

BYLAWS OF THE ECHO PARK NEIGHBORHOOD COUNCIL

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Table of Contents

ARTICLE I NAME..... 4
ARTICLE II PURPOSE..... 4
ARTICLE III BOUNDARIES 4
 Section 1: Boundary Description 4
 Section 2: Internal Boundaries 5
ARTICLE IV STAKEHOLDER..... 6
ARTICLE V GOVERNING BOARD..... 7
 Section 1: Composition 7
 Section 2: Quorum 8
 Section 3: Official Actions 8
 Section 4: Terms and Term Limits..... 8
 Section 5: Duties and Powers..... 9
 Section 6: Vacancies 9
 Section 7: Absences 10
 Section 8: Censure..... 12
 Section 9: Removal 13
 Section 10: Resignation..... 16
 Section 11: Community Outreach..... 16
ARTICLE VI OFFICERS..... 16
 Section 1: Officers of the Board..... 16
 Section 2: Duties and Powers..... 17
 Section 3: Selection of Officers 19
 Section 4: Officer Terms 19
ARTICLE VII COMMITTEES AND THEIR DUTIES..... 20
 Section 1: Standing..... 20
 Section 2: Ad Hoc 21
 Section 3: Committee Creation and Authorization 21
ARTICLE VIII MEETINGS 23
 Section 1: Meeting Time and Place..... 23
 Section 2: Agenda Setting 23
 Section 3: Notifications/Postings 24

Section 4: Reconsideration.....	24
ARTICLE IX FINANCES	24
ARTICLE X ELECTIONS	25
Section 1: Administration of Election.....	25
Section 2: Governing Board Structure and Voting	25
Section 3: Minimum Voting Age.....	25
Section 4: Method of Verifying Stakeholder Status.....	25
Section 5: Restrictions on Candidates Running for Multiple Seats	26
Section 6: Other Election Related Language	26
ARTICLE XI GRIEVANCE PROCESS.....	26
ARTICLE XII PARLIAMENTARY AUTHORITY.....	27
ARTICLE XIII AMENDMENTS	28
ARTICLE XIV COMPLIANCE	28
Section 1: Code of Civility.....	28
Section 2: Training.....	29
Section 3: Self-Assessment.....	29
ATTACHMENT A – Map of Echo Park Neighborhood Council	30
ATTACHMENT B – Governing Board Structure and Voting	31

ARTICLE I NAME

The name of this Neighborhood Council shall be the “Echo Park Neighborhood Council” (a.k.a. EPNC), an officially recognized advisory council hereby part of the Los Angeles Citywide System of Neighborhood Councils.

ARTICLE II PURPOSE

The PURPOSE and MISSION of the EPNC is to promote citizen participation in government by serving as an advisory body to the City of Los Angeles. Our mission is to provide a public forum for Stakeholders in our neighborhood to express their thoughts, ideas and concerns on community or Citywide issues and, thereafter, convey the collective community positions, through our representative Governing Board and community impact statements to elected officials and City departments. EPNC will allocate its public funds to its operations, outreach, neighborhood improvement projects and neighborhood purpose grants. Our policy and pledge is to: (a) be inclusive, (b) be respectful of various viewpoints, (c) to provide early notification and timely inform our stakeholders about community and Citywide issues that could be of concern to them, (d) to educate board members and stakeholders about City government, and (e) fairly represent and convey our collective representative positions to City leaders.

ARTICLE III BOUNDARIES

Boundaries - The boundaries of EPNC are described as follows, and more particularly depicted on Attachment A – Map of Echo Park Neighborhood Council.

External boundaries for EPNC are described in Section 1. External boundaries are intended to follow logical divisions, including zip code lines, zoning districts, preservation zones, etc.

Internal/District Boundaries are described in Section 2. Internal boundary divisions shall be the middle of the street in areas where one internal district borders another.

Section 1: Boundary Description

From the intersection of Glendale Freeway (2) and Golden State (5) freeway, Southeast following the Golden State (5) freeway until the Los Angeles River. South along the Los Angeles River until N Broadway. West on N Broadway and following the border of the Buena Vista Elysian Park until the intersection of the Harbor (110) freeway and Park Row Drive. North West on Park Row Drive and joining Academy Road following the park limits. North West on Academy Road until Academy Gate. South on Academy Gate. From the South end of Academy Gate Drive, South East until the Harbor (110) freeway.

Southwest on the Harbor (110) freeway until the intersection with Stadium Way. West on Stadium Way until Lookout Drive. Northwest on Lookout Drive, transforming into Lilac Terrace until Stadium Way. North on Stadium Way until the intersection with Vin Scully Avenue. Then along an imaginary line until the Northwest apex of White Knoll Drive and then along the property line between Marview Avenue and Everett PL/Everett Street until the back of the residence located 908-912 Everett Street and then on Everett Street until Sunset Boulevard. And

Southeast on Sunset boulevard until the intersection with the Harbor (110) freeway.

Southwest on the Harbor (110) freeway until the intersection with the Hollywood (101) freeway and Northwest until N Beaudry Avenue. Southwest on N Beaudry Avenue until W 1st Street. West on W 1st Street and then Beverly Boulevard until S Carondelet Street. Southeast on S Carondelet Street until W 3rd Street. Northwest on W 3rd Street until S Benton Way. Northeast on S Benton Way until the Hollywood (101) freeway. East on the Hollywood (101) freeway until Coronado Terrace. North on Coronado Terrace until Kent Street. East on Kent Street until the property line between Coronado Terrace and Waterloo Street. North along this property line until Marathon Street.

West on Marathon Street until the property line between Coronado Terrace and Waterloo Street. North along this property line until Scott Avenue. West on Scott Avenue until the property line between the Mayberry Street Elementary and the residence located 2513 Scott Avenue. North along this property line until Mayberry Street. East on Mayberry Street until Coronado Street until Berkeley Avenue. East on Berkeley Avenue to the property line between N Coronado Street and Waterloo Street to Effie Street. East until the intersection of Effie Street and W Effie Street and North along the property line starting between the residences located 2413 W Effie Street and 1700 N Apex Avenue until the northwest Apex of Clifford Street, East on Clifford Street until Glendale Boulevard and North on Glendale Boulevard including the Tommy Lasorda Field of Dreams until the Glendale (2) Freeway. North East on the Glendale (2) Freeway until Golden State (5) freeway.

Shared Asset:

- Mayberry Street Elementary is shared with Silver Lake Neighborhood Council

Section 2: Internal Boundaries

- A. District 1 shall include the boundaries starting at the apex of the Glendale Freeway (2) and the Golden State Freeway (5), Glendale Freeway (2) South to Glendale Boulevard; Glendale Boulevard South to Scott Avenue; Scott Avenue East to Echo Park Avenue; Northeast on Echo Park Avenue to Morton Avenue; Morton Avenue Northeast to Morton Place; Morton Place East/Academy Road to Stadium Way; Stadium Way North to the Golden State Freeway (5).
- B. District 2 shall include the boundaries starting at the Golden State Freeway (5) and Stadium Way; Golden State Freeway (5) South until the Los Angeles River. South along the Los Angeles River until N Broadway. West on N Broadway and following the border of the Buena Vista Elysian Park until the intersection of the Harbor (110) freeway and Park Row Drive. Northwest on Park Row Drive and joining Academy Road following the park limits. Northwest on Academy Road until Academy Gate. South on Academy Gate. From the south end of Academy Gate Drive, Southeast until the Harbor (110) freeway. Southwest on the Harbor (110) freeway until the intersection with Stadium Way. West on Stadium Way until Lookout Drive. Northwest on Lookout Drive, transforming into Lilac Terrace until Stadium Way. North on Stadium Way until the intersection with Vin Scully Avenue. Then along an imaginary line until the northwest

apex of White Knoll Drive and then along the property line between Marview Avenue and Everett PL/Everett Street until the back of the residence located 908-912 Everett Street and then on Everett Street until Sunset Boulevard. Sunset Boulevard Northwest to Glendale Boulevard; Glendale Boulevard North to Scott Avenue; Scott Avenue East to Echo Park Avenue; Echo Park Avenue North to Morton Avenue; Morton Avenue Northeast to Morton Place; Morton Place; Morton Place East/Academy Road to Stadium Way; Stadium Way North to the Golden State Freeway (5).

- C. District 3 shall include the boundaries starting on the intersection of the north side of the Hollywood Freeway (101) and Coronado Terrace. North on Coronado Terrace until Kent Street. East on Kent Street until the property line between Coronado Terrace and Waterloo Street. North along this property line until Marathon Street. West on Marathon Street until the property line between Coronado Terrace and Waterloo Street. North along this property line until Scott Avenue. West on Scott Avenue until the property line between the Mayberry Street Elementary and the residence located 2513 Scott Avenue. North along this property line until Mayberry Street. East on Mayberry Street until Coronado Street until Berkeley Avenue. East on Berkeley Avenue to the property line between N Coronado Street and Waterloo Street to Effie Street. East until the intersection of Effie Street and W Effie Street and North along the property line starting between the residences located 2413 W Effie Street and 1700 N Apex Avenue until the northwest Apex of Clifford Street, East on Clifford Street until Glendale Boulevard; Glendale Boulevard South to the Hollywood Freeway (101) and finally northwest along the Hollywood Freeway (101) until Coronado Terrace.
- D. District 4 shall include the boundaries starting at Glendale Boulevard and Sunset Boulevard; Glendale Boulevard South to the Hollywood Freeway (101); Southeast on the Hollywood Freeway (101) to the Harbor Freeway (110); the Harbor Freeway (110) North to Sunset Boulevard; Sunset Boulevard Northwest to Glendale Boulevard.
- E. District 5 shall include the boundaries starting from the intersection of the Hollywood Freeway (101) and N Benton Way. East on the Hollywood Freeway (101) to Glendale Boulevard. South on Glendale Boulevard until Beverly Boulevard. Northwest on Beverly Boulevard until S Carondelet Street. South on S Carondelet Street to 3rd Street. West on 3rd Street until S Benton Way. North on S Benton Way to the Hollywood Freeway (101)
- F. District 6 shall include the boundaries starting from the intersection of the Hollywood Freeway (101) and Glendale Boulevard. East on the Hollywood Freeway (101) until N Beaudry Avenue. South on N Beaudry Avenue until W 1st Street. West on W 1st Street/Beverly Boulevard until Glendale Boulevard. North on Glendale Boulevard until the Hollywood Freeway (101).

ARTICLE IV STAKEHOLDER

Neighborhood Council membership is open to all Stakeholders.

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](#)

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.

1. A for-profit entity shall not qualify as a Community Organization.
2. Examples of Community Organizations may include Chambers of Commerce, houses of worship or other faith-based organizations, educational institutions, or non-profit organizations.

A "**Community Interest Stakeholder**" is an individual who is a member of or participates in a Community Organization, as defined above.

ARTICLE V GOVERNING BOARD

Section 1: Composition

The Board shall consist of twenty-one (21) Stakeholders elected, selected, or appointed. Two (2) seats for each of the six districts and eight (8) At-large seats, and one (1) Youth seat. The Board composition of the Board shall be as follows:

- A. District 1 Representative – Two (2) seats
- B. District 2 Representative – Two (2) seats
- C. District 3 Representative – Two (2) seats
- D. District 4 Representative – Two (2) seats
- E. District 5 Representative – Two (2) seats
- F. District 6 Representative – Two (2) seats
- G. At-Large Representative – Eight (8) seats
- H. Youth Representative – One (1) seat

All District Representative seats (A-F) are open to Stakeholders at least eighteen (18) years of age on the day of election or selection. District Representatives shall maintain their stakeholder status within the district their seat represents on the day of the election or selection.

All At-Large Representative seats (G) are open to Stakeholders at least eighteen (18) years of age on the day of the election or selection. At-Large Representatives shall maintain their stakeholder status within the boundaries of EPNC on the day of the election or selection.

The Youth Representative seat (H) is open to Stakeholders between the ages of fourteen (14) and seventeen (17) on the day of the election or selection. See Admin. Code § 22.814(c). This seat is always a two-year term.

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

If the Stakeholder status of a Board Member or seat candidate is in question, then the Department (DONE) will verify status using the Department’s procedure, at the request of the Board or Stakeholder.

Any member of the Board who ceases to be a Stakeholder is required to submit his or her resignation to the Board. However, Board Members who remain stakeholders but whose stakeholder category has shifted may serve out the remainder of their term in the seat to which they were elected or selected.

Section 2: Quorum

All meetings of the Board shall require eleven (11) Board members in attendance to establish a quorum.

Section 3: Official Actions

Unless otherwise specified 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 and voting**. Abstentions are treated as a non-vote.

A majority vote by the board members present and voting, not including abstentions, shall be the minimum required to take any action, approve any motion or resolution, or otherwise act on an item of business on behalf of EPNC.

A minimum of eight (8) “Yes” votes will be required to take any action. The Secretary, or the Chair’s designee, shall tabulate the votes on all action items and convey that information to the Chair at the meeting.

Section 4: Terms and Term Limits

District Representatives, At Large Representatives, and Board Members shall serve a four (4) year staggered term commencing after being seated. Board Members may only serve eight (8) consecutive years on the Council Board.

Each election cycle will be for four (4) At-Large seats, and one (1) of each of District seats.

All positions selected by the BOG between election cycles shall be up for election for the remaining term of the position selected.

The District and At-Large Representative will serve a four (4) year term and the position will be staggered for each election cycle.

The Youth Representative will serve a two (2) year term and the position will be open for each election cycle.

This is to ensure a staggered election cycle; representative terms will all be four years in subsequent elections. If a board member vacates a term, their replacement will serve the remainder of the term vacated. The Board term after an election begins on July 1st, or a minimum of 30 days after the election results are certified by the Department of Neighborhood empowerment.

Section 5: Duties and Powers

The primary duties of the Board shall be to govern the EPNC and to carry out its objectives. Every Board member is required to actively serve on at least one standing committee or ad hoc committee as long as they are a sitting member of the EPNC board. 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 Chair or official action of the Board. The Board may, by official action, delegate to any individual the authority to present before any public body a standing Board position previously adopted by the Board or a statement that the Board has had insufficient time to develop a position or recommendation on a matter before that body. Executive Committee members have standing authority to make such statements without a specific vote by the Board, however, any statement by the Executive Committee member shall be made with reference to the officer's title and not under the EPNC name unless approved by the Board. Such authority may be revoked at any time by the Board for a 3 month period.

Section 6: Vacancies

In the event of a Vacancy, the Board shall select per the terms of this section and appoint a Stakeholder by a majority vote of the Board, to serve until the next election. If the terms of the selected position extends past the next election, the position shall be open for election at the next election cycle for the remainder of the term selected for. Vacancies must be filled by a Stakeholder that qualifies to serve for the vacant seat.

If a Board seat becomes vacant, the Board shall have no more than five (5) days after the candidate application deadline to verify Stakeholder status in accordance with Article X, Section 4, and Attachment B to determine which candidates are qualified for the Board.

Board Fills Vacancies

- A. Any Stakeholder interested in filling a vacancy on the Board shall submit a written application to the Board, and present documentation of stakeholder status in accordance with Article X, Section 4 and Attachments B and [City Clerk Election Division NC Documentation Guide](#). Applications can be found on the EPNC website, or by emailing info@echoparknc.com.
- B. Any vacancies shall be posted for a minimum of 28 days prior to the agenda item on the BOG meeting.
- C. Applicants to fill a seat shall submit their completed application at least 96 hours prior to the BOG meeting.
- D. The Board shall cause the matter to be placed on the agenda for the next regular meeting of the Board.
- E. 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.
- F. The candidate who wins shall fill the remaining term of the Board seat.

Elections for previously filled vacancies / selected positions.

After each election, every member on the board of governors shall be elected.

Elections shall be held for any position selected by the board during the preceding term with the position's term extending past the election date.

At the next election those district candidates with the highest vote count will fill the seat for the 4 year term, and the candidate with the 2nd highest vote count will fill the seat for the 2 remaining years of that term. *This is only applicable if the representative for the district was selected by the BOG after the last election.*

For At-Large positions, elections shall be held for any position selected by the board during the preceding term with the position's term extending past the election date.

The four (4) At Large members with the highest vote counts will fill the seat for 4 year terms. The remaining open seats will be allocated to the candidates with the next highest vote counts to fill the seats for the 2 remaining years of the term. This is only applicable if the representative for the At-Large position was selected by the BOG after the last election.

Section 7: Absences

Attendance at regular board meetings is mandatory and there are no "excused" absences from the Board of Governors meetings. Board members who fail to attend meetings, arrive late, and/or leave early may be removed based on their non-attendance. Late arrivals and early departures, as defined in the Standing Rules, count toward absences.

Regular Board Meetings. Any Board Member who misses three (3) consecutive regular board meetings, or misses four (4) regular Board meetings total, in the course of any fiscal year will constitute grounds for automatic removal from the Board.

Special Board Meetings. Attendance at special Board of Governor meetings is mandatory if the agenda states that attendance is required. Four (4) total absences from special Board meetings with mandatory attendance in the course of any fiscal year will constitute grounds for automatic removal from the Board.

Absences, arrival, and departure times will be recorded in the Board meeting minutes and 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. The removal for absences of a board member requires a board action and cannot be automatic.

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

Qualifications of mandatory attendance meetings are further defined in the standing rules.

A. Administrative removal requires no petition and will be placed on the agenda for:

1. Absences in accordance with Article V, Section 7;
2. Failure to complete Ethics Training within 120 days of becoming a Board member, or within the requirements of the City of Los Angeles and the Department, or as specified within the Bylaws;
3. Failure to actively serve on at least one committee for a period of more than two (2) months;
4. Failing to sign the code of conduct within the period specified by the Department or as specified within these Bylaws;
5. When a Board member loses stakeholder status (see Article V, Section 10 Resignations).

Administrative Removal

Administrative removal for any of the conditions listed in Section 7, Absences and Section 9, Removal will be placed on the agenda and heard at the next Board meeting following the occurrence of the qualifying condition. The member subject to removal shall be notified in writing of the pending removal at least one week prior to the next BOG meeting. The Chair, or whomever sets the agenda per Article VIII, § 2, shall place the removal of the subject Board member and the grounds for removal on the BOG meeting agenda. At the BOG meeting the Board shall hear the qualifying condition.

Removal will proceed with the following test: If the records confirming the grounds for removal are not entirely official records of the EPNC or DONE, including minutes of meetings, ethics completion certificates, training completions, and code of conduct forms:

*A motion to adopt the records must be made and seconded;
The motion must carry by a majority of those present and voting;*

Once the records are adopted as official, the following test is applied:

If all the records forming the basis for removal are part of the official record of DONE or EPNC including minutes of meetings, ethics completion certificates, training completions, and code of conduct forms:

Unless a motion to invalidate the records is made, the conditions are deemed unanimously confirmed by the Board.

The Board member is immediately removed and the seat is vacant until a procedure to fill the seat may be properly executed in accordance with these Bylaws.

If the official record is challenged, all the following conditions must be met to deny removal: A motion to invalidate the records must be made and seconded; this motion must specifically include the language or data that calls the validity into question in each case; The motion to invalidate must carry by a two thirds majority vote of the full board; The member that is the subject of the removal may not vote on any part this motion; If the motion to consider invalidation passes, the removal of the Board member is temporarily postponed until the next Board meeting

If the validity of the records is to be re-evaluated, the revised documents shall be presented as the first order of business after Public Comment at the next Board meeting. The postponed removal will be heard immediately after the reconsideration of the documents. If the documents are not substantially changed to remove the qualifying condition, the removal will proceed again as above.

Section 8: Censure

This section is direct language from the Board of Neighborhood Commissioners (BONC) Resolution on a [Uniform Policy for Board Member Censure - Policy 2020-03 \(Eff. 03-03-2020\)](#).

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

This section is direct language from the Board of Neighborhood Commissioners (BONC) Resolution on a [Uniform Policy for Board Member Censure - Policy 2020-03 \(Eff. 03-03-2020\)](#).

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 – If a Board member resigns, the resignation will be submitted in writing and the office will be filled in accordance with Article 5, Section 6 Vacancies.

Any Board member that loses their stakeholder status is required to submit their resignation to all members of the EPNC Executive Committee. Failure to submit a written resignation will result in a review by the Board of Governors at the next regular meeting to confirm the loss of stakeholder status.

Section 11: Community Outreach - The Board 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.

1. The Council shall have a standing Outreach Committee, which will report its activities and recommendations to the Board monthly at the Council meeting.
2. In addition, the Board shall create, or shall cause to be created, a marketing plan to solicit participation from Stakeholders. The plan may include, for example, the creation of flyers, postcards, pamphlets and other related materials. It may also include email blasts to various organizations including a regularly scheduled e-blast to local government officials and to the Chamber of Commerce, Neighborhood Watch, Home Owners' Association and other local organizations as determined by the Board.
3. Community 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

Six (6) Board members shall be selected as Officers. These officers also serve as District Representatives or as At Large Representatives.

The officers are:

- A. Chair
- B. Vice Chair
- C. Treasurer
- D. Chief Information Officer (CIO)/Second Vice Chair
- E. Secretary
- F. Second Signatory / Vice Treasurer

The Officers of the Board of Governors are selected by the Board of Governors by majority vote of those present and voting, or as prescribed in the Standing Rules.

The Officers of EPNC, excepting the Vice Treasurer and Second Signatory, constitute the membership of the Executive Committee of EPNC.

Any member of the Executive Committee is authorized to sign any documents issued by EPNC through Board action to public, private, or other agencies on behalf of the Board.

Section 2: Duties and Powers

A. Chair

The Chair will have general supervision and direction of all business and activities of the EPNC. The Chair shall act as a facilitator of the Board of Governors and its interactions with the community.

The Chair shall be responsible for the orderly conduct of EPNC meetings and ensure that any such meetings are held in a fair and democratic forum. The Chair is encouraged to vote last, and abstain from voting except to break a tie or prevent inaction, or at the Chair's discretion when there is a unanimous vote. The Chair shall be responsible to ensure that all required documents are presented at every Board of Governors meeting. The Chair shall also serve as the Chair of the Executive Committee, and be a full voting member of that body. The Chair is authorized to write and post an agenda on behalf of the Board of Governors.

B. Vice Chair

The Vice Chair coordinates work within the EPNC and with other Neighborhood Councils, as well as supporting the Chair. The Vice Chair shall serve in a supportive role to the Chair and shall be the first alternate to the Chair with respect to certain matters that the Chair may be unable to address. The Vice Chair will assist the committees, oversee their tasks, and coordinate their efforts. The Vice Chair is responsible for the flow of information and coordination with other Neighborhood Councils and alliances. The Vice Chair shall also serve as the Vice Chair of the Executive Committee, and be a full voting member of that body. The Vice Chair is authorized to write and post an agenda on behalf of the Board of Governors if the Chair is unable to do so. The Vice Chair shall assume the position of the Chair in event of resignation, removal or suspension of the Chair. Elections shall be held for the Vice Chair position at the next Board of Governors meeting at least 30 days after the removal, resignation or suspension of the chair.

C. Chief Information Officer/Second Vice Chair

The CIO makes the work of the Board transparent and accessible to the public. The CIO is responsible for managing the flow of information into or out of EPNC to fulfill its mission. The CIO shall provide the public with proper access to appropriate EPNC information, and where necessary, provide for the secure data transfer of EPNC files. The CIO is responsible for the electronic presence of the EPNC and must provide and maintain or delegate social media accounts and web sites for the EPNC. The administration of and authority to post on these entities is set forth in the Website and Social Media Policy. In addition, the CIO is responsible for coordinating with the City to ensure the best use of the Early Notification System (ENS) Community Impact Statements (CIS) and any other systems of public and private agencies that may affect the quality of life in the EPNC neighborhoods. The CIO is required to

provide access to all approved records and documents of the EPNC through an online archival system that may be accessed freely by the public. Passwords and access to these archived records shall be shared with Executive Committee members and DONE staff. The CIO shall be responsible for providing records of the EPNC to stakeholders upon request. The CIO shall also serve on the Executive Committee, and be a full voting member of that body. The CIO/Second Vice-Chair is authorized to write and post an agenda on behalf of the Board of Governors if the Chair, Vice-Chair and Executive Committee are unable to do so. The CIO/Second Vice Chair shall be an ex-officio of the Outreach Committee and has the right to vote on outreach matters when attending committee meetings.

D. Treasurer.

The Treasurer shall oversee the finances of the EPNC to assure compliance with all the Department and Los Angeles City requirements. The Treasurer shall Chair the Budget and Finance Committee. The Treasurer shall review all funding request documents for accuracy prior to Board of Governors consideration and submission to the Department. The Treasurer shall receive and disburse EPNC funds; give financial accountings at each regular meeting; prepare a monthly reconciliation for each EPNC account; submit annual accounting statements to the Department by appropriate deadlines; prepare annual budgets; be responsible for changes to the annual budgets. The Treasurer shall also serve on the Executive Committee, and be a full voting member of that body. The Second Signatory/Vice-Treasurer shall assume the position of the Treasurer in event of resignation, removal or suspension of the Treasurer. Elections shall be held for the The Second Signatory/Vice-Treasurer position at the next Board of Governors meeting at least 30 days after the removal, resignation or suspension of Treasurer.

E. Secretary

The Secretary makes sure the work of the Committees and the Board reaches intended recipients. The Secretary shall fulfill all correspondence duties not allocated to other officers, including but not limited to communicating with City Officials, Departments and Stakeholders. The Secretary shall be responsible to format all documents, including draft motions, in preparation for the Board of Governors and Executive Committee meetings. The Secretary shall be responsible for finalizing the records of the EPNC and providing them to the CIO for permanent storage. The Secretary shall be responsible for the minutes of the Board of Governors meetings. The Secretary shall take attendance records at each meeting and keep an ongoing attendance log. The Secretary shall tabulate vote counts at the Board of Governors meetings. The Secretary shall serve as a full voting member on the Executive Committee. The Secretary shall assume the position of the Chair in event of resignation, removal or suspension of the Chair and the Vice Chair. Elections shall be held for the Chair and Vice Chair positions at the next Board of Governors meeting at least 30 days after the removal, resignation or suspension of the chair and Vice Chair.

F. Second Signatory/Vice Treasurer

The Second Signatory/Vice Treasurer (SSVT) shall serve in a supportive role to and assist the Treasurer in their duties. The SSVT shall fulfill the duties of the Treasurer if the Treasurer is unable to do so. The SSVT shall take all City of Los Angeles required funding trainings required of the Treasurer. The SSVT shall serve on the Budget and Finance Committee. The SSVT is not a member of the Executive Committee. The SSVT acts to verify the accuracy of financial documents requiring second signatures in addition to the Treasurer. SSVT shall serve on the Budget and Finance Committee. SSVT duty may be filled by another Officer of the EPNC who has completed all the City of Los Angeles required funding training required of the Treasurer.

Section 3: Selection of Officers

Officer positions shall be filled **annually** at the first official Board meeting following their election or selection in Board election years, and at the subsequent **one (1)** year anniversary mark of the Officers' election in Board non-election years. They serve at the pleasure of the Board.

An Officer candidate may be nominated by a Board member, stakeholder, or may nominate themselves at the meeting in which the selection will take place.

If more than two candidates present for one position, the Board shall undertake a process of elimination to narrow the eligible candidates to two, and then a majority vote of members present and voting will decide on the seat. This process of elimination may be further delineated in the Standing Rules for EPNC. The candidates may vote in this process.

Only sitting Board members are eligible to fill Officer Positions. Board members are ineligible to fill officer positions if they are being considered for censure or removal.

A member that has expressed interest in an Officer position in writing or email need not be present to win the seat.

Only Board members that have completed all necessary trainings, including ethics and/or budget trainings, and completed the code of conduct in accordance with **Article XIV, Section 2: Training**, or are within the grace period to do so as defined by the Department of Neighborhood Empowerment (DONE), are eligible to fill Officer positions.

Section 4: Officer Terms

A. Officer Terms

Officers selected by the Board will serve at the pleasure of the Board, and for one year terms. The term will be defined as one calendar year from the most recent past NC election in the district; the second term shall expire on the day of the new election approximately two years later.

B. Officer Removal

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 regular meeting and delivered to the Chair, CIO, 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 of Governors meeting. If the officer is removed, the officer position shall be filled at the next regular Board meeting.

ARTICLE VII COMMITTEES AND THEIR DUTIES

Section 1: Standing

- A. Executive Committee:** The Executive Committee meets to resolve conflicting agendas for Board of Governors meetings, if any, to oversee administrative matters, and to give recommendations to the Board. The Executive Committee shall consist of the five (5) eligible Officers of the Board. Three (3) members shall constitute a quorum. The Chair of the Board, or their designee, shall serve as Chair of the Executive Committee. Executive Committee meetings shall be noticed and held in compliance with the Ralph M Brown Open Meetings Act.
- B. Budget and Finance Committee.** The Budget and Finance Committee is responsible for preparing the annual budget, reviewing all funding requests and making recommendations to the Board. The Budget and Finance Committee will primarily work with the City of Los Angeles to establish neighborhood spending priorities and process. The Budget and Finance Committee will oversee the District Budget Outreach process and prepare the annual EPNC Budget for review and approval by the Board of Governors in a timely way as defined in the Standing Rules. The annual EPNC Budget shall be submitted to the Department in a timely way as defined in the Standing Rules. The committee will assist the Treasurer with accounting and bookkeeping. The Treasurer shall serve as Chair. The committee shall also establish Budget and Finance Committee Rules as part of the Standing Committee Rules.
- C. Planning and Land Use Committee.** The Planning and Land Use Committee (PLUC) shall provide a public forum, take input on, review applications and make recommendations to the Board of Governors regarding applications for city planning applications' of discretionary projects. Further, PLUC shall advise the Board of Governors on ordinances, policies and long term planning affecting the community, including but not limited to an updated Community Plan, comprehensive revisions to the zoning code (re:code LA) and DBS permit guidelines.

Note: PLUC doesn't deal with elements of design. Such as if the side windows are too small or were not included.

Planning 101 training is required to be a standing member of PLUC and to be part of the quorum and/or vote in committee proceedings.

- D. **Outreach Committee.** The mission of the EPNC Outreach Committee is to support the work of the Board and its committees, provide pathways for the EPNC to connect to the Echo Park community, and to encourage and support activities that increase the awareness of the local community for the activities, goals, and mission of the EPNC.
- E. **Rules and Oversight Committee.** The Rules and Oversight Committee (RAO) works to increase the efficiency, effectiveness, and accountability of the Echo Park Neighborhood Council and all its committees by making the decisions of the EPNC open, understandable, and transparent. The RAO committee proposes changes when problems or conflicts are identified within the EPNC Bylaws, and Standing Rules. The committee also proposes changes to neighborhood council policies, including but not limited to, BONC & DONE policies, procedures, and codes. The committee provides dedicated opportunities for stakeholders to be more actively involved in shaping EPNC and neighborhood council policies.

RAO works to ensure that the EPNC Board and committee members are in compliance with DONE, BONC, and the City Clerk's mandates, policies and training to cultivate productive participation by all board members and stakeholders.

Section 2: Ad Hoc

The Board may create Ad Hoc Committees as needed to deal with temporary issues. Ad Hoc Committees may be defined further in the Standing Rules.

The formation of an Ad Hoc Committee shall be moved at a Board of Governors meeting and confirmed by a majority vote of the Board. Ad Hoc Committees have a continuing ability to meet and do business after an election of a new BOG, until such time as the BOG can confirm or discuss the work of the Ad Hoc Committee.

Each year, at the beginning of the term when Officers are selected, the Board shall consider whether to renew any existing ad hoc committees.

Ad-hoc committees are not standing committees and are generally formed to deal with temporary issues. If an ad-hoc committee is renewed for three (3) years the board may consider turning it into a standing committee.

Section 3: Committee Creation and Authorization

The role of committees is to make recommendations to the Board of Governors.

- A. **Committee Authority** – Committee recommendations shall be brought back to the full Board for discussion and action.
- B. **Committee Structure** – Standing and Ad Hoc Committees shall be composed of at least two (2) Board members and any number of interested Stakeholders. No more than five (5) Board members may sit on any Committee at one time. Committee size shall be limited to 11 committee members maximum, however, if the majority of committee members agree then the size of the committee can be increased to more

than 11. A stakeholder may co-chair a committee when a Board member serves as the other co-chair. With the exception of the Executive Committee, Budget and Finance Committee, and PLUC, the structure of the Committee shall be determined by the Committee Chairs. Board members and stakeholder members shall have the right to join any committee as long they are approved by the majority of the committee members.

- C. Committee Chair and Co Chair Appointment and Removal** – All Committee Chairs and Co-Chairs, apart from the Executive Committee and Budget and Finance Committee, shall be appointed and removed by the Neighborhood Council Chair and confirmed by a majority vote of the Board members present and voting.

Committee chairs, including stakeholder chairs, must, within 60 days of being seated, obtain a certificate of completion for “Ethics and Open Government Training for Neighborhood Councils” and any other ethics training required of Board members by DONE. Appointments and removals take effect immediately.

- a. **Committee Chair:** Board members shall have the right to nominate themselves or other Board members for committee Chair positions. The candidate with the majority of the Board of Governors vote shall be selected as the committee Chair.
- b. **Committee Co Chair:** Both stakeholder and Board members may nominate themselves, or others for committee co chair positions. The candidate with the majority of the BOG vote shall be selected as the committee Co Chair.

- 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.

- E. Changes to Committees** – The Board may establish, disband or make changes as needed to any Standing or Ad Hoc committee, with the exception of the Executive Committee and the Budget and Finance Committee. The Board shall review Ad Hoc committees annually.

- F. Changes to Committee membership** – Committee chairs may remove members of their committee. Any removals of committee members after initial formation of the committee may be reversed by Board majority of those present and voting at a BOG meeting.

- G. Committee Chair and Co Chair responsibilities** – Committee Chairs and Co Chairs are responsible for creating the agendas and for proper notifications and postings in accordance with the Brown Act and the EPNC Bylaws and Standing Rules. Committee Chairs and Co Chairs are also responsible for making all meeting arrangements, including providing copies and reserving space for meetings. The Chairs of the committees shall keep, or delegate, a written record (minutes) of Committee meetings and shall provide regular reports on Committee matters to the Board.

H. Committee Member Absences – Attendance at regular committee meetings is mandatory. Attendance at special committee meetings is mandatory if the agenda states that attendance is required. Committee members who fail to attend meetings, arrive late, and/or leave early may be removed based on their non-attendance. Late arrivals and early departures, as defined in the Standing Rules, count toward absences. Absences, arrival and departure times will be recorded in the committee meeting minutes. Three (3) consecutive absences from regular committee meetings, or five (5) absences from regular committee meetings in the course of any 12 month period will constitute grounds for automatic removal from the committee.

ARTICLE VIII MEETINGS

All meetings of the EPNC Board and its committees shall be noticed and conducted in accordance with the Ralph M. Brown Act Act (California Government Code Section 54950.5 et seq.), the EPNC posting policy within the Standing Rules, and any additional ordinances concerning open meetings promulgated by the City of Los Angeles.

Section 1: Meeting Time and Place

At a minimum, regular meetings of the Board shall be held quarterly on the fourth (4th) Tuesday of the month or at such other time and place set forth in its Standing Rules.

Section 2: Agenda Setting

The Executive Committee sets the agenda for the monthly regular meeting of the Board of Governors. This agenda must be circulated as a draft agenda to the Board of Governors six full days in advance of the meeting date. This agenda must be posted in accordance with the Brown Act at least seventy two hours prior to the Board of Governors meeting. The Chair sets the agenda as necessary for Special Meetings of the Board of Governors.

Any item passed by two committees must be included on the Board of Governors agenda for the next regular Board of Governors meeting. Any item passed by one (1) committee must be included on the Board of Governors agenda within the next 90 days of a regular Board of Governors meeting.

If the Chair is unable to set the agenda, the Vice Chair is authorized to set the agenda; if the Vice Chair is unable to do so, the CIO is authorized to set the agenda; if the CIO is unable to set the agenda, the Secretary is authorized to set the agenda; if the Secretary is unable to do so, the Treasurer is authorized to set the agenda.

Any Executive Committee Officer may call a meeting of the Executive Committee to resolve conflicting agendas, amend an agenda, or set the agenda. All changes, conflicts and amendments shall be resolved by a majority vote of the EC. If the EC votes to set an agenda, it supersedes an agenda set by an individual Officer.

Any Stakeholder or Board member may make a proposal for action by the Council by submitting a written request to the Secretary or President. The Secretary or President shall promptly refer the proposal to an applicable 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 any Committee or Board meeting.

Section 3: Notifications/Postings

Notice of a regular meeting shall be a minimum of three (3) days (72 hours) in advance of the meeting and at least one (1) day (24 hours) in advance of a special meeting. Notification of all meetings shall include, at a minimum, one (1) posting primary physical location within the Neighborhood Council boundaries, and sending to NCsupport@lacity.org for distribution through the ENS(Early Notification System), and on the EPNC website. If the agenda is not posted on the EPNC website, then the agenda will be posted in four additional physical locations as set forth in the standing rules. Agendas shall also be emailed to a Stakeholder database, if any. When available, minutes of previous meetings and other supporting documents shall be posted with meeting notices on the website, if any, and as specified 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: first make a motion for reconsideration and, if approved, shall 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 the meeting: (i) a motion for reconsideration on the described matter and (ii) the original motion 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 the Chair a motion with a written second no less than seven days prior to the next regular meeting. Accompanying this motion must be a memorandum identifying the matter to be reconsidered and a description of the reason(s) for requesting reconsideration. The basis and procedure for reconsideration may be further clarified in the Standing Rules. If there has been a regular meeting since the action was taken, a motion to reconsider is no longer appropriate or valid. Likewise, if an action has taken place based on the original motion, a reconsideration is no longer a viable action.

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 EPNC's accounts.
- E. At least once each quarter, the Chair and at least one (1) other individual designated as the second signatory separate from the Treasurer, who is designated by the Board, shall examine EPNC's accounts and attest to their accuracy before submitting the documentation to the Department for further review. If the Chair is serving as the second signatory, the Vice Chair shall perform the examination.
- F. EPNC will not enter into any contracts or agreements except through the Department.

ARTICLE X ELECTIONS

Section 1: Administration of Election

The EPNC'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 Article IV, Article V, Section 1: Composition, Section 4 of this Article and 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

Stakeholders shall verify their status by documentation pursuant to the guidelines established by the governing City body. Stakeholder status may also be established by means of declaring a stake (or interest) in the neighborhood (as defined in Article IV) and providing the documents to support that declaration pursuant to the guidelines established by the appropriate City officials.

Voters. Voters may verify their Stakeholder status through written self-affirmation or by providing acceptable documentation where required. Stakeholders that use self-affirmation may **not** vote for District Representatives and may only vote for At Large Candidates. Voters may claim a stake in only one District within the EPNC boundaries. If multiple valid claims are present, the Voter must decide which district they will cast their vote in. Eligible District Voters may vote for all at large seats and representatives from the District in which they have a stake.

Vacant seat applicants. In alignment with general neighborhood council elections, all stakeholders interested in running for a vacant Board seat must complete and submit an application along with all necessary documentation. All candidates must provide verification documentation to establish their identity and stakeholder status for the seat to which they are applying.

The Board shall verify Stakeholder status when filling vacant board seats using the criteria below, or request that the Department verify Stakeholder status following its internal procedure(s).

- A. **Verification through the City Clerk’s list of acceptable documentation for neighborhood council applicants.** Stakeholders may verify their status by providing documentation pursuant to the guidelines established by the City Clerk. A list of qualifying documents to verify stakeholder status is provided in [City Clerk NC Election Documentation Guide](#).

- B. **Verification through Written Self-Affirmation.** Unhoused Stakeholders may verify their Stakeholder status through written self-affirmation in order to apply for an open seat.

Verification records. For the purpose of filling vacant board seats, documentation of Stakeholder status verifications must be kept and maintained by the Secretary and CIO. A version with private information redacted (as outlined on the [City Clerk NC Election Documentation Guide](#)) must be made available to the public by request.

Section 5: Restrictions on Candidates Running for Multiple Seats

A candidate shall declare their candidacy for no more than one (1) position on the Board during a single election cycle.

Section 6: Other Election Related Language

Not applicable.

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. The EPNC follows [the grievance procedure available on the EmpowerLA website](#) for stakeholder access. Grievances will be resolved by a panel or committee as established by the Department of Neighborhood Empowerment (DONE) and the EPNC Standing Rules, and will become final when a written memorandum of decision is sent to the grievant. The determination in the memorandum is final unless preempted by another City mandated grievance procedure.

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

When EPNC Bylaws and Standing Rules do not pertain, the Council shall use the *Robert's Rule 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. The Board members are encouraged to become familiar with Robert's Rules of Order to further expedite community business. The Chair is authorized to select an individual to act as Parliamentarian and advise the Chair and the Board on matters of Parliamentary process. The Board may create Standing Rules to supplement these Bylaws, which must be approved by a majority of the Board present and voting.

ARTICLE XIII AMENDMENTS

Any Board Member or Stakeholder may propose an amendment to these Bylaws during the public comment or Future Agenda Items period of a regular meeting of the Board, or a regular meeting of the Rules and Oversight Committee.

The Board shall forward all proposals to the Rules and Oversight Committee (RAO) to review and to provide recommendations to the Board.

RAO decisions and proposed amendments to these Bylaws must then be formalized in writing and delivered to the Executive Committee prior to the next regular BOG meeting.

The Board may postpone action on the amendments; refer them to committee for further review and discussion; convene a special meeting to deal with the items; or may take action on the amendments at the meeting per the agenda.

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

Board action resulting in a recommendation to amend the Bylaws must be followed by an application for Bylaw Amendment being submitted to the Department by the Chair, or the Chair's designee.

ARTICLE XIV COMPLIANCE

EPNC, its representatives, and all community 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 a Citywide System of Neighborhood Councils (referred to as "the Plan"), the City Code of Conduct, the City Governmental Ethics Ordinance (*Los Angeles Municipal Code Section 49.5.1*), the Brown Act (*California Government Code Section 54950.5 et seq.*), the Public Records Act, the American Disabilities Act, and all laws and governmental policies pertaining to Conflicts of Interest.

Section 1: Code of Civility

EPNC, its representatives, and all Stakeholders shall conduct all EPNC business in a professional and respectful manner. Each and every Board member shall abide by the Code of Civility as established by EPNC in its Standing Rules. Violations of the Code of Civility during any EPNC meeting may be used as a basis for removal of Stakeholders from such

meeting and the lack of recognition of Board members at meetings. Board members will abide by the Commission's Neighborhood Council Board Member [Code of Conduct Policy](#). All EPNC Board members shall abide by the Stakeholder Bill of Rights as outlined in the Standing Rules.

Section 2: Training

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.

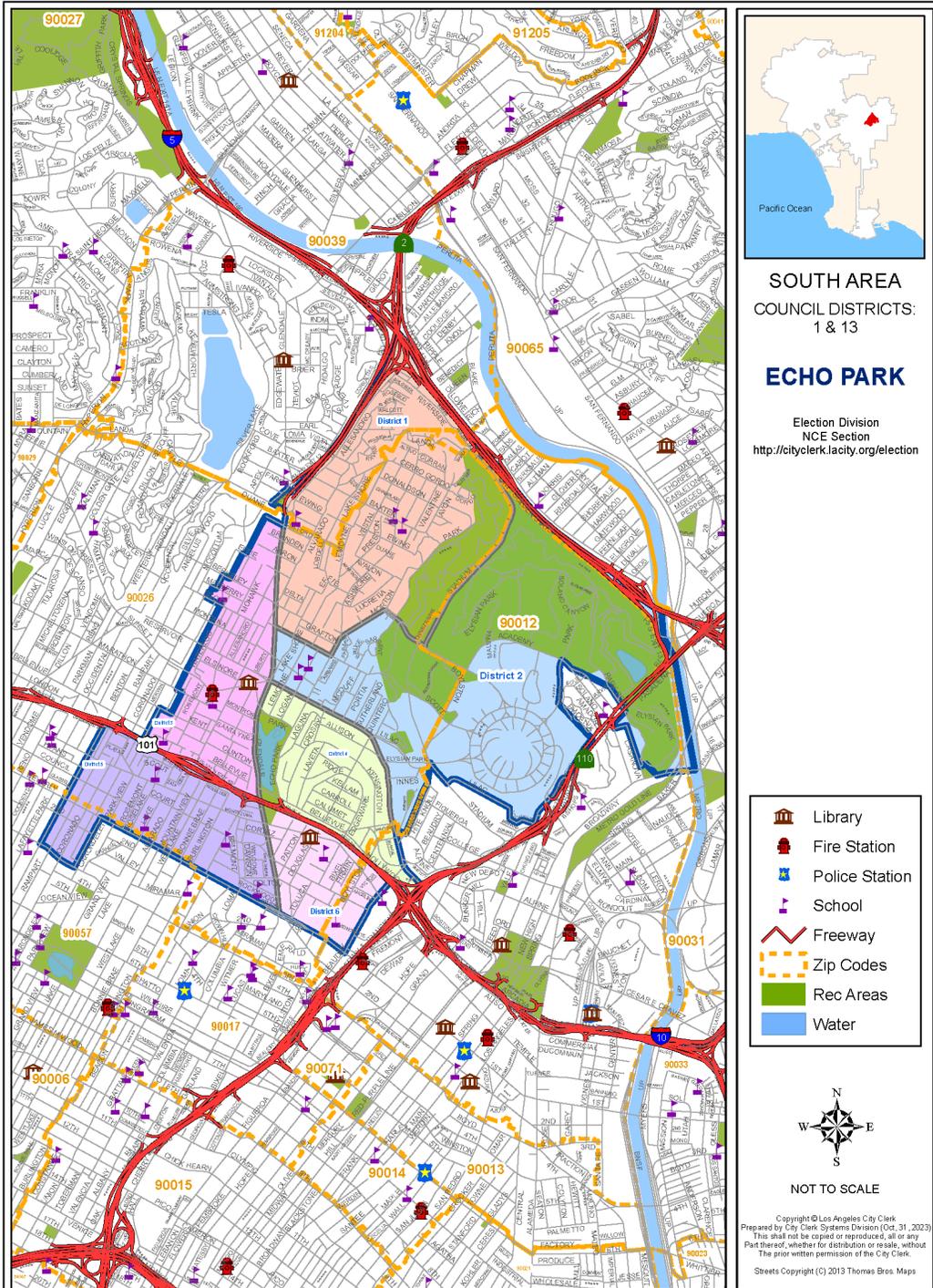
All of the requirements must be fulfilled within 31 days of being seated as a Board member. (Board members selected to fill vacancies are required to complete all of the above within 31 days of being selected.)

Failure to complete these requirements will result in automatic removal from the Board in accordance with Article V, section 9. In accordance with the Department regulations, Board members that have not completed their Ethics and funding training are prohibited from making motions or voting on funding related matters.

Section 3: Self-Assessment

Every year, EPNC shall conduct a regular self-assessment pursuant to [Article VI, Section 1](#) of the Plan.

ATTACHMENT A – Map of Echo Park Neighborhood Council



SOUTH AREA
COUNCIL DISTRICTS:
1 & 13

ECHO PARK

Election Division
NCE Section
<http://cityclerk.lacity.org/election>

- Library
- Fire Station
- Police Station
- School
- Freeway
- Zip Codes
- Rec Areas
- Water



NOT TO SCALE

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KAREN BASS
MAYOR

ECHO PARK NEIGHBORHOOD COUNCIL

OFFICE OF THE CITY CLERK
CITY OF LOS ANGELES



Office of the City Clerk
Election Division



Office of the City Clerk
Systems Division

**ATTACHMENT B – Governing Board Structure and Voting
Echo Park Neighborhood Council - 21 Board Seats**

BOARD POSITION	# OF SEATS	ELECTED OR APPOINTED?	ELIGIBILITY TO RUN FOR	ELIGIBILITY TO VOTE FOR THE SEAT
At Large Representative Term: 4 Years	8	Elected	Any Stakeholder (See Article IV) who is at least 18 years of age at the time of the election.	Any Stakeholder (See Article IV) who is at least 16 years of age at the time of the election.
District 1 Representatives Term: 4 Years	2	Elected	Stakeholders in District 1 (See Article IV) who are at least 18 years of age.	Stakeholders in District 1 (See Article IV) who are at least 16 years of age.
District 2 Representatives Term: 4 Years	2	Elected	Stakeholders in District 2 (See Article IV) who are at least 18 years of age.	Stakeholders in District 2 (See Article IV) who are at least 16 years of age.
District 3 Representatives Term: 4 Years	2	Elected	Stakeholders in District 3 (See Article IV) who are at least 18 years of age.	Stakeholders in District 3 (See Article IV) who are at least 16 years of age.
District 4 Representatives Term: 4 Years	2	Elected	Stakeholders in District 4 (See Article IV) who are at least 18 years of age.	Stakeholders in District 4 (See Article IV) who are at least 16 years of age.
District 5 Representatives Term: 4 Years	2	Elected	Stakeholders in District 5 (See Article IV) who are at least 18 years of age.	Stakeholders in District 5 (See Article IV) who are at least 16 years of age.
District 6 Representatives Term: 4 Years	2	Elected	Stakeholders in District 6 (See Article IV) who are at least 18 years of age.	Stakeholders in District 6 (See Article IV) who are at least 16 years of age.
Youth Representative Term: 2 Years	1	Elected	Any stakeholder (See Article IV) who is between 14 and 17 years of age at the time of the election	Any Stakeholder (See Article IV) who is at least 14 years of age at the time of the election.