

DEL REY NEIGHBORHOOD COUNCIL
BY-LAWS

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ARTICLE I – NAME

The name of the organization shall be: Del Rey Neighborhood Council (“DRNC” or “Council”).

ARTICLE II - PURPOSE

Principles of Governance - The purpose of the Council is to participate as a body on issues concerning our neighborhood and regarding the governance of the City of Los Angeles (“City”) in a transparent, inclusive, collaborative, accountable and viable manner.

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 Community 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 our 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 Community 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 Community 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

Section 1: Boundary Description

- A. DRNC Boundaries. Beginning at the centerline of Del Rey Avenue southeast of its intersection with Washington Boulevard, at the southwesterly prolongation of the southeasterly boundary of the City of Culver City southeasterly of Washington Boulevard. Said boundary being established April 11, 1927 by ORD 56497. Thence northeasterly along said irregular jogging boundary line to the southwesterly boundary line of Culver City, southwest of Sawtelle Boulevard. Thence southeasterly along said irregular and jogging City boundary line to an irregular City boundary line, established August 28, 1952 under CF 53079, southeasterly to the centerline projection of Emporia Avenue, thence southwesterly along the southeasterly line of Tract 16954 to the northeast property line of Mesmer Avenue, hence southeasterly along said City boundary to the northwesterly property line of Jefferson Boulevard; thence northeasterly along said City boundary to the southwesterly property line of Bankfield Avenue to a southwesterly jog in the boundary of Culver City; thence southwesterly along this City boundary line to the centerline of Centinela Avenue; hence westerly along said centerline in an arc concave southerly to its centerline intersection with Jefferson Boulevard. Thence southwesterly along the centerline of Jefferson Boulevard and Bay Street (vacated), thence northwesterly along the centerline of Bay Street to the center of the Los Angeles County storm drain easement known as Ballona Creek; thence southwesterly along the center of the creek to the centerline of Lincoln Blvd.; thence northwesterly along the centerline of Lincoln Boulevard to its centerline intersection with Maxella Avenue; thence northeasterly along the centerline of Maxella Avenue to its centerline intersection with Del Rey Avenue; thence northwesterly along Del Rey Avenue to the point of beginning.
- B. The unincorporated Los Angeles County territory located northerly of Jefferson Boulevard and westerly of Centinela Avenue is excluded from the Del Rey Neighborhood Council area until such time that it may be annexed to the City of Los Angeles.

Section 2: Internal Boundaries (See Attachment A)

Geographic Representation Areas. The DRNC shall constitute the following areas from which eight (8) Geographical Area Directors shall be elected:

Area A: Washington Blvd or the Culver City border adjacent to the alley south of Washington Blvd from Del Rey Ave. east to Moore St, south to Short Ave west to Alla Rd north to Maxella Ave west to Del Rey Ave.

Area B: Lincoln Blvd and Maxella Ave. south to Ballona Creek east to McConnell Ave North to Short Ave west to Alla Blvd north to Maxella Ave west to Lincoln Blvd.

Area C: Centinela Ave and the Culver City boundary south on Centinela Ave to Braddock Dr, west to Westlawn Ave, south to Ballona Creek, east to Centinela Ave, south to 90 Freeway, west to North McConnell Ave, north to Neosho Ave., north to the Culver City

boundary, east to Centinela Ave.

Area D: Centinela Ave. and the Culver City boundary south to North Culver, east to Sepulveda Channel, north to Culver City boundary., west to Centinela Ave.

Area E: Corinth Ave. and the Culver City boundary south to Barman St., east to Huntley Ave, south to Havelock Ave, east to St. Nicholas Ave., south to Ballona Creek, west to Sepulveda Channel, north to Culver City boundary, east to Corinth Ave

Area F: North Culver Blvd and Centinela Ave. east to Sepulveda Channel south to East Braddock Drive west to Inglewood Blvd south to Ballona Creek west to Westlawn Ave. ,north to Braddock Dr., east to Centinela Ave., north to North Culver Blvd.

Area G: Braddock Drive and Inglewood Blvd east to Sepulveda Channel to Ballona Creek to Inglewood Blvd., north to Braddock Drive.

Area H: Ballona Creek and the Culver Wash from Centinela Ave. to Emporia St. south to Port Rd., west to Mesmer Avenue south to Jefferson Blvd, to I-405, to Green Valley Circle, west to Centinela, to Campus Center Drive, to the 90 Freeway offramp , west to Grosvenor Blvd, to Jefferson Blvd, to Bay St, to Ballona Creek, to the 90 freeway.

ARTICLE IV – STAKEHOLDER

A. 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]

B. Stakeholder Rights: Stakeholders shall have at minimum the following rights:

1. To vote to elect the Board of Directors, as specified in Article X.
2. To initiate discussion on an action, policy, or position, , as further specified in Article VIII, Section 2.
3. To make use of, referendum, recall, and grievance procedures
4. To participate in and provide public comment at all DRNC meetings of the DRNC.
5. To participate on standing and ad hoc committees and/or assist with the various activities of the DRNC, as specified in Article VII.

C. Privacy. The DRNC stakeholder database will be deemed confidential. The Communications Officer and the Communications and Outreach Committees shall maintain the stakeholder database. The Communications Officer shall disseminate official DRNC business requiring communication to the Voting Members. The data will not be released to any person or organization for any reason not related to DRNC business. Any information pertaining to the business of the DRNC may be subject to disclosure per the Public Records Act.

ARTICLE V – GOVERNING BOARD

Section 1: Composition

A Board of Directors (Board) consisting of fifteen (15) Directors, including seven (7) elected Officers, and eight (8) geographically elected Area Directors, each representing one (1) geographical area, shall manage the business of this Council. The immediate Past President, if not a present Director, shall be an advisory non-voting honorary Director, if such Past President desires.

Section 2: Quorum

Eight (8) voting members of the Board shall constitute a quorum. Honorary Directors shall not be counted for quorum purposes.

Section 3: Official Actions

A simple majority vote by the Board members present and voting not including abstentions or ineligible to vote on that matter at a meeting shall be required to take official action, unless specified otherwise in these Bylaws.

Section 4: Terms and Term Limits.

Officers and Area Directors serve a term of two (2) years or until the election of new Board members is certified by the City.

Board members, whose positions are up for election, shall remain in office for quorum and voting purposes until the successor to that office is installed.

Term limits – DRNC Officers may serve up to a maximum of three (3) consecutive terms in any one specific office. Area Directors may serve up to a maximum of five (5) consecutive terms for one specific Area. Notwithstanding the foregoing, a DRNC Officer or Area Director who has termed out may be re-appointed to their position in the following term if and only if the position has remained vacant for thirty (30) days or longer.

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 the President. The President may, delegate to any individual the authority to present before any public body a standing Council position previously adopted by the Board or a statement that the Council has had insufficient time to develop a position or recommendation on a matter before that body. Such authority may be revoked at any time by the President.

Section 6: Vacancies.

The Vice President shall succeed to the Office of President should a vacancy occur. All other Board vacancies shall be attempted to be filled by a majority vote of the Board members present at a Board meeting to be held within ninety (90) days of the vacancy. A vacancy on the Board shall be filled by a Stakeholder who satisfies the eligibility requirements for holding the vacated Board seat. The President shall have the discretion to temporarily appoint someone to fill the vacancy from among qualified Stakeholders at any time during the 90-day period after the vacancy occurs, until a permanent replacement is selected by a majority vote of the Board at a public meeting . The selected Board member's term shall be limited to the term for the vacated seat.

Any Area Director seat that remains vacant for ninety (90) days shall become an At Large seat and may be filled by any Stakeholder who lives, works, or owns property within the DRNC boundaries for the remainder of the current term. The seat shall revert back to the original qualifications at the next election.

Section 7: Absences.

Any Board member who misses three (3) regularly scheduled consecutive Board meetings or, five (5) regularly scheduled or special Board meetings during any twelve (12) month period will automatically enter the censure and removal process outlined in these bylaws. Each 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 President shall notify the Board member and provide notice to that Board member that the censure process will begin. An absence shall be defined as missing more than half of a meeting.

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 Board 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.

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

1. A motion to censure a Board member may be initiated by (3) Board members. The motion shall be delivered to any officer of the Board or a specific officer 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 and specific conduct relied upon for the motion. The motion shall not be conclusionary, eg "for alleged violations of the Code of

Conduct” but shall be a factual statement that describes 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 promulgating the 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 censure 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.

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 Councils ability to remove committee chairs or committee members according to the Neighborhood Council's bylaws and/or standing rules.

Section 10: Resignation:

A Board member may resign from the Council, by notifying the President and Secretary in writing (paper or electronic mail), and the position shall then be deemed vacant. Any member of the Board who ceases to be a Stakeholder is required to submit a resignation to the Board. If such resignation is not submitted within 30 days of the date on which the Board member ceases to be a Stakeholder, the Board shall take action utilizing the censure and removal process.

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, and to encourage all Stakeholders to engage with and to seek leadership positions within the Council.

The Council shall have a standing Outreach Committee, which will report its activities and recommendations to the Board monthly at the regular Council meeting.

The Council shall maintain a website presence to disseminate information to Council Stakeholders and others interested in the Council.

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 elected officers of the Council shall be as follows:

- President
- Vice President
- Outreach Officer
- Treasurer
- Secretary
- Communications Officer
- Land Use Officer

Section 2: Duties and Powers.

- A. The President shall preside at all Board, and Special meetings. The President shall appoint all Ad-hoc Committee Chairpersons. The President shall have such powers as are necessary to carry out and conduct the business and proceedings of the Council. The President shall be an ex-officio member of all DRNC Committees. The President (or their designee) shall be the official spokesperson for the Council and shall be the chief liaison with other Neighborhood Councils and NC organizations, unless delegated to other Officers. The President shall be responsible for submitting or delegating the distribution of adopted positions, including CIS submissions, formal letters, and speaking at public hearings (excepting Land Use issues as delegated in section G below) on behalf of the Board.
- B. The Vice President shall in the event of the absence or inability of the President to exercise their office become acting president of the Council with all the rights, privileges and powers as if they had been the duly elected president. The Vice President shall coordinate the Area Directors and shall be responsible for overseeing all DRNC committees.
- C. The Treasurer shall maintain the records of the Council's finances and books of accounts and perform other duties in accordance with the Council's Financial Management Plan and the Department of Neighborhood Empowerment's (Department) policies and procedures as specified in Article IX. The Treasurer shall chair the Budget and Finance Committee.
- D. The Secretary shall be responsible for the minutes of all Board meetings and shall see that draft and approved Board meeting minutes are posted on the DRNC website. The Secretary shall maintain all public records of the DRNC and shall act as the DRNC designated person for service. The Secretary shall monitor Board member absences and the eligibility of each Board member to vote and that all mandated trainings have been completed.
- E. The Communications Officer's duties shall include, but are not limited to: Maintain web site, broadcast information, maintain mailing lists, post necessary notices on the DRNC website.
- F. The Outreach Officer shall be the Chair of the Outreach Committee and will organize special events inclusive of Del Rey Day. The Outreach Officer is primarily responsible for DRNC publicity, and will work with Stakeholders, Board Officers, and Committees to promote participation in Neighborhood Council activities.

- G. The Land Use Officer shall chair the Land Use and Planning Committee and shall be the DRNC spokesperson for land use and transportation issues before all LA City entities.

Officers shall by virtue of their office be members of the Board. No Officer shall for reason of their office be entitled to receive any salary or compensation.

Section 3: Selection of Officers.

Officer positions are elected during the elections of the Council.

Section 4: Officer Terms.

Officers serve a term of two (2) years or until the election/seating of new Officers is certified by the City. However, Officers, whose positions are up for election, shall remain in office for quorum and voting purposes until the successor to that office is installed.

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 may be established by a vote of the Board to amend these bylaws. Suggestions for committees may come from Stakeholders or from members of the Board.

The Standing Committees shall include but are not limited to:

- A. The Executive Committee. Composed of the seven elected Officers and chaired by the President. A quorum consists of four (4) members. This committee may discuss the agenda for Board of Directors meeting, including a vote on items requested by Board Members, however the Committee shall not discuss the merits of proposed agenda items. Unless otherwise stated in these bylaws the Executive Committee may nominate the Chairs of the Standing Committees for approval by the Board. The Executive Committee may also vet and recommend candidates for vacant Board seats.
- B. The Bylaws & Rules Committee. Reviews the Bylaws and recommends amendments as needed. Develops Standing Rules and procedures for selections and other matters.
- C. Health & Wellness Committee. Responsible for planning, vetting, discussing and making recommendations regarding Senior Services, Youth Enrichment, Parks,

Mental Health, Health & Wellness, and Public Safety issues and actions affecting Del Rey.

- D. Land Use and Planning Committee. Chaired by the Land Use Officer. The Land Use and Planning Committee shall review, take public input, report on and make recommendations of actions to the Board of Directors on any land use, planning, traffic, or transportation issues affecting the community. The Land Use Officer may choose to nominate a co-chair subject to board approval.
- E. Budget and Finance Committee. Chaired by the Treasurer. Prepares the DRNC Annual Budget for ratification by the Board. Reviews funding requests and makes recommendations to the Board. Monitors and tracks expenditures, confirming adherence to all City guidelines. The Treasurer may choose to nominate a co-chair subject to board approval.
- F. Outreach Committee: Chaired by the Outreach Officer. Develops Stakeholder interest and publicizes DRNC activities. The Outreach Officer may choose to nominate a co-chair subject to board approval.
- G. Education Committee. The Education Committee serves to connect community members and educational institutions to neighborhood education resources and opportunities.
It advocates on behalf of our stakeholders on issues related to education and serves in an advisory capacity to the community..
- H. Green Committee. The Green Committee serves as the advisory body to the Neighborhood Council and the community on issues and policy affecting local environmental quality, sustainable transportation modes, transition to sustainable energy, promotion of waste reduction, growth of public green spaces, protection of sensitive habitat, and mitigation of global climate change within the Del Rey community.
- I. Unsheltered Committee. The Unsheltered Committee serves to connect unsheltered community members to resources and support while also working with relevant city agencies to plan long term policies that reduce, if not eliminate, the unsheltered numbers in Del Rey.

Section 2. Ad Hoc Committees

The Board may create Ad Hoc Committees as needed to deal with temporary issues.

Section 3. Committee Creation and Authorization

- A. Committee Authority. Committees may only make recommendations. All committee recommendations shall be brought back to the full Board for discussion and action.

- B. Committee Structure. With the exception of the Executive Committee, Committee members shall be appointed by the Chair of each committee.

Standing Committees shall be comprised of at least one (1) Board member and have a minimum of three (3) and up to fifteen (15) members and may include any interested Stakeholders.

Ad Hoc Committees shall be comprised of at least one (1) Board member and have a minimum of three (3) members and may include any interested Stakeholders. Ad Hoc Committees shall exist until their mission has been accomplished but no longer than one (1) year. They may be temporarily extended by the action of the Board, but all Ad Hoc Committees shall terminate with the seating of each newly elected Board.

- C. Committee Appointment. Unless otherwise stated in these bylaws, all Standing Committee chairs shall be Board members nominated by the Executive Committee and approved by the Board. A Stakeholder may serve as co-chair.

Ad Hoc Committee chairs shall be appointed by the President Ad Hoc committees may be chaired by a Stakeholder provided that a Board member sits on the committee.

- D. Committee Meetings. 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. The Chairs shall keep a written record of Committee meetings and shall provide regular reports on Committee matters to the Board.

- E. Changes to Committees. The Board may establish, disband or make changes as needed to any Standing Committees by amending these bylaws. Ad Hoc Committees may be changed by Board action. 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 54950.5 et seq.*), shall be noticed and conducted in accordance with the Act and all other applicable laws and governmental policy.

Section 1: Meeting time and place

The meetings of the Board shall be held regularly on the second Thursday of every month or any other date decided upon by an affirmative vote of the Executive Committee. The President or a

majority of the Board shall be allowed to call a Special Council Meeting as needed.

Section 2: Agenda Setting

Agenda: . The President shall be responsible for setting Board and Special Meeting agendas. Board Members shall have a minimum of 24 hours to review a draft of the agenda prior to posting. All motions coming from Committee shall be automatically included on the Board agenda. Board Members may request items to be placed directly on the agenda; should such an agenda item not be included by the President, the item shall be automatically placed on the Executive Committee agenda for review and a vote may be taken to place such an item on the following agenda. Initiatives from the Public shall be included as per the mechanism set forth below in this section.

Standing and Ad Hoc Committee Chairs shall prepare agendas for their committees.

Initiative: An initiative is a procedure by which Stakeholders may directly petition for a proposal and secure its submission to the DRNC Board for action. Any DRNC Stakeholder may put forth an initiative by presenting a petition to the Secretary with fifty (50) signatures of DRNC stakeholders supporting the motion. The petition shall include a paragraph of fifty (50) words or fewer outlining the purpose and content of the initiative. Receipt of this completed petition by the Secretary shall trigger this item being scheduled as an action item on the Agenda at the next DRNC Meeting to be held not less than thirty (30) days or more than ninety (90) days following receipt of the completed petition. Notice of the initiative, including the outline paragraph, shall be made in all public meeting notices and announcements for the upcoming meeting at which the initiative shall be voted on. Passage of the initiative requires a majority vote of the DRNC Board. The initiative process does not apply to Amendment of these By-laws. For Amendment procedures, see Article XIII.

Section 3: Notifications/Postings

Notice of a board or committee meeting shall be provided at least 72 hours in advance of the meeting for regular meetings and at least 24 hours in advance for special meetings. Notifications will otherwise align with the Neighborhood Council Agenda Posting Policy.

Section 4: Reconsideration.

The Board may make a Motion to Reconsider and alter its action or Rescind an item entirely on any item listed on an agenda at any time during the meeting in which it has been voted on, or at a subsequent meeting as an agendized item with the following limitations:

- A. Any motion to Reconsider or Rescind must be passed by $\frac{2}{3}$ of the Board member present. The mover of any motion to Reconsider or Rescind must be made by a Board Member on the prevailing side of the initial vote. Any such request must be agendized by the President upon receipt.
- B. Substantive Action must not have been taken by the Board on any such item. Substantive Action may include a letter written to any government agency or posted publicly, speaking at

a public hearing on behalf of the adopted position, submitting a formal funding request to the City Clerk, or other irreversible actions representing the action of the Board as determined by the President. In the event of such Substantive Action, the motion cannot be Reconsidered or Rescinded and the action of the Board is considered final.

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 Department.

ARTICLE X - ELECTIONS

Section 1: Administration of Election.

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

Section 2: Governing Board Structure and Voting.

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

Section 3: Minimum Voting Age.

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

Section 4: Method of verifying Stakeholder Status.

Voters will verify their Stakeholder status through documentation.

Section 5: Restriction on Candidates Running for Multiple Seats.

No candidate may run for more than one (1) elected seat during a single election cycle.

Section 6: Other Election Related Language.

Not applicable.

ARTICLE XI – GRIEVANCE PROCESS

To ensure accountability of the Board to the DRNC stakeholders, the following procedures are established:

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. Any grievance by a Stakeholder must be submitted in writing to the Board who shall cause the matter to be placed on the agenda for the next regular Council meeting.

B. At that meeting, the Board shall refer the matter to an Ad Hoc Grievance Panel comprised of three (3) Stakeholders randomly selected by the Board from a list of Stakeholders who have expressed an interest in serving from time-to-time on such a panel.

C. Within two (2) weeks of the panel’s selection, the Board shall coordinate a time and place for the panel to meet with the person(s) submitting a grievance to discuss ways in which the dispute may be resolved.

D. Within two (2) weeks following such meeting, a member of the panel shall prepare a written report to be forwarded by the Secretary to the Board outlining the panel's collective recommendations for resolving the grievance. The Board may receive a copy of the panel's report and recommendations prior to 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.

E. This grievance process is intended to address matters involving procedural disputes, such as the Board's failure to comply with Board Rules or these Bylaws. It is not intended to apply to Stakeholders who merely disagree with a position or action taken by the Board at one of its meetings, which grievances may be aired publicly at Council meetings.

F. Board members are not permitted to file a grievance against another Board member or against the Council.

ARTICLE XII – PARLIAMENTARY AUTHORITY

The Board shall use the current version of Robert’s rules of order as the Governing Parliamentary Authority when conducting meetings. An unbiased Parliamentarian may be appointed by the President to assist in the resolution of parliamentary issues. In the case of conflict between these Bylaws and the Governing Parliamentary Authority, these Bylaws shall prevail.

Standing Rules may be adopted by the Board of Directors to supplement these Bylaws. Such rules shall be in addition to these Bylaws and shall not be construed to change or replace any Bylaw. In the case of conflict between these Bylaws and a Standing Rule, these Bylaws shall prevail. In the case of conflict between Standing Rules and the Governing Parliamentary Authority, Standing Rules shall prevail. Standing Rules may be adopted, amended, or repealed by a simple majority vote of the Board of Directors.

ARTICLE XIII - AMENDMENTS

These By-Laws may be altered, amended, repealed or added to by an affirmative vote of not less than a simple majority of eight (8) Board members. All amendments to the DRNC bylaws are subject to final approval by the Department.

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

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

Section 1: Code of Civility.

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

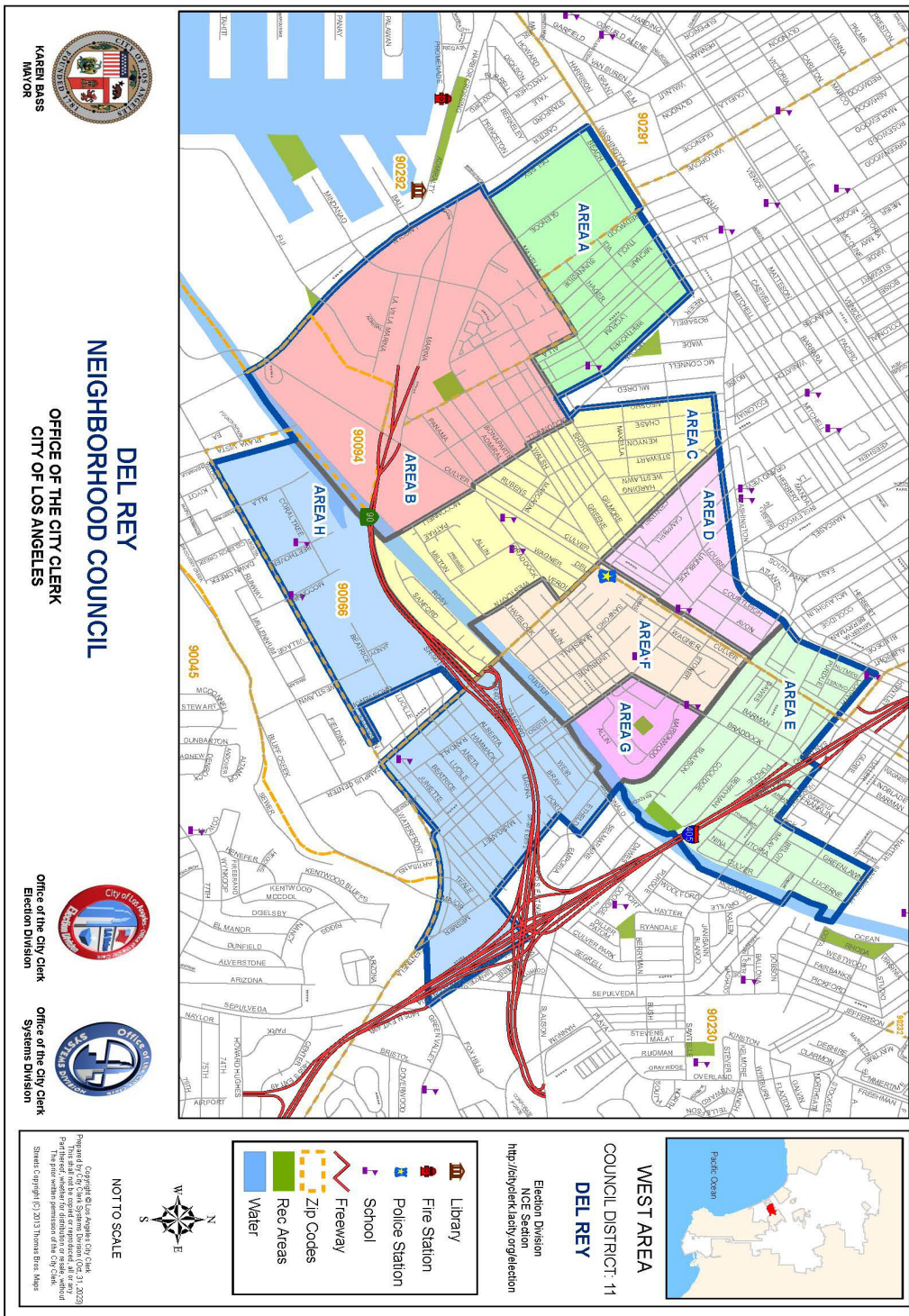
Section 2: Training.

All Board members shall take all City mandated training within forty-five (45) days of being seated, or they will lose their Council voting rights and be subject to censure and removal, until such time as they comply. 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.

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 Del Rey Neighborhood Council



**ATTACHMENT B – Governing Board Structure and Voting
Del Rey Neighborhood Council – 15 Board Seats**

BOARD POSITION	# OF SEATS	ELECTED OR APPOINTED?	ELIGIBILITY TO RUN FOR THE SEAT	ELIGIBILITY TO VOTE FOR THE SEAT
President	1	Elected	Stakeholder who is 18 years old (minimum) on election day and who lives, works, or owns property within the Del Rey NC boundaries.	Stakeholder who is 16 years old (minimum) on election day
Vice-President	1	Elected	Stakeholder who is 18 years old (minimum) on election day and who lives, works, or owns property within the Del Rey NC boundaries	Stakeholder who is 16 years old (minimum) on election day
Treasurer	1	Elected	Stakeholder who is 18 years old (minimum) on election day	Stakeholder who is 16 years old (minimum) on election day
Secretary	1	Elected	Stakeholder who is 18 years old (minimum) on election day	Stakeholder who is 16 years old (minimum) on election day
Outreach Officer	1	Elected	Stakeholder who is 18 years old (minimum) on election day	Stakeholder who is 16 years old (minimum) on election day

Communications Officer	1	Elected	Stakeholder who is 18 years old (minimum) on election day	Stakeholder who is 16 years old (minimum) on election day
Land Use Officer	1	Elected	Stakeholder who is 18 years old (minimum) on election day	Stakeholder who is 16 years old (minimum) on election day

BOARD POSITION	# OF SEATS	ELECTED OR APPOINTE D?	ELIGIBILITY TO RUN FOR THE SEAT	ELIGIBILITY TO VOTE FOR THE SEAT
Area A Director	1	Elected	Stakeholder who lives, works, or owns property/business within Area A and who is 18 years or older.	Stakeholders who live, work, own property/business or have other community interest within Area A and who are 16 years old or older.
Area B Director	1	Elected	Stakeholder who lives, works, or owns property/business within Area B and who is 18 years or older.	Stakeholders who live, work, own property/business or have other community interest within Area B and who are 16 years old or older.
Area C Director	1	Elected	Stakeholder who lives, works, or owns property/business within Area C and who is 18 years or older.	Stakeholders who live, work, own property/business or have other <u>community</u> interest within Area C and who are 16 years or older.

Area D Director	1	Elected	Stakeholder who lives, works, or owns property/business within Area D and who is 18 years or older.	Stakeholders who live, work, own property/business or have other community interest within Area D and who are 16 years or older.
Area E Director	1	Elected	Stakeholder who lives, works, or owns property/business within Area E and who is 18 years or older.	Stakeholders who live, work, own property/business or have other community interest within Area E and who are 16 years or older.
Area F Director	1	Elected	Stakeholder who lives, works, or owns property/business within Area F and who is 18 years or older.	Stakeholders who live, work, own property/business or have other community interest within Area F and who are 16 years or older.
Area G Director	1	Elected	Stakeholder who lives, works, or owns property/business within Area G and who is 18 years or older.	Stakeholders who live, work, own property/business or have other community interest within Area G and who are 16 years or older.
Area H Director	1	Elected	Stakeholder who lives, works, or owns property/business within Area H and who is 18 years or older.	Stakeholders who live, work, own property/business or have other community interest within Area H and who are 16 years or older.