to the neighborhood.

A. The **MISSION** of the Council is:

1. To provide an inclusive and open forum for public discussion of issues of interest to the Council, including City governance, the needs of the Council, the delivery of City services to the Council area, and other matters of a city-wide nature;
2. To advise the City on issues of interest to the Council, including City governance, the needs of the Council, the delivery of City services to the Council area, and other matters of a City-wide nature;
3. To initiate, execute and support projects for the physical, social and cultural improvement of the Council area; and
4. To facilitate communication between the City and Stakeholders on issues of concern to the community and/or the Stakeholders.

B. The **POLICY** of the Council is:

1. To respect the diversity, dignity, and expression of views of all individuals, groups, and organizations within the community and/or involved in the Council;
2. To remain non-partisan with respect to political party affiliation and inclusive in the Council's operations including, but not limited to, the process of electing or selecting the Board of Directors, Officers, and Committee Members, as hereinafter set forth;
3. To utilize the Early Notification System (ENS) to inform the Council and Stakeholders of matters involving the City and our community in a way that is tailored to provide opportunities for involvement in the

decision-making process;
4. To encourage all Stakeholders to participate in activities of the Council;
5. To prohibit discrimination against any individual or group in our operations on the

basis of race, religion, color, creed, national origin, ancestry, sex,
sexual orientation, age, disability, marital status, income,
homeowner/renter status, or political affiliation; and

6. To have fair, open, and transparent procedures for the conduct of all Council business.

ARTICLE III BOUNDARIES

The Council covers a geographic area described below.

Section 1: Boundary Description

The Council represents Stakeholders within the following geographic boundaries (see Attachment A):

- A. **NORTH** - Nordhoff Street
- B. **EAST** - Desoto Avenue
- C. **SOUTH** - Vanowen Street
- D. **WEST** - Shoup Avenue
- E. **NORTHWEST** - Topanga Canyon and Roscoe Boulevard between Topanga Canyon and Shoup Avenue

The boundaries of the Council are set forth in Attachment A - Map of CANOGA PARK 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,” “Community Interest Stakeholder,” and their related terms are defined by City Ordinance and cannot be changed without City Council action. See Los Angeles Charter Section 906(a)(2) and [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 Council. The Board is empowered to make decisions on behalf of the CPNC.

Section 1. Composition. The Board shall consist of fifteen (15) voting members and several non-voting advisors. Only CPNC stakeholders, as defined in Article IV above shall be selected or elected to hold a position on the Board. No single Stakeholder group shall comprise a majority of the Board, unless warranted by extenuating circumstances and approved by the Department of Neighborhood Empowerment (“Department”).

The Board shall represent all the stakeholders in Canoga Park. The governing body must, to the extent possible, reflect the diversity of the neighborhood council’s stakeholders. All stakeholders must be eligible to vote and run for at least one board seat. The election procedures created by Department or City Clerk pursuant to Section 20.36 shall require proof of stakeholder status for community interest stakeholders that must be consistent with and substantially equivalent to the evidential proof required of stakeholders who live, work, or own property. The Board shall be comprised of the following Members:

Voting Members	Number	Type of Position
Youth Group Representative	1	Appointed
Senior Group Representative	1	Appointed
Residential Renters	2	Elected
Home/Condo Owners	2	Elected
Retail/service businesses	2	Elected
Community Based Organizations	1	Elected
Community Service Organizations	1	Elected
Schools	1	Elected
Faith Based Organizations	1	Elected
At Large	3	Elected
TOTAL:	15	

Non-Voting Advisors		
Advisors shall include, but not be limited to the following: 1. Public Works 2. Rec.-Parks 3. LAFD 4. LAPD 5. LADOT 6. CRA 7. CDD 8. LAHD 9. Planning 10. Building & Safety 11. Elected Officials		

If a CPNC Board Member or officer is elected to any City Political Office, they shall immediately resign from their Council position.

If a CPNC Board Member or officer moves away from or is no longer a Stakeholder in the Council area, their position should become vacant.

Section 2: Quorum

The quorum shall be **EIGHT (8)** members of the Board. Board and Committees shall have a fixed quorum number. Floating quorum is not allowed.

Section 3: Official Actions

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 present. Abstentions are

treated as a non-vote.

Section 4: Terms and Term Limits. Elected Board members shall serve four (4) year staggered terms. Appointed Members shall serve two (2) year terms. All terms will be staggered. In order to stagger terms, six (6) of inceptive Board members would serve two (2) year term and seven (7) would serve a four (4) year term. The seven (7) Board members who receive the highest votes will serve (4) year terms. The remaining six (6) will serve two (2) year terms.

Group A: Term ending 2025

- At-Large Representative (x 1)
- Community Based Organization Representative (x 1)
- Home/Condo Owners Representative (x 1)
- Residential Renters Representative (x 1)
- Retail/Service Business Representative (x 1)
- Schools Representative (x 1)

Group B: Term ending 2027

- At-Large Representative (x 2)
- Community Based Organizations Representative (x 1)
- Community Service Organizations Representatives (x 1)
- Faith Based Organizations Representatives (x 1)
- Home/Condo Owners Representative (x 1)
- Residential Renters Representative (x 1)
- Retail/Service Business Representative (x 1)

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 City 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

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 procedure:

Board Fills Vacancies

- A. Any Stakeholder interested in filling a vacancy on the Board shall submit a written application to the Board.
- B. Applications will be reviewed by the executive committee, prior to presentation to the board, and deemed qualified or not.

- C. The Board shall cause the matter to be placed on the agenda for the next regular meeting of the Board.
- D. 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.
- E. The candidate who wins shall fill the remaining term of the Board seat unless an election or selection occurs sooner.
- F. 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.

Section 7: Absences

- A. Any Board Member who misses **THREE (3)** regularly scheduled consecutive Neighborhood Council Regular Board Meetings or, optionally, **FIVE (5)** total Regular Governing Board Meetings during any twelve (12) month fiscal period will be automatically removed from the Board. Each Council Board Member absence shall be recorded in the Council's Meeting Minutes or other manner of Council record keeping, and that, upon missing the required number of Board Meetings for removal, the Council Presiding Officer shall notify the Board Member of the absences and 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. Any meeting of the Neighborhood Council Board, scheduled and noticed as per the Brown Act, shall constitute a meeting for the purpose of determining Board Member attendance.
 - a. A Board member may request a Leave of Absence for a period not exceeding three months, during which time their seat will be held in anticipation of their return. Requests for a Leave of Absence must be submitted in writing, well in advance of the proposed start date, to ensure proper consideration and planning. Upon receipt, the request will be presented as a motion at the next Regular Board meeting for formal approval.
- B. Any Board Member who misses **THREE (3)** regularly scheduled consecutive Regular Committee Meetings or, optionally, **FIVE (5)** total Regular Committee Meetings during any twelve (12) month fiscal period will be automatically removed from the committee.

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 may censure any Board Member at a regular or special meeting open to the public 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.

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. 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.

2. 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.
3. 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.
4. 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.
5. 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 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 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 describe 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.

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.

- g. 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 an executive officer and should include the secretary. If the Stakeholder status of a Board Member is 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.

- A. The Council shall have a standing Outreach Committee, which will report its

activities and recommendations to the Board monthly at the Council meeting.

- B. The Council shall maintain a web site presence to disseminate information to Council Stakeholders and others interested in the Council.
- C. 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 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 act as the chief executive of the Council and shall preside at all Council meetings.
- B. The Vice President shall serve in place of the President if the President is unable to serve.
- C. The Secretary shall keep minutes of all Board meetings in accordance with

BONC Policy. An Alternate Secretary may be appointed by the Board to serve in the absence of the Secretary, as needed. Unless the person serving as Alternate Secretary is already a Board member, he or she shall not have any of the rights of a Board Member, including the right to vote on matters before the Council.

- D. The Treasurer shall perform duties in accordance with City policies and procedures.

Section 3: Selection of Officers

Officer positions shall be filled every **TWO (2)** years at the first official Board meeting following their election or selection in Board election years. They serve at the pleasure of the Board.

A petition to remove a member from their position as an Officer must be made by a Board member in writing 14 days prior to a meeting and delivered to the Chair, Secretary, and the Department representative. If such a petition is timely delivered, the item shall be placed on the agenda of the next regular or special Board meeting.

Officer positions may be revoked by two thirds (2/3) vote of Board members present and voting at a regular or special Board meeting. If the Officer is removed, the Officer position shall be filled at the next Board meeting.

Section 4: Officers Terms

The Officers shall serve **TWO (2)** year terms and serve at the pleasure of the Board. They may stand for reelection or reappointment every **TWO (2)** years.

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

Standing Committees of the Neighborhood Council can be found in the Standing Rules.

Section 2: Ad Hoc Committees

The Board may create an Ad Hoc Committee as needed to deal with temporary issues and report its findings, conclusions or 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.

If an Ad Hoc Committee is not created as set forth above and includes Stakeholders, the committee must operate under the notice and posting requirements of the Brown Act.

Section 3: Committee Creation and Authorization

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 at least **THREE (3)** Board Members and may include any interested Stakeholders.

Ad Hoc Committees shall be composed of **FOUR (4)** or fewer Board Members and may include any interested Stakeholders.

It is suggested that each Board member serve on at least **ONE (1)** but no more than **THREE (3)**.

C. **Committee Appointment** – All Committee Chairs shall be appointed by the President and confirmed 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 President of the Board and confirmed 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 committees 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.

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

All meetings shall be held within the Council boundaries at a location, date and time set by the Board or their Committees.

- A. **Regular Meetings** - Regular Council meetings shall be held at least once per quarter and may be held more frequently as determined by the Board. Prior to any action by the Board, there shall be a period of public comment. The Board shall determine the length of time and format of the public comment period as appropriate.
- B. **Special Meetings** – The President or a majority of the Board shall be allowed to call a Special Council Meeting.

Section 2: Agenda Setting

The President shall set the agenda for each Council meeting. If called by the majority of the Board, the agenda shall be set at a Brown Act Compliant public meeting.

Any Stakeholder and/or Board members may make a proposal for action by the Council by submitting a written request to the Secretary/President. Stakeholders can also make such a request during the public comment period of a regular Council meeting. The Secretary/President shall promptly refer the proposal to a Standing Committee, or, at the next regular Council meeting, the Board shall either consider the proposal or create an Ad Hoc Committee to consider the proposal. The Council may consider the proposal at a committee or Board meeting.

Section 3: Notifications/Postings

The Neighborhood Council shall comply with the Ralph M. Brown Act and Department requirements for posting notices, including the Neighborhood Council Agenda Posting Policy approved by the Board of Neighborhood Commissioners. 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.

Section 4: Reconsideration

The Board may reconsider or amend its actions through the following Motion for Reconsideration process:

- A. Before the Board reconsiders any matter, the Board must approve a Motion for Reconsideration. The Motion for Reconsideration must be approved by official action of the Board. After determining that an action should be reconsidered, the Board has the authority to re-hear, continue, or take action on the item that is the subject of reconsideration within any limitations that are stated in the Motion for Reconsideration.
- B. The Motion for Reconsideration must be brought, and the Board's approval of a Motion for Reconsideration must occur, either during the same meeting where the Board initially acted or during the Board's next regularly scheduled meeting that follows the meeting where the action subject to reconsideration occurred. The Council may also convene a special meeting within these specified time frames to address a Motion for Reconsideration.
- C. A Motion for Reconsideration may be proposed only by a member of the Board that previously voted on the prevailing side of the original action that was taken by the Board (the "Moving Board Member").
- D. The Moving Board Member may make the Motion for Reconsideration orally during the same meeting where the action that is the subject of reconsideration occurred, or by properly placing the Motion for Reconsideration on the agenda of a meeting that occurs within the allowed specified periods of time as stated above.
- E. In order to properly place the Motion for Reconsideration on the agenda of the subsequent meeting, the Moving Board Member shall submit a memorandum to the Secretary at least two (2) days in advance of the deadline for posting notices for the meeting. The memorandum must briefly state the reason(s) for requesting the reconsideration, and provide the Secretary with an adequate description of the matter(s) to be re-heard and the proposed action that may be adopted by the Board if the Motion for Reconsideration is approved.
- F. A Motion for Reconsideration that is properly brought before the Board may be seconded by any member of the Board.
- G. This reconsideration process shall be conducted at all times in accordance 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. The Council will not enter into any contracts or agreements except through the appropriate City officials.

ARTICLE X ELECTIONS

Section 1: Administration of Election

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

Section 2: Governing Board Structure and Voting

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

Section 3: Minimum Voting Age

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)]

Regarding the eligibility to vote for the Youth Board seat, Stakeholders must be at least 14 years of age on the day of the election or selection.

Section 4: Method of Verifying Stakeholder Status

Voters will verify their Stakeholder status by providing acceptable documentation.

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

At the Board meeting following the election meeting, the Board members present, provided there is a quorum, shall appoint, by a majority vote, the following members: **ONE (1)** Youth Group Representatives and **ONE (1)** Senior Group Representatives for a total of **TWO (2)**. This process for appointing Board members shall continue with each regular meeting thereafter until the appointments are filled.

ARTICLE XI GRIEVANCE PROCESS

Grievances Submitted by a Stakeholder

- 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. After receiving a certified Grievance from the Department, the Board must, at its next regular or special meeting, but not more than 60 calendar days from the communication from the Department, take one of the following actions:
 - a. Consider the Grievance in accordance with a Grievance process specified in the Board's Bylaws and issue a decision to sustain and cure or reject the Grievance in whole or in part; OR
 - b. Waive consideration of the Grievance and request the Department to forward the Grievance directly to a Regional Grievance Panel for consideration.
- D. 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).
- E. 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.
- F. Refer to Standing Rules for Process

Grievances Submitted by a Board Member

- A. Any Grievance by a Board Member filed against their own Board will bypass consideration by the impacted Board, as set forth in [L.A.A.C. 22.818](#) Subsection (d)(2). The Department will forward a Grievance filed by a Board Member against their own Board directly to a Regional Grievance Panel for disposition, as specified in [L.A.A.C. 22.818](#) Subsection (d)(6).

Regional Grievance Panel

- A. When a certified Grievance is sent to a Regional Grievance Panel, the Board must appoint a Neighborhood Council Representative who shall present an opening argument (not to exceed 10 minutes) and a rebuttal (not to exceed 5 minutes) on behalf of the Neighborhood Council Board to the Panel.

ARTICLE XII PARLIAMENTARY AUTHORITY

The Council shall use Robert's Rules of Order when conducting Council meetings. Additional rules and/or policies and procedures regarding the conduct of the Board and/or Council meetings may be developed and adopted by the Board.

These bylaws supersede the parliamentary rules mentioned above.

ARTICLE XIII AMENDMENTS

Any Board Member or Stakeholder may propose an amendment to these Bylaws. The Board shall forward all proposals to a Bylaws Committee to review and to provide recommendations to the Board.

Any approved Board changes to the bylaws must be submitted to the Department of Neighborhood Empowerment (Department) for final approval before becoming effective.

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 as well as all local, county, state and federal laws, including, without limitation, the policies approved by the Board of Neighborhood Commissioners, the Department's rules and regulations, the City Governmental Ethics Ordinance (Los Angeles Municipal Code Section 49.5.1), the Brown Act, the Public Records Act, the Americans with 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 pursuant to Commission and City regulations.

Section 2: Training

Neighborhood Council Board Members, whether elected, selected or appointed, are required to complete all mandatory trainings in order to vote on issues that come before the Council 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.

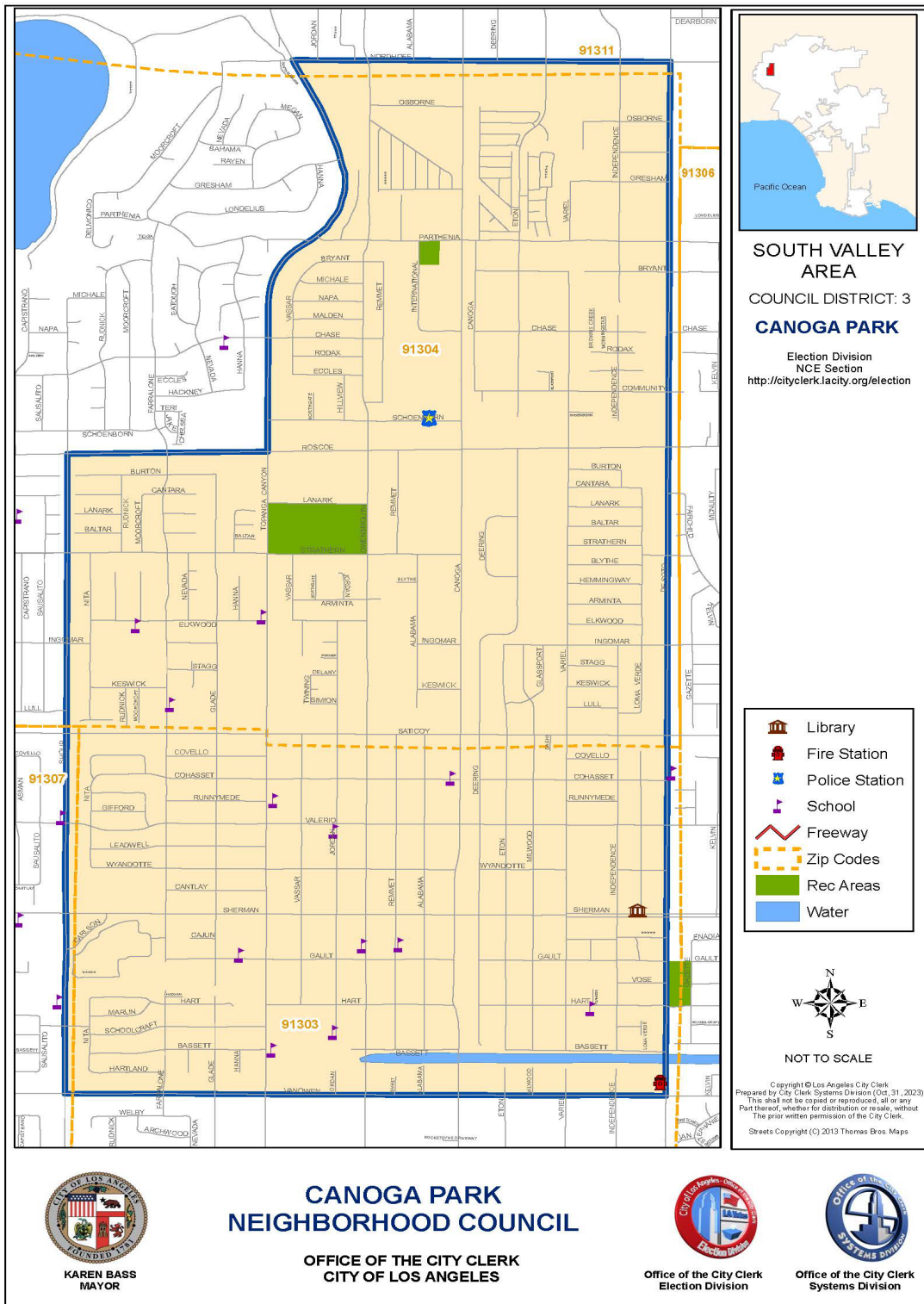
Board members not completing mandatory trainings provided by the City within 60 days of being seated or after expiration of the training, shall lose their Council voting rights on all items before the board.

Section 3: Self-Assessment

The Council may conduct a regular self-assessment to determine whether it has achieved its goals and objectives.

ATTACHMENT A

Map of Canoga Park Neighborhood Council



ATTACHMENT B – Governing Structure and Voting

Canoga Park Neighborhood Council – 15 Seats

BOARD POSITION	# OF SEATS	ELECTED OR APPOINTED?	ELIGIBILITY TO RUN FOR THE SEAT	ELIGIBILITY TO VOTE FOR THE SEAT
Youth Group Representative Term: 2 Years	1	Appointed	Stakeholders, who live, work, or own property in the neighborhood and who are 18 years or older.	Board of CPNC Appoint
Senior Group Representative Term: 2 Years	1	Appointed	Stakeholders, who live, work, or own property in the neighborhood and who are 18 years or older.	Board of CPNC Appoint
Residential Renters Representatives Term: 4 Years or 2 Years	2	Elected	Stakeholders, who live, work, or own property in the neighborhood and who are 18 years or older.	Stakeholders, who live, work, or own property in the neighborhood and who are 16 years or older.
Home/Condo Owners Representatives Term: 4 Years or 2 Years	2	Elected	Stakeholders, who live, work, or own property in the neighborhood and who are 18 years or older.	Stakeholders, who live, work, or own property in the neighborhood and who are 16 years or older.
Retail/Service Businesses Representatives Term: 4 Years or 2 Years	2	Elected	Stakeholders, who live, work, or own property in the neighborhood and who are 18 years or older.	Stakeholders, who live, work, or own property in the neighborhood and who are 16 years or older.
Community Based Organizations Representatives Term: 4 Years or 2 Years	1	Elected	Stakeholders, who live, work, or own property in the neighborhood and who are 18 years or older.	Stakeholders, who live, work, or own property in the neighborhood and who are 16 years or older.

BOARD POSITION	# OF SEATS	ELECTED OR APPOINTED?	ELIGIBILITY TO RUN FOR THE SEAT	ELIGIBILITY TO VOTE FOR THE SEAT
Community Service Organizations Representative Term: 4 Years or 2 Years	1	Elected	Stakeholders, who live, work, or own property in the neighborhood and who are 18 years or older.	Stakeholders, who live, work, or own property in the neighborhood and who are 16 years or older.
Faith Based Organizations Representative Term: 4 Years or 2 Years	1	Elected	Stakeholders, who live, work, or own property in the neighborhood and who are 18 years or older.	Stakeholders, who live, work, or own property in the neighborhood and who are 16 years or older.
Schools Representative Terms: 4 Years or 2 Years	1	Elected	Stakeholders, who live, work, or own property in the neighborhood and who are 18 years or older.	Stakeholders, who live, work, or own property in the neighborhood and who are 16 years or older.
At-Large Representatives Term: 4 Years or 2 Years	3	Elected	Stakeholders, who live, work, or own property in the neighborhood or who declare a stake in the neighborhood as a community interest stakeholder; and are 18 years or older.	Stakeholders who live, work, or own property in the neighborhood or who declare a stake in the neighborhood as a community interest stakeholder; and who are 16 years or older.