

GRANADA HILLS NORTH NEIGHBORHOOD COUNCIL

POLICY & RULES COMMITTEE

MEETING AGENDA

FRIDAY, APRIL 17, 2009 – 5:00 pm

GHNNC Office
11139 Woodley Ave
Granada Hills, CA 91344

The public is requested (but not required), for follow-up purposes, to fill out a "Speaker Card" to address the Committee on any item of the agenda prior to the Committee taking action on any item.

This Agenda is posted for public review at Albertsons 16201 San Fernando Mission Blvd; HOWS Market located at 11900 Balboa Blvd.; Sugar Suite located at 11858 Balboa Blvd.; and Bee Canyon Park Kiosks (2) – one located across from 17160 Van Gogh St. and the other at the playground between Van Gogh and Sesnon Blvd.

As a covered entity under Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and upon request, will provide reasonable accommodation to ensure equal access to its programs, services and activities. Sign language interpreters, assistive listening devices, or other auxiliary aids and/or services may be provided upon request. To ensure availability of services, please make your request at least 3 business days (72 hours) prior to the meeting you wish to attend by contacting the Neighborhood Council Project Advocate at (818) 374-9895 or e-mail amelia.herrera-robles@lacity.org.

All agenda items are subject to discussion and possible committee action

1. Call to Order
2. Approval of minutes from the April 3, 2009 meeting
3. Review the current working copy of the Bylaws and recommend revisions.
4. Review the City's "Bylaws Adjustment Application"
5. **MOTION:** That we recommend to the GHNNC Board that it vote in favor of adopting this committee's proposal to amend and restate the GHNNC Bylaws as finalized at today's meeting; and that we recommend to the Board that it submit to DONE the City's completed "Bylaws Adjustment Application" form.
6. Review the **Standing Rules** and recommend changes.
7. Public Comment (see rules above)
8. Committee Member Comment - Comments from Committee on subject matters within the Committee's jurisdiction.
9. New Business
10. Adjournment

Please be advised that the Bylaws of the Granada Hills North Neighborhood Council provide a process for reconsideration of actions as well as a grievance procedure.

For your convenience, the Bylaws are available on our website: www.ghnnc.org

"In compliance with Government Code section 54957.5, non-exempt writings that are distributed to a majority or all of the board members in advance of a meeting may be viewed at 11139 Woodley Ave, Granada Hills, CA 91344, at our website by clicking on the following link: www.ghnnc.org, or at the scheduled meeting. In addition, if you would like a copy of any record related to an item on the agenda, please contact the Neighborhood Council Policy & Rules Committee Chairperson at (818) 374-9895 or by e-mail at rosenberg@ghnnc.org"

GRANADA HILLS NORTH NEIGHBORHOOD COUNCIL

POLICY & RULES COMMITTEE

DRAFT MINUTES

For the meeting held FRIDAY, APRIL 3, 2009 @ 5:00 pm

GHNNC Offices

11139 Woodley Ave

Granada Hills, CA 91344

1. Meeting called to order by Eric Rosenberg at **5:31pm**.
Committee members present: Eric Rosenberg, Leon Marzillier, and Mary Ellen Crosby
2. No **minutes** for the two meetings of this standing committee prior to March 20th are available for approval. This is not a problem, however, since the Ralph M. Brown Act does not require minutes for committee meetings.
Motion to approve the **minutes** for the March 20, 2009 meeting was made by Eric Rosenberg and seconded by Leon Marzillier. Without discussion, the motion carried unanimously.
3. The Committee reviewed changes to **Articles 5-7** as recommended by the City of Los Angeles. Discussion included questions about what constitutes a "factual basis" for claiming a stake within the GHNNC boundaries as per the City's new required definition of "Stakeholder." Discussion also included how to limit non-resident stakeholders from running for the GHNNC Council. Consensus was reached and will be reflected in an updated redline of the bylaws that will accompany the agenda notice for the April 17, 2009 meeting.
4. The Committee reviewed changes to **Articles 8-9** as recommended by the GHNNC Treasurer. Discussion also included suggestions for renaming the GHNNC officers' titles and consolidating certain positions. Consensus was reached and will be reflected in an updated redline of the bylaws that will accompany the agenda notice for the April 17, 2009 meeting.
5. The Committee reviewed changes to **Article 1** as recommended by the Committee Chairperson. Consensus was reached and will be reflected in an updated redline of the bylaws that will accompany the agenda notice for the April 17, 2009 meeting. The committee agreed that the Bylaws articles should be renumbered as required. Discussion of a **definitions** article was tabled.
6. The Committee reviewed **all other Bylaws articles** and suggested various changes. Discussion included suggestions for updating the grievance procedures, updating the wording for how often the Board must meet, suggestions for changes to the standing committees, and clarification as to how committee members and the respective chairpersons are chosen. Consensus was reached and will be reflected in an updated redline of the bylaws that will accompany the agenda notice for the April 17, 2009 meeting.
7. Discussion of the **Standing Rules** was tabled.
8. During the **Public Comment** period, a stakeholder asked about public posting locations.
9. During the **Committee Member Comment** period, no one asked to speak.
10. New Business: None
11. Motion for **Adjournment** was made by Eric Rosenberg at **7:20pm** and seconded by Leon Marzillier. Without discussion, the motion carried unanimously.

BYLAWS

of the Granada Hills North Neighborhood Council

Working Proposal as of April 17, 2009

Article 1: Name

The name of this neighborhood council shall be **THE GRANADA HILLS NORTH NEIGHBORHOOD COUNCIL**, herein referred to as “The Council” or “GHNNC”, an officially recognized council hereby part of the Los Angeles citywide system of neighborhood councils.

Article 2: Definitions

2.1 The State: The State of California.

2.2 The City: The City of Los Angeles.

2.3 The County: Los Angeles County.

2.4 Board: The GHNNC Board of Directors, as defined in Article 6.

2.5 Director: A member of the GHNNC Board of Directors.

2.6 Brown Act: The “Ralph M. Brown Act” (California Government Code §§ 54950-54963).

2.7 DONE: The City of Los Angeles Department of Neighborhood Empowerment.

2.8 BONC: The City of Los Angeles Board of Neighborhood Commissioners.

2.9 The Plan: The City of Los Angeles’ *Plan for a Citywide System of Neighborhood Councils*

2.10 Ethics Ordinance: City of Los Angeles Governmental Ethics Ordinance (Los Angeles Municipal Code § 49.5.1)

2.11 GAAP: Any or all provisions of generally accepted accounting principles that apply to a certified neighborhood council, according to the type of entity established by such council.

Article 3: Boundaries

3.1 Overall Boundaries: The boundaries of the GHNNC shall run along State Route 118 (“SR-118”) on the south, from the place where it meets Aliso Canyon at Hesperia Avenue (west of Zelzah Avenue), east to Interstate Highway 405 (“I-405”), then following I-405 north to Interstate Highway 5 (“I-5”), following I-5 northwest to the County line, then following the County line

south along the northwestern edge of O'Melveny Park and continuing to Aliso Canyon, then south along the western edge of Aliso Canyon, and intersecting again at SR-118.

3.2 District One: The boundaries of District One are comprised of the northwestern section bounded by I-5 on the north, the City/County line on the northwest, and the zoning line designating Heavy Industry on the south and east.

3.3 District Two: The boundaries of District Two are comprised of the northeastern section bounded by the junction of I-5 and Balboa Boulevard, and running southwest to form the northwestern boundary; then following Balboa Boulevard south to Woodley Avenue and south along Woodley Avenue to Rinaldi Street to form the west and southwestern boundary; then following Rinaldi Street east to I-405 to form the southern boundary; then following I-405 northwest to its junction with I-5; continuing on I-5 to Balboa Boulevard to form the northeastern boundary.

3.4 District Three: The boundaries of District Three encompass the remaining area within the GHNNC boundaries as defined in Section 3.1 above. Both sides of Woodley Avenue are included in District Three, as are the residents or workers in any plot with a zoning designation beginning with the letter "R."

Article 4: Objectives and Policies of the Council and Communicating with Stakeholders

4.1 Objectives and Policies of the Council: The objective of the Council is to enhance the quality of life and sense of community and pride of all its Stakeholders. It reaches out to other councils in an effort to share ideas about how best to give every Stakeholder a voice in government. The Council attempts to keep abreast of all actions by all agencies of City government which may affect our community, and to inform Stakeholders as quickly as possible. After best-faith efforts to solicit opinions from Stakeholders, the Council makes recommendations to the City that enhance our quality of life. In all its meetings and correspondence, the Council solicits Stakeholders' ideas and promotes free expression of opinions. It listens attentively to ideas for improving our community and to concerns over actions and events which may negatively impact our community. The Council serves as an advocate for the northern Granada Hills community within City government. The GHNNC does not discriminate in any of its policies, recommendations or actions against any individual or group on the basis of race, religion, color, creed, national origin, ancestry, sex, sexual orientation, age, disability, marital status, income or political affiliation.

4.2: Communicating with Stakeholders: The GHNNC shall communicate with all its community Stakeholders on a regular basis in a manner ensuring information is disseminated in a timely manner.

Article 5: Stakeholders

Council membership is open to all Stakeholders. Per the Los Angeles City Charter Article IX § 906(2), “Stakeholders” shall be defined as those who live, work, or own property in the neighborhood and also those who declare a stake in the neighborhood and affirm the factual basis for it.

For purposes of these Bylaws, Stakeholders who live or own property in the neighborhood may hereafter be referred to as “Resident Stakeholders”, and Stakeholders who do not live or own property in the neighborhood but who work in the neighborhood or who have declared a stake in the neighborhood and declared a factual basis for it shall hereafter be referred to as “Non-Resident Stakeholders”.

Any Stakeholder can be appointed by the Board to represent the Council before City government agencies or other neighborhood councils or organizations.

Article 6: Composition of the Board of Directors

6.1 Number of Directors: The Board shall consist of 25 representatives as identified below.

6.2 Board members representing Geographic Districts: The GHNNC area is divided into three geographic districts, as defined in Article 3 of these Bylaws. The number of seats on the Board representing Geographic Districts shall be allocated as follows: one seat for District One, one seat for District Two, and 14 seats for District Three. The number of Directors from the three Districts shall be determined by population using the most current census figures and canvassing the businesses and industries within the Council boundaries. Based on such population figures, there shall be one seat for approximately every 2000 Stakeholders; provided, however, that there will be no more than one seat per District for all Non-Resident Stakeholders in such District. No matter how small the population is in any given district, each district will have at least one Director on the Board.

Every 10 years, following the release of new census figures that would significantly change these numbers, or if the Council feels that a new project will significantly change the rationale for these Districts (for example, a project employing a large number of workers, a large development, etc.), the Council may apply to DONE to alter the District boundaries or reallocate the number of Directors from the Districts.

6.3 Board Member Positions Reserved for Special Interest Groups: The following Directors will represent the various segments and interests of the various groups that exist in the community. Each will be expected to regularly attend meetings, bring to the Board the concerns of those they represent, and to keep those they represent informed of the Council’s actions and items of interest. Some candidates and voters may qualify in more than one category. The candidates and voters must designate which group they wish to represent or vote for at the time of the forum or at registration. They must show proof of their qualifications (membership card, letter

from the President etc.) at this time. All Directors who hold a Special Interest Group seat must report to the Board no less than once per quarter as to how they are fulfilling their constituent responsibilities. Any such Director who fails to show adequate involvement either with their constituency or the Board shall be subject to removal by the Board by a 67% vote.

- a) ***Educational Representative:*** This Director is a Stakeholder who is actively involved in a school, an adult-school, a day-care center, a preschool, or any organization that lies within the GHNNC boundaries and whose area of interest is primarily education.
- b) ***Environmental Representative:*** This Director is a Stakeholder who is an actively involved member of an environmental organization that meets regularly (at least four times annually) within the GHNNC boundaries.
- c) ***Faith-Based Representative:*** This Director is a Stakeholder who is an actively involved member of a church, temple, synagogue, mosque, or any other faith-based organization that lies within the GHNNC Boundaries.
- d) ***Neighborhood Organization Representative:*** This Director is a Stakeholder who is an actively involved member of such organizations as Neighborhood Watch groups; political groups; art, music, and senior groups; or any other such organization that meets regularly (at least four times annually) within the GHNNC boundaries.
- e) ***Parks Representative:*** This Director is a Stakeholder who is an actively involved member of any parks organization that meets regularly (at least four times annually) and deals with issues relating to parks within the GHNNC boundaries, and brings issues relating to parks within the GHNNC boundaries to the Board.
- f) ***Resident Associations Representative:*** This Director is a Resident Stakeholder who is an actively involved member of a homeowner, condominium, townhouse, or renters association that holds regular meetings (at least four times annually) and whose property lies within the GHNNC boundaries.
- g) ***Small Business and Worker Representative:*** This Director is actively involved in a business employing 75 or fewer workers in a facility that is physically located within the boundaries of the GHNNC. Those persons legally operating a business from a residence within the Council area may also qualify. This category will represent all workers.
- h) ***Student Representative:*** This Director, a student between the ages of 16 and 25 (by the date of the election) living within or attending a school within the GHNNC boundaries, represents fellow students by bringing their concerns to the Board, keeping them informed of issues of particular interest to them, and encouraging their participation in City government. The student does not need to provide representative credentials, but may register to run for this office based on residency or student ID.

- i) **Youth-Group Representative:** This Director is a Stakeholder who is an actively involved member of any organization, such as the Boy Scouts, the Girl Scouts, 4-H, a youth athletic organization, or any other youth group that meets or has activities regularly (at least four times annually) within the GHNNC boundaries.

6.4 Quorum: Fifty percent plus one (50% +1) of all Directors, excluding vacant Board seats, shall constitute a quorum. A Director may participate in any meeting of the Board via telephone, video conference, or other adequate electronic medium in order to count towards such quorum. Within 24 hours prior to any meeting of the Board, any Director who will not be present may submit a signed written waiver of notice, or a consent to the holding of such meeting, in order to allow such meeting to proceed as if such Director were present. All such waivers, consents or approvals shall be filed with DONE and be made a part of the minutes of the meeting. No vote or other official action may be taken in the absence of a quorum.

Article 7: Neighborhood Council Elections

This Article explains the administration of Council elections by the City Clerk and provides information regarding Stakeholder membership, the Board's structure, and Stakeholder eligibility for voting and being selected or elected to a Board seat. The provisions in this Article supersede any prior inconsistent provisions contained in these Bylaws.

7.1 Administration of Elections: Elections shall be conducted every two years in even numbered years and shall be administered by the City Clerk beginning on April – June 2010. The rules and regulations promulgated by the City Clerk in conjunction with an election administered by the City Clerk shall take precedence over any inconsistent language in these Bylaws. The term for each currently elected Board member shall be extended through and until a successor is elected or appointed at the April – June 2010 City Clerk-conducted election.

7.2 Board Term: The intent of the Board is to establish a staggered election system where approximately half of the Board is elected at each City Clerk conducted election. Beginning with the City Clerk-conducted election held during April – June 2010, every Board seat shall be open for election, at which time those 12 seats most recently filled either by election or appointment, excluding the Student Representative, shall be elected for a duration of four years or until a successor is elected or appointed. The remaining 13 Board seats, including the Student Representative, shall be elected for a duration of two years or until a successor is elected or appointed. Beginning with the City Clerk-conducted election held during April – June 2012, and each election thereafter, each and every Board seat, except for the Student Representative, shall be elected for the duration of four years or until a successor is elected or appointed. The Student Representative shall be elected for the duration of two years or until a successor is elected or appointed.

7.3 Board Composition and Voting: Article 5 of these Bylaws describes the composition of the Board. All seats shall be elected; none shall be appointed.

All Stakeholders aged eighteen (18) and above on the date of the election shall be entitled to vote in the Council elections for candidates running for Geographic District seats and/or Special Interest seats. All Stakeholders ages fifteen (15) to twenty-five (25) who are students on the date of the election shall be entitled to vote in the Council elections for the Student Representative.

Each Stakeholder shall receive only one ballot corresponding with their geographic or special interest designation on their Stakeholder Verification Form, which shall be substantially in the form attached hereto as Exhibit I. Stakeholders designated as voting for District 3 geographic representatives may vote once each for up to fourteen representatives.

The Board must, to the extent possible, reflect the diversity of the Council's Stakeholders. Accordingly, no single Stakeholder group shall comprise a majority of the Council's governing body, unless extenuating circumstances are warranted and approved by DONE.

7.4 Filling Board Vacancies: A vacancy on the Board shall be filled by a Stakeholder who satisfies the eligibility requirements for holding the vacated Board seat. Any Stakeholder interested in filling a vacant seat shall submit a written application to the Secretary within 90 days of the date that the seat becomes vacant. After the lapse of such 90-day period, the Secretary shall forward the names of all applicants to the President. The President shall have discretion to appoint the vacancy from the applicants or among any other qualified Stakeholders at any time, subject to a majority vote of the Board at a public meeting. The appointed applicant's term shall be limited to the term for the vacated seat.

7.5 Qualifications for Directors: To run for a seat on the GHNNC, a Stakeholder must be 18 years of age or older by the date of the election, except for the candidate for Student Representative, who must be 16 years of age by the date of the election. Each candidate must present documentation including, but not limited to, a picture ID in the form of California Drivers License, a California ID, school ID, passport, or any other valid picture ID, or other documentation showing worker status or property ownership within the Council boundaries. All verifying documents will be returned immediately after being viewed. For the homeless, or others with special circumstances, this requirement may be waived at the discretion of the City Clerk.

7.6 Removal from the Board: Any Director who accrues three consecutive absences, or a total of four absences from regularly scheduled Board meetings in any consecutive 12 month period, commencing with the date of taking office, shall be removed by a majority vote of the Board.

Article 8: Duties, Privileges and Compensation of the Board

8.1 Duties and Privileges of Directors: Newly elected Directors will assume their duties at the first meeting of the Board following certification of the Election. The Board may consider matters, make recommendations and adopt positions relating to the education, recreation, health, safety, esthetics, planning, zoning and all other issues that affect the GHNNC community. The Board may take a public position in support, or opposition, of a ballot measure or pending legislation. The Board may work with other neighborhood councils on interests of mutual concern to lend support to the interests of those councils. Any Board Director may appear as an advocate for a position previously voted on and approved by the Board. Directors who hold a position in opposition to that taken by the Board may express their position as individuals.

8.2 Compensation: No Officer or Board Member will be entitled to receive any compensation from the Council. However, the Council shall reimburse a Board member for reasonable expenses incurred in performing the duties of his or her office or while on Council business.

Article 9: Officers of the Board and their Duties

The following officers will be elected by the Board from those Directors who wish to serve in those positions. Nominations and elections for these positions will take place utilizing standard election procedures, including run-offs in the case of three or more candidates vying for a single position where one candidate does not receive 50% or more of the vote in the first round, during the first Board meeting after the certification of the election. Officers will be elected each year to serve for one year. When a vacancy occurs between elections, it may be filled by appointment by the President and confirmation by a majority vote of the Board. If possible, the new Officer will come from the same category (Geographic or Special Interest) as the one held by the vacating Officer and will be a member of the existing Board. If a vacancy occurs in the office of the President, the Vice-President will assume that position.

9.1 The President: Will preside at all meetings of the Board, call special meetings, prepare agendas (any Director has a right to submit agenda items), serve as an ex-officio member of all standing committees, and whenever possible, represent the Board's position at hearings and other meetings.

9.2 The Vice-President: Will preside at meetings in the absence of the President; will track all city planning and land-use issues in the GHNNC area and bring them to the attention of the Board, particularly the President, the Second Vice-President, and the Secretary.

9.3 The Second Vice-President: Will track all citywide issues on which the GHNNC Board may wish to gain information and/or comment. Will obtain City Council agendas and bring information to the Board, particularly the President and the Secretary, and will work with other neighborhood councils on coalition building and areas of mutual support.

9.4 The Outreach Officer: Will be responsible for keeping the community informed; will make a good-faith effort to keep all of the Stakeholders apprised of the issues coming before the GHNNC Board and coordinate with the President, Vice-President, Second Vice-President, and Secretary to assure that the required information is posted on our web site.

9.5 The Secretary: Will keep the minutes of the meetings; maintain a mailing and e-mail list; maintain the records of all GHNNC actions; conduct the necessary correspondence of the Council; and keep a file of all communications received or sent.

9.6 The Financial Officer: Will work with the Treasurer and the Board to prepare and maintain a Council budget which will be reported to the Board at least quarterly, or more often if requested; and will, with the President and Treasurer, track and coordinate GHNNC efforts to secure funding for projects and operations deemed appropriate by DONE.

9.7 The Treasurer: Will, per Article III § 2(d) of the Plan, maintain separate books of accounts in compliance with GAAP and shall submit monthly reports to the Council and quarterly audit reports to DONE. The Treasurer will receive and disburse all Council funds and work closely with the President and Financial Officer.

Article 10: Meetings of the Board

All meetings will be conducted under the provisions of the Brown Act and all meetings will be open to the public and posted at five public locations. Public testimony will be taken after the presentation of an item and before the item is voted on. A public-comment period will be a part of each meeting.

10.1 Regular Meetings: The Board shall meet at least once every 31 days, on a consistent date and time, at a regular location within the boundaries of the Council; provided, however, that if a meeting date falls on a holiday, or there is another valid reason to change the date or venue, the meeting may be rescheduled to a date that is no more than seven days before or after the date on which the meeting would have been scheduled normally. Such change shall be posted on the Council's web site and in at least the five public locations submitted with the Council's application seventy-two hours before that meeting. Agendas will be posted seventy-two hours prior to all meetings of the Board.

10.2 Special Meetings: If, because of time constraints, urgent action is required to respond to an item or situation, a special meeting may be convened by the President, Vice-President, or Second Vice-President with concurrence of at least two other Directors. Notification of a special meeting must be posted on the Council's web site and at least the five public locations submitted with the Council's application within the Council area at least seventy-two hours prior to the meeting.

10.3 Board and Committee Agenda: The Board President will review all proposed agenda items submitted by Directors and, in a timely manner, place them on the agenda or refer the items to the appropriate Committee Chairperson for inclusion in his or her Committee Agenda.

Article 11: Board Decisions

The Board will seek to achieve consensus. For an item to be approved, it must receive a majority vote of those Board members present at a regularly constituted Board meeting or a correctly-noticed special meeting. All votes of the Board and Committee members may be by a show of hands with the understanding that any person in attendance at the meeting may request a verbal, by roll call vote. The vote of each member is to be recorded. The Board cannot vote by secret ballot. No vote or other official action may be taken in the absence of a quorum, as defined in Article 6.4. No proxy voting will be allowed. No Board member under the age of 18 will vote on issues or contracts on which he or she is prohibited from voting under applicable law. If there is a tie, the motion may be carried over to the next regular or specially convened meeting for resolution. For items of significant interest or contention the Board may, at its discretion, call a special properly-noticed meeting of all Stakeholders to allow them to discuss and cast an advisory vote on the issue(s). The vote may be taken by voice or show-of-hands at the discretion of the Board. Although the final decision rests with the Board, this advisory vote will be considered by the Directors in their deliberations and voting.

Article 12: Reconsideration and Grievance Procedures

12.1 Reconsideration Procedures: The Board is the only body authorized to make decisions for the Council. However, within ten days of a Board decision, any Stakeholder may request, in writing, a reconsideration of a Board decision. In order to be considered, the request must state the Stakeholder's name, address and contact phone number, and the title and date of the Board's resolution or motion. It must also specify the exact reason(s) for his or her objection to the decision and include any documentation available to support the Stakeholder's position for the objection. The Stakeholder must also sign a declaration stating that all information provided, including any accompanying statements or documents are true, correct, and complete, to the best of his or her knowledge and belief. If such a reconsideration does not interfere with the timely forwarding of that decision to any legislative or governmental body or agency, the Board shall agendaize the item for possible reconsideration at its next meeting. The Board may reconsider or amend its actions through the following Motion for Reconsideration process:

- a) The Board's approval of a Motion for Reconsideration must occur within the following specific periods of time:
 - i) During the same meeting where the Board initially acted; or
 - ii) During the Board's next regularly scheduled meeting that followed the meeting where the action subject to reconsideration occurred.

These specific time frames do not prevent the Council from convening any special meetings within the specified time frames to address a Motion for Reconsideration.

- b) Before the Board reconsiders any matter, the Board must approve a Motion for Reconsideration. The Motion for Reconsideration must be approved by official action of the Board. After determining in the affirmative that an action should be reconsidered, the Board then has the authority to re-hear, continue, or take action on the item that is the subject of reconsideration within limitations that are stated in the Motion for Reconsideration.
- c) The Motion for Reconsideration shall only be proposed by a Director of the Board that previously voted on the prevailing side of the original action that was taken by the Board (the "Moving Board Director"). The Moving Board Director may make the Motion for Reconsideration by either:
 - i) An oral motion that is made during the same meeting where the action that is the subject of reconsideration occurred, or
 - ii) By properly placing the Motion for Reconsideration on the agenda of a meeting that occurs within the allowed specified periods of time as stated above.
- d) If the Motion for Reconsideration is made subsequent to the meeting where the action that is the subject of reconsideration occurred, then the Motion for Reconsideration must be placed on the agenda by the Moving Board Director submitting a memorandum to the President and Secretary at least three days in advance of the deadline for posting notices for the meeting. The Moving Board Director's memorandum must briefly state the reason(s) for requesting the reconsideration and provide the President and the Secretary with the language necessary to complete the information that must be stated in the agenda. The language that must be stated in the agenda is an adequate description of:
 - i) The Motion for Reconsideration and its description of the item that is to be reheard; and
 - ii) A proposed action that may be adopted by the Board if the Motion for Reconsideration is approved.
- e) When a Motion for Reconsideration is brought before the Board for reconsideration, then that motion may be seconded during the public hearing by any member of the Board.
- f) This reconsideration process shall be conducted at all times in accordance with the Brown Act, including that: any discussion on the issue remain within permissible discussion parameters; that any decision is made during the public hearing; and that, if the Motion for Reconsideration is considered at a subsequent meeting to the meeting where the act that is the subject of reconsideration occurred, then the Motion for Reconsideration is properly listed on that meeting's agenda.

12.2 Formal Grievance Process:

- a)** Those seeking redress of alleged violations concerning matters of procedure or law must submit such concerns in writing to the Board substantially in the form attached hereto as Exhibit II. Such form will state Stakeholder status, outline the reason the complaint is being lodged, describe the grievant's proposed remedy, and include any documentation the petitioner wishes to provide.
- i)** This formal grievance process is not intended to apply to Stakeholders who simply disagree with a position or action taken by the Board at one of its meetings. Those grievances can be aired at all meetings during the public comment period. This grievance process is intended to address matters involving procedural disputes, e.g., the Board's failure to comply with these Bylaws or its failure to comply with the City's charter, the Plan, local ordinances, State law, and/or Federal law.
- b)** At the next regularly scheduled general meeting after receipt of the grievance, a list will be compiled of Stakeholders who wish to serve on a grievance panel. The list will remain open for Stakeholders to express their interest to serve for seven (7) days following the meeting.
- c)** At that time, the Secretary shall randomly draw three (3) names to serve on the ad hoc grievance panel. The Board shall determine the method of randomness.
- d)** The Secretary will coordinate a time and a place for the panel to meet with the person(s) submitting the grievance to discuss ways in which the grievance may be resolved. The meeting shall be held within fourteen (14) days of the ad hoc grievance panel being selected. The Secretary shall facilitate the meeting.
- e)** After hearing the grievance, the panel will discuss possible solutions and draft a report and recommendation to be heard at the next regularly scheduled general meeting of the Board.
- f)** The Secretary will add the grievance panel's recommendation to the agenda of the next regularly scheduled general meeting. The Board may receive a copy of the panel's report and recommendations prior to the meeting, but the matter shall not be discussed among the Board Members until the matter is heard at a meeting of the Board pursuant to the Brown Act.
- g)** The Board shall hear the grievance, take into consideration the grievance panel's recommendation, and shall vote by official action at that time on the matter.
- h)** In the event that a grievance cannot be resolved through this grievance process, then the matter may be referred to DONE for consideration or disputed in accordance with the Plan.

Article 13: Ethics and Board of Directors Campaign Spending Limits

13.1 Ethics: The GHNNC shall be subject to any or all applicable sections of the Ethics Ordinance. All applicable laws of local, state, and federal government shall be the minimum ethical standard for the GHNNC, its Board, and its Stakeholders.

No group shall attempt to dominate or control the GHNNC Board. In addition to abiding with all city, state and federal laws regarding the ethical conduct of the Council, the following standards are adopted: Board members may not receive donations or gifts from anyone whose project will foreseeably come before the Board. Board members will keep a record of all meetings with a proponent or opponent of a project, their attorneys, lobbyists, consultants, or other representatives for any project that foreseeably will come before the Board for consideration. This record will be forwarded to the Recording Officer for posting, along with a record of those in attendance.

If a Director is voting as a representative of a business, organization, or any other group, that Director must publicly disclose any money, gifts, or gifts of services received by the business, group, or organization he or she represents, when considering an action which may benefit that entity. This information will be posted on the Council's web site prior to consideration of a project. The receipt of money, gifts, or services will constitute a conflict. When a conflict arises, the Board member shall recuse him/herself.

13.2 Campaign Spending Limits: Each candidate for a Board position will be asked to sign a pledge committing to spend no more than \$75 to promote his/her candidacy. Appeals may be made to the Ethics Committee in case of a dispute.

Article 14: Committees

14.1 Standing Committees: The Standing Committees may consist of any interested Stakeholders who wish to volunteer. The GHNNC Board will encourage full and broad participation in these committees. The respective Committee Chairpersons shall be chosen by a majority vote of the Board if not already defined below. The Committees will meet regularly and report to the GHNNC Board, as necessary, or at the GHNNC Board's request. A minority report may also be presented. Standing Committees of the GHNNC will include the following:

- a) **Executive Committee:** This Committee shall include the President, Vice-President, Second Vice-President, Secretary, Financial Officer, and Treasurer.
- b) **Outreach and Publicity Committee:** This Committee shall include the Outreach Officer, the Vice-President, the Second Vice-Presidents, and the Secretary.
- c) **Parks Committee:** This Committee shall include the Parks Officer and Environmental Officer.

- d) ***Beautification Committee:*** This Committee shall include the Outreach Officer.
- e) ***Citywide Issues Committee:*** This Committee shall include the Vice-President and will research other items that come before the Board from Stakeholders and Board Members that do not come under other committees.
- f) ***Planning and Land Use Management Committee:*** To study and make recommendations concerning land use issues.
- g) ***Public Safety Committee:*** To study and make recommendations concerning safety issues within the community.
- h) ***Policy and Rules Committee:*** To study Bylaws, Guidelines, and Standing Rules; and recommend updates for these documents.

14.2 Ad Hoc Committees: Ad Hoc committees may be formed by a majority decision of the Board to handle special issues and deal with items not addressed by any Standing Committee.

14.3 Quorum: Fifty percent plus one (50% +1) of all committee members will constitute a quorum. No vote or other official action may be taken in the absence of a quorum.

14.4 Committee Oversight: The actions, recommendations, and policies of all Committees shall be subject to approval by official action of the Board.

Article 15: Bylaw Changes

All suggested amendments to these Bylaws shall be submitted to the Secretary in writing, either via hardcopy, facsimile transmission, or e-mail. The Secretary shall place the suggested amendment on the agenda for the next Council meeting to be discussed and voted on by the Board. These Bylaws shall only be amended by a two-thirds (2/3) majority vote, meaning that two-thirds (2/3) of the votes cast, exclusive of abstentions and recusals, must be in the affirmative.

Amendments approved by the Council shall be forwarded within two (2) weeks to DONE and shall not be valid, final, or effective until approved by DONE or BONC. DONE has the responsibility to respond to the GHNNC with a written opinion or its concurrence within the time limit outlined in the DONE guidelines.

EXHIBIT I

GRANADA HILLS NORTH NEIGHBORHOOD COUNCIL ELECTION STAKEHOLDER VERIFICATION FORM

DECLARATION OF STAKEHOLDER STATUS
WITHIN A CITY OF LOS ANGELES NEIGHBORHOOD COUNCIL

I, _____, do hereby announce and
(Print Name in Full)

declare that I am a Stakeholder in the boundaries of the Granada Hills North Neighborhood Council, based on my affiliation as a (*please check only one*):

- | | | |
|---|---|--|
| <input type="checkbox"/> Lives | <input type="checkbox"/> Works | <input type="checkbox"/> Non-Resident Property Owner |
| <input type="checkbox"/> Educational* | <input type="checkbox"/> Environmental* | <input type="checkbox"/> Faith-Based* |
| <input type="checkbox"/> Neighborhood Organization* | <input type="checkbox"/> Parks* | <input type="checkbox"/> Resident-Associations* |
| <input type="checkbox"/> Small Business and Worker* | <input type="checkbox"/> Student* | <input type="checkbox"/> Youth Group* |

Name of Organization

The geographic district in which I declare stakeholder eligibility is (*please check only one*)*:

- ☐ District One ☐ District Two ☐ District Three

corresponding with the address:

Street Number Street Apartment Number

City State Zip Code

Mailing Address:

Street Number Street Apartment Number

City State Zip Code

Day Phone #: (_____) _____ Evening Phone #: (_____) _____

Fax #: (_____) _____ Email: _____

I hereby declare under the penalty of perjury that the above statements are true and correct and that I possess all the necessary legal qualifications of a stakeholder.

Signature: _____ Date: _____

FOR OFFICIAL USE ONLY

Received By: _____ Date: _____

Documentation Verified? ☐ Yes ☐ No

* See requirements in Granada Hills North Neighborhood Council Bylaws.

EXHIBIT II

CITY OF LOS ANGELES
CALIFORNIA



Granada Hills North Neighborhood Council
Grievance and Complaint Form

Person or Persons against whom you are filing this grievance or complaint: _____

Date: _____ **Place:** _____

Nature of grievance/complaint (You may add additional pages and attach documentation): _____

Suggested remedy: _____

I submit that this document and any and all accompanying documents are true, correct, and complete to the best of my knowledge and belief.

Signature

Printed Name

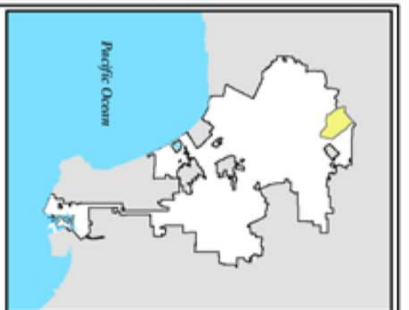
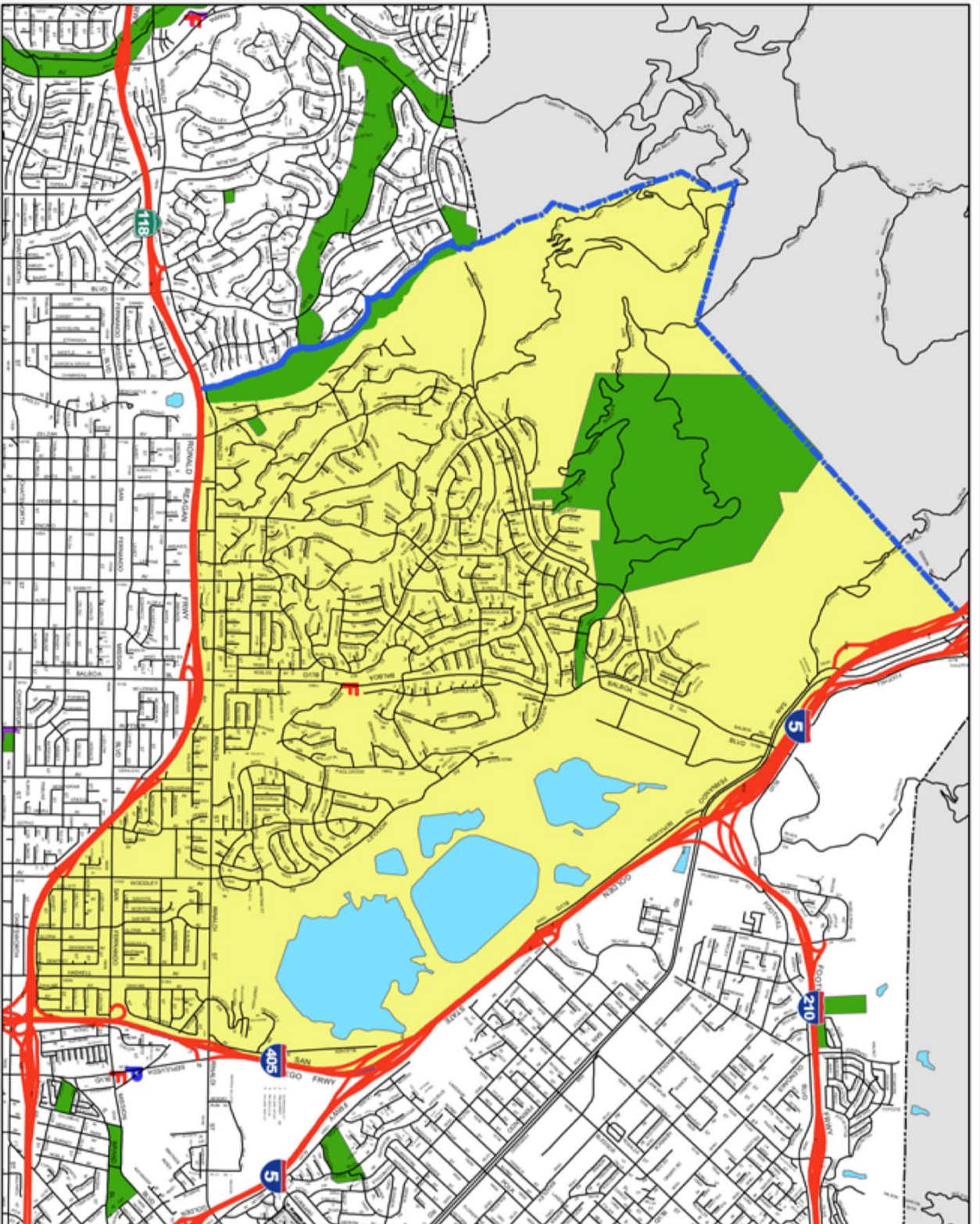
Address: _____

Phone: _____

Submit a copy of this form and attachments to both of the following:

1. GHNNC President, 11862 Balboa Blvd #137, Granada Hills, CA 91344
2. GHNNC Vice-President, 11862 Balboa Blvd #137, Granada Hills, CA 91344

EXHIBIT III



NORTH VALLEY AREA
COUNCIL DISTRICT: 12
GRANADA HILLS NORTH NC
CERTIFIED: 09/10/2002

Department of
Neighborhood Empowerment
(213) 485-1360 or dial 311
www.lacityneighborhoods.com

- P** Police Station
- F** Fire Station
- L** Library
- Park**
- Recreation Area**
- Water**
- Freeway**
- Street**



NOT TO SCALE

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GARY LEE MOORE, P.E.
CITY ENGINEER

GRANADA HILLS NORTH
NEIGHBORHOOD COUNCIL
DEPARTMENT OF NEIGHBORHOOD EMPOWERMENT
CITY OF LOS ANGELES



ANTONIO R. VILLARAIGOSA
MAYOR