

**ELYSIAN VALLEY RIVERSIDE
NEIGHBORHOOD COUNCIL
(EVRNC)
BYLAWS**

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ARTICLE I NAME

The name of this Neighborhood Council shall be the Elysian Valley Riverside Neighborhood Council (“Council” or “EVRNC”).

ARTICLE II PURPOSE

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. The Council shall, at all times, remain adherent to the Plan for a Citywide System of Neighborhood Councils (“Plan”).

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

- 1) To provide an inclusive and open forum for public discussion of issues of interest to the stakeholders of the Council, including City governance, the needs of the Council, the delivery of City services to the Council area, and other matters which relate to the City;
- 2) To advise the City on issues of interest to the stakeholders of the Council, including City governance, the needs of the Council, the delivery of City services to the Council area, and other matters which relate to the City;
- 3) To initiate, execute, and support public projects which improve upon the infrastructural, social, cultural, and socio-economic state of the Council area;
- 4) To propose and to support City-wide measures which ensure holistic and objective improvements upon the affordability of life within the Council area;
- 5) To advocate for and to represent the interests of underprivileged and marginalized communities within the Council’s boundaries, in addition to the community at-large; and
- 6) To facilitate communication between the City and Stakeholders on issues of concern to the community and/or the Stakeholders.

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

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

4. To encourage all Stakeholders to participate in activities of the Council;
5. To prohibit discrimination and intolerance against any individual or group in our operations on the basis of race, religion or lack thereof, color, creed, national origin, citizenship status, ancestry, sex, sexual orientation, sexual identity, gender identity, age, disability, marital status, income, homeowner/renter status, or political affiliation;
6. To have fair, open, and transparent procedures for the conduct of all Council business; and
7. To develop and maintain effective communications with all Stakeholders in Elysian Valley. Methods for effective communications may include e-mail, fax, and mailing lists, distribution of materials at local schools, churches and businesses, notice to local community organizations, and postings at the Community Center and Recreation Center.

ARTICLE III BOUNDARIES

The Council covers a geographic area described below.

Section 1: Boundary Description – The geographical boundaries of the EVRNC abut geographical boundaries of adjacent Neighborhood Councils and includes those areas of the City within the following lines of demarcation:

- A. **North** – Fletcher Drive from Riverside Drive to the Los Angeles River, including the Fletcher Street Bridge;
- B. **East** – The Los Angeles River;
- C. **South** – The intersection of the 5 Freeway and the Los Angeles River; and
- D. **West** – From Riverside Drive and Fletcher Drive, go south on Riverside Drive to the 2 Freeway (including Allesandro Elementary School also shared resource with Silver Lake Neighborhood Council). North along the 2 Freeway to the intersection of the 2 and 5 Freeway. South along the 5 Freeway to the Los Angeles River.

For the purposes of Elysian Valley stakeholders' interest and proper regional development, the EVRNC shall also share Allesandro Elementary School as a shared asset with Silver Lake Neighborhood Council.

The boundaries of the Council are set forth in Attachment A - Map of Elysian Valley Riverside Neighborhood Council.

Section 2: Internal Boundaries – Not applicable.

ARTICLE IV STAKEHOLDER

Neighborhood Council membership is open to all Stakeholders. A “Stakeholder” shall be defined as any individual who:

- (1) Lives, works, or owns real property within the boundaries of the neighborhood council; or
- (2) Is a Community Interest Stakeholder, defined as an individual who is a member of or participates in a Community Organization within the boundaries of the neighborhood council.

A “Community Organization” is an entity that has continuously maintained a physical street address within the boundaries of the neighborhood council for not less than one year, and that performs ongoing and verifiable activities and operations that confer some benefit on the community within the boundaries of the neighborhood council. A for-profit entity shall not qualify as a Community Organization. Examples of Community Organizations may include Chambers of Commerce, houses of worship or other faith-based organizations, educational institutions, or non-profit organizations.

[The definition of “Stakeholder” and its related terms are defined by City Ordinance and cannot be changed without City Council action. See Los Angeles Administrative Code Section 22.801.1]

ARTICLE V GOVERNING BOARD

The Board of Directors (“Board”) shall be the Governing Body of the Council within the meaning of that term as set forth in the Plan. The Board shall always remain in compliance with the rules, ordinances, laws, and statutes of the City as well as with the rules established by the Department of Neighborhood Empowerment of the City of Los Angeles (“the Department”).

Section 1: Composition

- A. The Board shall consist of fifteen (15) At-Large Stakeholders at least eighteen (18) years of age elected, selected or appointed by the Board and/or Stakeholders. The composition of the Board shall be as follows:
 - B. Fourteen (14) At-Large Representatives – Any Stakeholder who lives, works or owns property within the EVRNC boundaries.
 - C. One (1) Community Interest At-Large Representative – Stakeholders who are 18 years or older and declare a stake in the neighborhood as a community interest stakeholder, defined as a person who affirms a substantial and ongoing participation with a community organization that has continuously maintained a physical street address for not less than one year, and that performs ongoing and verifiable activities and operations that benefit the neighborhood, and is located within the NC’s boundaries. A for-profit entity shall not qualify as a Community Organization.

Section 2: Quorum

- A. The quorum of General (Regular or Special) Meetings shall be eight (8) Members of the Board. No floating quorums are allowed.

Section 3: Official Actions

- A. A simple majority vote by the Members of the Board present and voting, not including abstentions, at a meeting at which there is a quorum shall be required to take official action, unless specified otherwise in these Bylaws.
- B. If a majority of Members of the Board present vote to abstain from taking a position on an Official Action, the motion fails.

Section 4: Terms and Term Limits

- A. Members of the Board shall serve a four (4) year term commencing on July 1st and ending June 30th to align with the fiscal year cycle.
- B. A new term may begin early if and only if the Department requires it a necessity.

Section 5: Duties and Powers—The primary duties of the Board shall be to govern the Council and to carry out its objectives.

- A. The primary duties of the Board shall be to govern the Council and to carry out its objectives. No individual member of the Board shall speak for the Board or otherwise publicly represent a Board position unless authorized to do so by official action of the Board. The Board may, by official action, delegate to any Member of the Board the authority to present 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 any public body. Such authority may be revoked at any time by the Board.

Section 6: Vacancies—Vacancies on the Board shall be filled pursuant to the following procedure:

- A. When the filling of Vacancies on the Board is placed onto the General (Regular or Special) Meeting agenda, they shall be the first order of business.
- B. Any Stakeholder interested in filling a vacancy on the Board shall submit a written application to any Member of the Board. Stakeholders shall request a written application from the EVRNC.
- C. The Secretary of the Board shall cause the matter to be placed on the agenda for the next regular meeting of the Board.
- D. The Board shall vote on the application at the meeting. Under no circumstance may a closed ballot vote be conducted for appointing Members of the Board.

- E. If multiple applications for any one (1) seat are submitted to the Board, the candidate with the most votes wins.
- F. Members of the Board reserve the right to abstain from a vote to appoint a new Member of the Board to fill a vacancy for any reason. If abstentions comprise a majority of Members of the Board present and voting, the seat will remain vacant.
- G. The newly-appointed Member of the Board shall fill their newly-assigned Board seat for the remainder of the term unless an election occurs sooner.
- H. In no event shall a vacant seat be filled within sixty (60) days of a general election.
- I. In the event the Membership of the Board is comprised of less than two-thirds (2/3) of its total capacity, or ten (10) Members of the Board, an item titled "Filling of Board Vacancies" shall be placed onto the agenda during the next scheduled General (Regular or Special) Meeting as the first item of business.

Section 7: Absences

- A. Any Member of the Board who misses four (4) total Regular Meetings during the twelve (12) month fiscal year cycle shall be subject to removal from the Board, and the matter shall be placed onto the agenda of the next General (Regular or Special) Meeting for discussion and action on whether the Member of the Board in question shall be removed from the Board.
- B. Each absence by any Member(s) of the Board shall be recorded in the Council's meeting minutes or other manner of Council record keeping, and that, upon missing the required number of Board meetings for removal, the Council Presiding Officer shall notify the Member of the Board 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 General meeting of the Council Board, scheduled and noticed as per the Brown Act, shall constitute a meeting for the purpose of determining the attendance of Members of the Board.

Section 8: Censure

The purpose of the censure process is to place a Board member on notice of misconduct and to provide the Board member with an opportunity to correct the misconduct. The Neighborhood Council ("Neighborhood Council") may censure any Board member at a regular or special meeting open to the public following a good-faith determination by the Neighborhood Council Board that the member has engaged in conduct that is contrary to rules and regulations applicable to the Board or that impedes the orderly business of Board operations. Grounds for censure include, but are not limited to, persistent disruptive conduct at meetings, violations or abuses of the Board's bylaws or rules, violations of the Code of Conduct, acting on behalf of

the Board without authorization, and misuse or abuse of the censure or removal process by acting in bad faith.

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

1. A motion to censure a Board member may be initiated by any three (3) Board members. Those Board members shall not constitute a majority of the quorum of any Neighborhood Council body, such as a committee. The motion shall be delivered to any officer of the Board or a specific officer or member of the Board as may be specified in the bylaws or standing rules of the Neighborhood Council. The motion shall be in writing and provide the specific facts and grounds for the proposed censure including the date(s) and specific conduct relied upon for the motion. The motion shall not be based upon conclusions, e.g., “for alleged violations of the Code of Conduct” but shall contain factual statements that describe conduct only and is not intended to embarrass or humiliate the board member.
2. The Board member, group of Board members or committee responsible for setting the final Board agenda shall include the motion on the agenda of the next regular or special Board meeting scheduled at least thirty (30) days following the delivery of the proposed censure motion.
3. The Board member subject to censure shall be given a minimum of thirty (30) days prior-written notice, which may include email sent to the last email address on file with the Neighborhood Council, of any meeting at which the motion to censure will be considered. The notice shall provide the specific facts and grounds for the proposed censure as specified in 1 above. The Board shall also provide a copy of the notice to the Department of Neighborhood Empowerment a minimum of thirty (30) days prior to the meeting at which the motion to censure will be considered.
4. The Board member subject to censure shall be given a reasonable opportunity to be heard at the meeting, either orally or in writing, prior to the Board’s vote on a motion of censure.
5. The Board shall decide by a majority vote of those present and voting whether or not the Board member should be censured. The Board member who is the subject of the censure motion shall not be counted as part of the majority present and voting and shall not be allowed to vote. For the purpose of censure motions, abstentions shall not be counted as votes.
6. In no event shall a motion to censure a board member be heard by the Neighborhood Council within sixty (60) days of the next scheduled Board election or selection.

Section 9: Removal of Governing Board Members

Any Board member may be removed by the Neighborhood Council (“Neighborhood Council”) for cause, following a good faith determination by the Board that the member has engaged in conduct that is contrary to rules and regulations applicable to the Board or that impedes the orderly business of Board operations. A Board member shall not be subject to removal under this Policy, unless the member has been censured at least once pursuant to the Board of Neighborhood Commissioners’ (“Commission”) Censure Policy. Grounds for removal include, but are not limited to, persistent disruptive conduct at meetings, violations or abuses of the

Board's bylaws or standing rules, violations of the Code of Conduct, acting on behalf of the Board without authorization, and misuse or abuse of the censure or removal processes by acting in bad faith.

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

1. A motion to remove a Board member may be initiated by any three (3) Board members. Those Board members shall not constitute a majority of the quorum of any Neighborhood Council body, such as a committee. The proposed motion shall be delivered to any officer of the Board or a specific officer or member of the Board as may be specified in the bylaws or standing rules of the Neighborhood Council. The motion shall be in writing and provide the specific facts and grounds for the proposed removal action including the date(s) and specific conduct relied upon for the motion. The motion shall not be based upon conclusions, e.g., "for alleged violations of the Code of Conduct" but shall contain factual statements that describes conduct only and is not intended to embarrass or humiliate the board member. The motion to remove shall also include a copy of the prior censure motion and the date it was passed.
2. The Board member, group of Board members or committee responsible for setting the final Board agenda shall list and briefly describe the motion on the agenda of the next regular or special Board meeting scheduled at least thirty (30) days following the delivery of the proposed removal motion.
3. The Board member subject to removal shall be given a minimum of thirty (30) days prior written notice, which may include email sent to the last email address on file with the Neighborhood Council, of any meeting at which a motion to remove will be heard. The notice shall provide the specific facts and grounds for the proposed removal as specified in 1 above. The Board shall also provide a copy of the notice to the Department of Neighborhood Empowerment a minimum of thirty (30) days prior to any meeting at which a motion to remove will be considered.
4. The Board member subject to removal shall be given reasonable time to be heard at the meeting, either orally or in writing, prior to the Board's vote on a motion for removal.
5. The Board shall decide whether or not the Board member should be removed by an affirmative vote of two-thirds (2/3) of the currently sitting Board members. The Board member who is the subject of the removal motion shall not be allowed to vote and shall not be counted when determining the two-thirds (2/3) majority vote. For the purpose of the removal motion, abstentions shall not be counted as votes.
6. In no event shall a motion to remove a Board member be heard by the Neighborhood Council within sixty (60) days of the next election or selection.
7. The Commission may review a Neighborhood Council's removal decision if requested to do so by the affected Board member. Once the request is made for the Commission to review the decision to remove, the Neighborhood Council voting to remove the board member may not fill the vacancy created by the removal until the Commission has made a decision on whether the removal was proper or the Commission declines to review the matter. The Commission's decision whether to hear or decline to hear the removal review request shall be sent in writing

to the requestor and the Neighborhood Council within 30 days after the request for review is delivered.

8. A request for the Commission to review a Neighborhood Council's removal decision shall proceed as follows:

a. The request must in writing and must be delivered to the Executive Assistant of the Commission or, in the absence of an Executive Assistant, to the President of the Commission within thirty (30) days of the date of the action by the Neighborhood Council to remove the Board member.

b. The request must state the basis for the review. The request shall not cite or present any evidence not considered by the Neighborhood Council but must address only procedural deficiencies.

c. If the Commission determines the request for review raises sufficient questions regarding procedural deficiencies and agrees to hear the review, it will be placed on the agenda of a regular or special meeting of the Commission within sixty (60) days of receipt of the request for review.

d. At the review the Commission will determine if the facts as presented support the removal motion and if the procedures set out in this policy were correctly applied.

e. If the Commission determines that there were either factual or procedural deficiencies, the Commission may either reinstate the Board member or return the matter to the Neighborhood Council for further consideration.

f. If the Commission returns the matter for further consideration and the Neighborhood Council does not act within sixty (60) days of the Commission's decision the Board member will be considered reinstated.

g. During the period of appeal the Board member shall not be counted as part of the Board for any quorum and shall not participate in any Board actions.

h. If the matter is returned to the Neighborhood Council for further consideration the Board member shall not be counted as part of the Board for any quorum and shall not participate in any Board actions until the Board takes action as requested by the Commission or until the expiration of the sixty (60) day time period.

9. This policy is not intended to restrict or eliminate a Neighborhood Council's ability to remove or render ineligible to serve, Board members who fail to attend meetings, join committees, maintain their stakeholder status, or perform other duties as may be described in the Neighborhood Council's bylaws and/or standing rules. Nor is it intended to limit a Neighborhood Council's ability to remove committee chairs or committee members according to the Neighborhood Council's bylaws and/or standing rules.

Section 10: Resignation

- A. A Member of the Board may resign from the Council by submitting a written or typed letter of resignation addressed to the President of the Board via hand, postage, or e-mail; the position shall then be deemed vacant and filled pursuant to procedures outlined in Article V, Section 6 of these Bylaws.
- B. Any Member of the Board who ceases to be a Stakeholder is required to submit their resignation to the President of the Board for official announcement at the next General Board meeting.

Section 11: Community Outreach

- A. The Council shall direct that a system of outreach be instituted to inform Stakeholders ~~as to~~ of 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.
- B. The Council shall have a standing Outreach Committee, which will report its activities and recommendations to the Board monthly at the regular Council meeting.
- C. The Council shall maintain an online presence to disseminate information to Council Stakeholders and others interested in the Council.
- D. 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 e-mail 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 any other local organizations as determined by the Board.
- E. Outreach also shall be undertaken at public events and shall be coordinated with other Neighborhood Councils when appropriate.

ARTICLE VI OFFICERS

Section 1: Officers of the Board

- A. The Officers of the Board ("Officers") shall include the following positions which all together comprise the Executive Committee: President, Vice President, Secretary, and Treasurer.

Section 2: Duties and Powers – The duties of the Officers are as follows and also include such additional duties as may be adopted by official action of the Board:

- A. The President shall act as the chief executive of the Council and shall preside at all General (Regular and Special) Board Meetings.
 - 1. The President shall serve as the Chair of the Executive Committee.

2. The President is the primary emissary of the Board to other Neighborhood Councils as well as to any entity or agency of the City.
 3. When an item is discussed during a General (Regular or Special) Meeting, the President shall call for motions and seconds, but they shall not make motions or seconds themselves.
 4. Should the Vice President, the Treasurer and the Secretary be unable to serve as Chair of a General Board Meeting in the President's stead, the President shall designate a Committee Co-Chair to serve as Acting Chair.
- B. The Vice President shall serve in place of the President if the President is unable to serve.
1. When serving in place of the President, the same restrictions and responsibilities outlined within Article VI, Section 2, Subsection A shall apply to the Vice President.
- C. The Treasurer shall maintain the records of the Council's finances and books of accounts and perform other duties in accordance with the Neighborhood Council Funding Program and the Los Angeles City Clerk policies and procedures.
1. The Treasurer shall serve as the Chair of the Board should the President and Vice President be unable to serve.
 - a. When serving in place of the President, the same restrictions and responsibilities outlined within Article VI, Section 2, Subsection A shall apply to the Treasurer.
 2. The Treasurer shall serve as the Chair of the Finance Committee, which shall meet at least quarterly, in alignment with the fiscal year cycle.
 - a. If the Treasurer is unable to serve as the Chair of the Finance Committee meeting, the Second Signatory shall serve in their place.
- D. The Secretary shall keep minutes and records of all Board meetings.
1. An Alternate Secretary shall be appointed by the Board to serve in the absence of the Secretary, as needed. The Alternate Secretary shall be a Member of the Board.
 2. The Secretary shall serve as the Chair of the Grants Committee, which shall meet at least quarterly, in alignment with the fiscal year cycle.
 - a. If the Secretary is unable to serve as the Chair of the Grants Committee, the Alternate Secretary shall serve in their place.
 3. The Secretary shall serve as the Chair of the Board should the President, Vice President, and Treasurer be unable to serve.
 - a. When serving in place of the President, the same restrictions and responsibilities

outlined within Article VI, Section 2, Subsection A shall apply to the Secretary.

4. The Secretary shall appoint three (3) Stakeholders to the Ad-Hoc Grievance Panel through the process outlined in Article VII, Section 3, Subsection B-3.

Section 3: Selection of Officers

- A. Officer positions shall be filled annually by majority vote at the first official Board meeting following their election or selection in Board election years, and at the first General (Regular or Special) Meeting of the new fiscal year during Board non-election years.

ARTICLE VII COMMITTEES AND THEIR DUTIES

All Standing and Ad-Hoc Committees shall be established by the Board. Suggestions for committees may come from Stakeholders or from Members of the Board, and all such suggestions shall be voted upon by the Board.

Section 1: Standing Committees

- A. The Standing Committees of the Council are listed as such: the Executive Committee, the Finance Committee, the Community Impact Statement Committee, the Outreach Committee, the Environment and Land Use Committee, and the Grants Committee.

Section 2: Ad-Hoc Committees

- A. The Board may create Ad-Hoc Committees as needed to deal with temporary issues by placing the matter onto a General Meeting agenda pursuant to Article V, Section 4 of these Bylaws. Ad-Hoc Committees are to operate for no more than one (1) calendar year.
- B. Should an Ad-Hoc Committee seek to extend its operations past its allotted year, it must recommend a Board vote on the matter of allotting one (1) extra calendar year of operations. Approval for extension requires majority vote of present Members of the Board.

Section 3: Committee Creation and Authorization

- A. **Committee Authority**—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 on Standing and Ad-Hoc Committees shall be appointed by the President, the appointment seconded by another Member of the Board, and ratified by Board.
 1. The Outreach Committee and the Environment and Land Use Committee shall be composed of no more than four (4) Members of the Board, two (2) of which will serve as Co-Chairs and may include no more than two (2) interested Stakeholders.

- a. Co-Chairs may delegate the duties of forming the agendas of their respective committees and of presiding Committee Meetings between themselves at their discretion.
2. The Community Impact Statement Committee shall be composed of no more than four (4) Members of the Board.
 3. The Grants Committee and the Finance Committee shall be composed of no more than four (4) Members of the Board and may include no more than two (2) interested Stakeholders.
 - a. The Chair of the Grants Committee shall be the Secretary and its Vice Chair shall be the Alternate Secretary.
 - b. The Chair of the Finance Committee shall be the Treasurer and its Vice Chair shall be the Second Signatory.
 4. Ad-Hoc Committees shall be comprised of between two (2) and four (4) Members of the Board, two (2) of which shall serve as Co-Chairs. Co-Chairs may delegate the duties of forming the agendas of their respective committees and presiding Committee Meetings between themselves at their discretion.
 5. The Ad-Hoc Grievance panel shall be comprised of three (3) interested Stakeholders appointed by the Secretary and ratified by the Board through a majority of members present and voting; it shall be chaired by the Secretary, who serves only in a presiding capacity and does not make motions or seconds and cannot vote.
- C. **Committee Appointment**—All Committee Co-Chairs shall be appointed by the Board. The Co-Chairs shall keep a written record of Committee meetings and shall provide regular reports on Committee matters to the Board.
- 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. Quorum is required for any committee to make recommendations.
- E. **Changes to Committees**—The Board may establish, disband or make changes as needed to any Standing or Ad Hoc Committee. Any such action by the Board shall be noted in the Council’s meeting minutes. Any Standing Committees listed in “Article VII, Section 1: Standing Committees” that may be placed on a Regular or Special Meeting agenda for removal must be removed through the process outlined in “Article XII—Amendments.”
- F. **Removal of Committee Members**—Committee members may be removed through resignation, or through in the same process through which they were appointed.

ARTICLE VIII MEETINGS

All meetings, as defined by the Ralph M. Brown Act (“Brown Act”), shall be noticed and conducted in accordance with the Brown Act, the Neighborhood Council Agenda Posting Policy, and all other applicable laws and governmental policy. A Regular Meeting is defined as a General Meeting which lands on the Council’s monthly schedule of General Meetings. A Special Meeting is defined as a General Meeting which is held outside of that schedule.

Section 1: Meeting Time and Place—All meetings shall be held within the Council boundaries at a location, date and time set by the Board. A calendar of Regular Meetings shall be established by the Board at its first regular meeting of each calendar year.

- A. **Regular Meetings**—Regular Board meetings shall be held on a monthly basis, but at a minimum once a quarter and may be held more frequently at the discretion of the Board. Prior to any action by the Board, there shall be a period of public comment. The Board shall determine the length and format of the period as appropriate.
- B. **Special Meetings**—The President or a majority of the Board shall be allowed to call a special meeting as needed. A Special Meeting may take the place of a Regular meeting, if necessary.

Section 2: Agenda Setting—The Executive Committee shall meet to set the agenda for each Regular Meeting. Agendas for Special Board Meetings are to be formed through the discretion of the Chair and shall include any unfinished business from the previous General 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. At a minimum, notice shall be posted at the Council’s five (5) public meeting locations kept on file with the Neighborhood Council, on the Council website (if applicable), and emailed out to Stakeholders if the Council maintains such a database. Should the Council have a working website, the minimum number of locations for physical posting is one (1) location, in compliance with the Department’s Neighborhood Council’s Posting Policy. All General (Regular or Special) Meeting agendas shall also be e-mailed to the Department.

Section 4: Reconsideration—The Board may reconsider or amend its actions through the following procedure:

- A. The Board may reconsider or amend its actions through a Motion for Reconsideration process defined in its standing rules.

ARTICLE IX FINANCE

- A. The Council shall review its fiscal budget and make adjustments as needed to comply with City laws and City administrative rules, and to keep in compliance with Generally Accepted Accounting Principles and the City’s mandate for the use of standardized budget and minimum finding allocation requirements.

- B. The Council shall adhere to all rules and regulations promulgated by appropriate City officials regarding the Council's finances, where the term "appropriate City officials" means those officials and/or agencies of the City of Los Angeles who have authority over Neighborhood Councils.
- C. All financial accounts and records shall be available for public inspection 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. At least once each quarter, the President and at least one (1) other individual other than the Treasurer, who is designated by the Governing Board, shall examine the Council's accounts and attest to their accuracy before submitting the documentation to the Department for further review.

ARTICLE X ELECTION

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—Governing Structure and Voting.

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 written self-affirmation. Stakeholder status may also be established by means of declaring a stake (or interest) in the neighborhood and providing the facts to support that declaration.

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

Section 6: Other Election Related Language—Not applicable.

ARTICLE XI GRIEVANCE PROCESS

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

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

Within two (2) weeks of the panel's selection, the Secretary 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.

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 amongst the Members of the Board until it is heard publicly at the next regular Council meeting.

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, or its failure to comply with the City's Charter, the Plan, local ordinances, and/or State and federal law. 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. The Neighborhood Council grievance review process will be conducted pursuant to any and all City ordinances, policies and procedures pertaining to Neighborhood Council grievances.

Members of the Board are not permitted to file a grievance against another Member of the Board or against the Council, except as permitted under the City's grievance policy.

ARTICLE XII PARLIAMENTARY AUTHORITY

Section 1: Rules of Order—The Council shall comply with Rosenberg's Rules of Order (Robert's Rules of Order shall apply when Rosenberg's Rules of Order cannot address a parliamentary issue) when conducting all General (Regular or Special) Meetings and all Committee Meetings. Additional rules and/or policies and procedures regarding the conduct of the Council's General (Regular or Special) Meetings and/or Committee Meetings may be developed and adopted by the Board.

ARTICLE XIII AMENDMENTS

- A. An Ad-Hoc Committee on Bylaws Reform shall be established pursuant to Article VII, Section 2 of these Bylaws.
- B. Any Member of the Board may propose an amendment to these Bylaws by sending a request to the Co-Chairs of the Ad-Hoc Committee on Bylaws Reform for placement onto the agenda.

- C. Any Stakeholder may propose an amendment to these Bylaws during the public comment period of a General (Regular or Special) Meeting of the Board.
- D. Any proposal to amend the Bylaws shall be formalized in writing and noticed on the agenda for public discussion and for a vote by the Board at the next immediate General (Regular or Special) Meeting.
- E. An amendment or adjustment to these bylaws requires a two-thirds (2/3) majority vote of the full membership of the Board, or ten (10) Members of the Board, at a duly noticed General (Regular or Special) Meeting.
 - 1. Should fewer than ten (10) Members of the Board be present at a General (Regular or Special) Meeting during which amendments or adjustments to these bylaws are being considered, approval of said amendments or adjustments requires a unanimous vote by no less than eight (8) present Members of the Board.
 - 2. All changes shall then be forwarded to the Department for review and approval.
- F. Amendments shall not be valid, final or effective until approved by the Department. Once approved, any changes in the Bylaws shall become effective immediately.

ARTICLE XIV COMPLIANCE

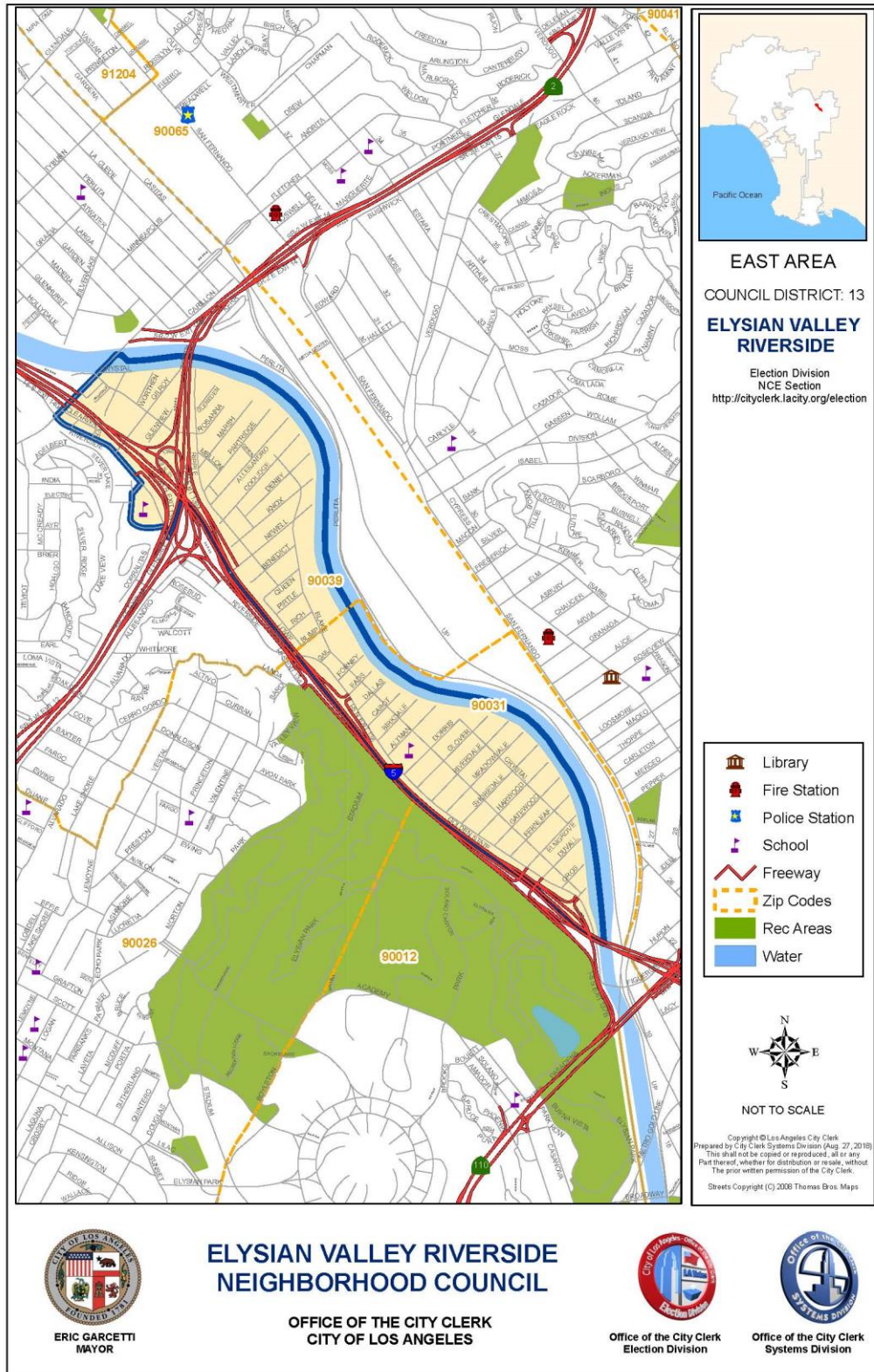
The Council, its representatives, and all Stakeholders shall comply with these Bylaws and with any additional standing rules or procedures as may be adopted by the Board as well as all local, county, state and federal laws, including, without limitation, the Plan, the City Governmental Ethics Ordinance (*Los Angeles Municipal Code Section 49.5.1*), the Brown Act, the Public Records Act, the American Disabilities Act, and all laws and governmental policies pertaining to Conflicts of Interest. If these bylaws or Council standing rules are silent on an issue, the Department's policies and procedures on the matter shall take effect. Failure to comply with any provisions of these Bylaws by any Member(s) of the Board shall subject them to censure.

Section 1: Code of Civility—The Council, its representatives, and all Stakeholders shall conduct all Council business in a civil, professional and respectful manner. Members of the Board will abide by the Commission's Neighborhood Council Board Member Code of Conduct Policy.

Section 2: Training—All Members of the Board must take ethics and funding training prior to making motions and voting on funding related matters, or they will lose their Board voting rights on funding items. All Members of the Board shall take training in the fundamentals of Neighborhood Council, including, but not limited to, ethics, funding, workplace violence and sexual harassment trainings provided by the City within forty-five (45) days of being seated, or they will lose their Council voting rights.

Section 3: Self-Assessment—Every year, the Council shall conduct a self-assessment pursuant to Article VI, Section 1 of the Plan.

ATTACHMENT A – Map of Elysian Valley Riverside Neighborhood Council



ATTACHMENT B – Governing Structure and Voting

Elysian Valley Riverside Neighborhood Council – 15 Board Seats

BOARD POSITION	# OF SEATS	ELECTED OR APPOINTED?	ELIGIBILITY TO RUN FOR THE SEAT	ELIGIBILITY TO VOTE FOR THE SEAT
At-large Representative Term: 4 Years	14	Elected	Any Stakeholder who lives, works, or owns property within the EVRNC boundaries and is at least 18 years of age at the time of the election.	Any Stakeholder who is at least 16 years of age at the time of the election.
Community Interest At-large Representative Term: 4 Years	1	Elected	Stakeholders who are 18 years or older and declare a stake in the neighborhood as a community interest stakeholder, defined as a person who affirms a substantial and ongoing participation with a community organization that has continuously maintained a physical street address for not less than one year, and that performs ongoing and verifiable activities and operations that benefit the neighborhood, and is located within the NC's boundaries. A for-profit entity shall not qualify as a Community Organization.	Any Stakeholder who is at least 16 years of age at the time of the election.