

CITY OF LOS ANGELES
CALIFORNIA



Granada Hills North
Neighborhood Council

Special Meeting

May 4, 2009

7:00 PM

GHNNC Office

11139 Woodley Ave.

BOARD MEMBERS

CHAIRPERSON
Leon Marzillier

VICE CHAIRPERSON
Anne Ziliak

Pat Casparian
Mary Ellen Crosby
Michael Deering
Sue De Vandry
Neysa Frechette
Rafael Garcia
Sid Gold
Michael Greenwald
Wayde Hunter
Joshua Jordahl

Skip Leifer
William Lillenberg
Scott Manatt
Ray Pollok
Eric Rosenberg
Jan Subar
Mil Tossoun
Natasha Vetlugin
Joe Vitti

**GRANADA HILLS
NORTH
NEIGHBORHOOD
COUNCIL**

11862 Balboa Blvd # 137
Granada Hills, CA 91344

Telephone 818-831-0578

www.ghnnc.org

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

AGENDA

All agenda items are subject to discussion and possible board action

1. Call to Order, Roll Call, Pledge of Allegiance, Chair Comments
2. Public Comment on non-agenda items
3. **Motion** (Policy & Rules Committee) That GHNNC adopt the Policy & Rules Committee proposal to amend and restate the GHNNC bylaws. *(Note: Article 15 states that our bylaws may be changed by a two-thirds vote of the Stakeholders present at a special meeting called for that purpose. Copies of the amended and restated bylaws may be found on our website or by calling the phone number above. Those wishing to vote should bring evidence that they are stakeholders in Granada Hills North.)*
4. Board Member Comment on non-agenda items
5. Adjournment

Food and drinks available for ALL attendees!

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 in advance of a meeting, may be viewed at 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 us at (818) 831-0578.

**THIS MEETING IS NEITHER SPONSORED BY NOR IS IT IN ANY WAY CONNECTED WITH
THE LOS ANGELES UNIFIED SCHOOL DISTRICT**

BYLAWS

of the Granada Hills North Neighborhood Council

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: The County of Los Angeles.

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

2.5 Director or Board Member: 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, herein referred to as the “Neighborhood”, 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 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 within 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 may 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 twenty-five (25) Representatives identified below.

6.2 Directors 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 (1) seat for District One, one (1) seat for District Two, and fourteen (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 2,000 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 ten (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 Director 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 attend meetings regularly; 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. Because 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 and show valid proof of their qualifications at such 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 his or her constituency or with the Board shall be subject to removal by the Board by a two-thirds (2/3) 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 Neighborhood 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 Neighborhood.
- c) ***Faith-Based Representative:*** This Director is a Stakeholder who is an actively involved member of a synagogue, church, temple, mosque, or any other faith-based organization that lies within the Neighborhood.
- d) ***Neighborhood Organizations 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 Neighborhood.
- 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 Neighborhood, and brings issues relating to such parks 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 Neighborhood.
- g) ***Small Business and Workers Representative:*** This Director is actively involved in a business employing seventy-five (75) or fewer workers in a facility that is physically located within the Neighborhood. Those persons legally operating a business from a residence within the Council area may also qualify. This category will represent all workers.
- h) ***Students Representative:*** This Director, a student between the ages of 16 and 25 (on the date of the election) living within or attending a school within the Neighborhood, 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 may register to run for this office based on residency or student ID.
- i) ***Youth Groups 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 Neighborhood.

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 Director 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: Beginning with the City Clerk-conducted election held on April – June 2010, a Director's term shall be for the duration of two years or until a successor is elected or appointed.

7.3 Board Composition: Article 6 of these Bylaws describes the composition of the Board. All seats shall be elected; none shall be appointed.

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 Voting: 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 his or her Geographic or Special Interest designation on his or her Stakeholder Verification Form, which shall be substantially in the form attached hereto as Exhibit I. Stakeholders designated as voting for District Three Geographic Representatives may vote once each for up to fourteen (14) Representatives. If a voter's proof of Stakeholder qualification is insufficient, or if insufficient documentation is presented to verify such voter's designation, then such person may vote provisionally. For a provisional ballot to be converted to a regular ballot and be counted, the voter must supply the City Clerk with the appropriate documentation within three days.

7.5 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 ninety (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.

7.6 *Qualifications for Directors:* To run for a seat on the GHNNC, a Stakeholder must be eighteen (18) years of age or older by the date of the election, except for the candidate for Student Representative, who must be sixteen (16) years of age by the date of the election. Each candidate must present documentation including, but not limited to, a valid picture ID in the form of a California Drivers License, California ID, passport, school ID, or any other such ID; plus documentation showing proof that the individual is a qualified Stakeholder. 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.

7.7 *Campaign Spending Limits:* Each candidate for a Board position will be asked to sign a pledge committing to spend no more than seventy-five dollars (\$75.00) to promote his/her candidacy. Appeals may be made to the Ethics Committee in case of a dispute.

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 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 Director will be entitled to receive any compensation from the Council. However, the Council shall reimburse a Director 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 (1) year. An Officer may not hold the same office for more than four consecutive years. 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 Executive Vice-President will assume that position.

9.1 The President: Will preside at all meetings of the Board, call special meetings, prepare agendas, 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 Executive 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 Vice-President, and the Secretary.

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

9.5 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.

9.6 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.

9.7 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, Executive Vice-President, Vice-President, and Secretary to assure that the required information is posted on our web site.

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 notice thereof posted on the Council's web site and in at least the five (5) public locations submitted with the Council's application. Public testimony shall be taken after the presentation of an item and before the item is voted on by the Board. A public comment period will be

a part of each meeting. Quorum, as defined in Section 10.5 of these Bylaws, must be achieved to hold any such meeting of the Board.

10.1 Regular Meetings: The Board shall meet at least once every thirty-one (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 Regular Meeting may be rescheduled to a date that is no more than seven (7) days before or after the date on which the meeting would have been scheduled normally. Such change shall be posted seventy-two (72) hours before that meeting. Agendas will be posted seventy-two (72) hours prior to all meetings of the Board.

10.2 Special Meetings: A Special Meeting, such as a meeting to amend the Bylaws per Article 15, may be convened by the President, Executive Vice-President, or Vice-President with written or verbal concurrence of at least two (2) other Directors. A Special Meeting may also be called at any time by fifty (50) Resident Stakeholders petitioning the Board, such meeting to be held within forty-five (45) days of the receipt of such petition by any Director or DONE. Notification of such Special Meeting must be posted at least ninety-six (96) hours prior to the meeting. Such notice shall include the names of the two (2) consenting Directors, if not called by Resident Stakeholders. No other business can be transacted except that for which the meeting was called.

10.3 Emergency Meetings: In the case of an emergency situation involving matters upon which prompt action is necessary to respond to an item or situation, an Emergency Meeting may be convened by the President, Executive Vice-President, or Vice-President with the written concurrence of at least five (5) other Directors. Per § 54956.5 of the Brown Act, such meeting may be held without complying with the usual notice and posting requirements. However, notification of such Emergency Meeting, including the names of the concurring Directors, must be posted on the Council's web site as soon as possible after such meeting has been scheduled; and each local newspaper of general circulation and radio or television station which has requested notice of Special Meetings shall be notified by the presiding officer of the Board, or designee thereof, one hour prior to the Emergency Meeting by telephone and all telephone numbers provided in the most recent request of such newspaper or station for notification of special meetings shall be exhausted. In the event that telephone services are not functioning, the notice requirements of this section shall be deemed waived, and the Board, or designee of the Board, shall notify those newspapers, radio stations, or television stations of the fact of the holding of the Emergency Meeting, the purpose of the meeting, and any action taken at the meeting as soon after the meeting as possible. No other business can be transacted except that for which the meeting was called.

10.4 Board and Committee Agenda: Any Director has a right to submit agenda items for any Board meeting. The Board President will review all such proposed agenda items 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.

10.5 Quorum: Thirteen (13) Directors shall constitute a quorum. No vote or other official action may be taken in the absence of a quorum.

10.6 Attendance: Commencing with the date of taking office, any Director who accrues three (3) consecutive absences from any Regular Meetings occurring on the regularly-scheduled day and time (a "Normal Meeting"), or a total of four (4) cumulative absences from Normal Meetings within any consecutive twelve-month period, shall be subject to removal by a majority vote of the Board. Notifying the Board of an absence prior to a Regular Meeting, while courteous and encouraged, does not prevent such absence from accruing. Leaving a Board meeting early does not constitute an absence unless such absence causes a loss of quorum. Notwithstanding the foregoing, if any Director accrues four (4) consecutive absences, or within any consecutive twelve-month period accrues five (5) cumulative absences, from Normal Meetings for any reason, such Director's seat shall be considered vacant.

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 Directors 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 proxy voting will be allowed. No Director 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 (10) days of a Board decision, any Stakeholder may request, in writing, a reconsideration of a Board decision (a "Motion for Reconsideration"). 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 agendize 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 Director"). The Moving 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 Director submitting a memorandum to the President and Secretary at least three (3) days in advance of the deadline for posting notices for the meeting. The Moving 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 Board Member.

- 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 that concerns the entire Board, not an individual Director, 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 types of disagreements can be aired at all meetings during the public comment period. This grievance process is intended to address matters involving procedural disputes (i.e., 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, excluding Directors, 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 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 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 Directors 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

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: Directors may not receive donations or gifts from anyone whose project will foreseeably come before the Board. Directors 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 Secretary for posting, along with a record of those in attendance.

If any Director is voting as a representative of a business, organization, or any other group, such 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 shall constitute a conflict. When a conflict arises, such Director shall recuse him/herself.

Article 14: Committees

14.1 Standing Committees: Each Standing Committee may include any interested Stakeholder who wishes to volunteer. The GHNNC Board will encourage full and broad participation in these committees. 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) **Citywide Issues Committee:** This committee shall include the Vice-President, and shall research other items and issues that come before the Board from Stakeholders and Directors that do not reside within the purview of other committees.
- b) **Ethics Committee:** This committee shall give guidance on matters concerning disputes and/or improprieties.
- c) **Executive Committee:** This committee shall include the President, Executive Vice-President, Vice-President, Secretary, Financial Officer, and Treasurer. The President shall be the Chairperson for this committee.
- d) **History Committee:** This committee shall record the history of the GHNNC.
- e) **Outreach and Publicity Committee:** This committee shall include the Outreach Officer, who shall be the Chairperson for this committee. This Committee shall be responsible for outreach to and communication with Stakeholders and the general community.
- f) **Parks and Beautification Committee:** This committee shall include the Parks Representative and the Environmental Representative.

- g) ***Planning and Land Use Management Committee:*** This committee shall study and make recommendations concerning land use issues.
- h) ***Policy and Rules Committee:*** This committee shall study Bylaws, Policies, and Guidelines; and recommend updates for these documents.
- i) ***Public Safety Committee:*** This committee shall study and make recommendations concerning safety issues.

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. Such committees are not subject to the notice and posting requirements of the Brown Act, provided such committees are comprised solely of Board Members; consist of fewer than seven (7) such Board Members; have a defined purpose and time frame to accomplish such purpose; and be advisory and have no decision-making power. Should any person other than a Board Member be appointed to such Ad Hoc committee, then such committee must operate under the notice and posting requirements of the Brown Act.

Article 15: Changes to These Bylaws

All suggested amendments to these Bylaws may be submitted in writing to any Director, either via hardcopy, facsimile transmission, or e-mail. Any such Director who receives a suggested amendment shall immediately forward said amendment to the Policy & Rules Committee for consideration at its next meeting.

At such time as the Policy & Rules Committee recommends that the Board schedule a Special Meeting for the purpose of having Stakeholders vote on whether to adopt the committee's proposal to amend these Bylaws, the Secretary, President, or Executive Vice-President shall place such recommendation on the agenda of the next Council meeting for action by the Board.

These Bylaws shall only be amended by the vote of two-thirds (2/3) of Stakeholders present at a Special Meeting called for that purpose, meaning that two-thirds (2/3) of the Stakeholders' votes cast, exclusive of abstentions and recusals, must be in the affirmative.

Amendments approved by such Stakeholders shall be forwarded within two (2) weeks to DONE and shall not be valid, final, or effective until approved by DONE and 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

BYLAWS

of the Granada Hills North Neighborhood Council

Article 1: Name

The name of ~~the Council~~this neighborhood council shall be: **THE GRANADA HILLS NORTH NEIGHBORHOOD COUNCIL (GHNNC)**, 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: The County of Los Angeles.

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

2.5 Director or Board Member: 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 ~~2~~**3**: Boundaries

3.1 Overall Boundaries: The boundaries of the GHNNC, herein referred to as the “Neighborhood”, shall run along ~~the State Route~~ 118 ~~freeway~~ (“SR-118”) on the south, from the place where it meets Aliso Canyon at Hesperia ~~Ave.~~ Avenue (west of Zelzah ~~Ave.~~ Avenue), east to ~~the Interstate Highway~~ 405 ~~freeway~~ (“I-405”), then following ~~the I-405 freeway~~ north to ~~the 5 freeway~~ Interstate Highway 5 (“I-5”), following ~~that freeway~~ I-5 northwest to the ~~e~~ County line, then following the ~~e~~ County line south along the northwestern edge of O’Melveny Park and

continuing to Aliso Canyon, then south along ~~the eastern edge of~~ Aliso Canyon, and intersecting again at ~~the 118 freeway~~ 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 ~~34~~: Objectives and Policies of the Council and Communicating with Stakeholders

3.14.1 Objectives and Policies of the Council: The objective of the Council ~~will be~~ is to enhance the quality of life and sense of community and pride of all its Stakeholders. It ~~will reach~~ reaches out to other councils in an effort to share ideas about how best to give every Stakeholder a voice in government. The Council ~~will attempt~~ 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 ~~a~~ best-faith efforts to solicit opinions from Stakeholders, the Council ~~will make~~ makes recommendations to the City that enhance our quality of life. In all its meetings and correspondence, the Council ~~will solicit~~ solicits Stakeholders’ ideas and ~~will promote~~ promotes free expression of opinions. It ~~will listen~~ listens attentively to ideas for improving our community and to concerns over actions and events which may negatively impact our community. The Council ~~will serve~~ serves as an advocate for the northern Granada Hills community within City government. The GHNNC ~~will~~ 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.

3.24.2 Communicating with Stakeholders: The GHNNC ~~will establish a procedure for communicating~~ shall communicate with all its community Stakeholders on a regular basis in a manner ensuring information is disseminated in a timely manner.

Article ~~45~~: Stakeholders ~~and Neighborhood Partners~~

~~4.1 Stakeholders: Membership~~Council membership is open to all ~~community~~ Stakeholders. ~~A Stakeholder~~Per the Los Angeles City Charter Article IX § 906(2), “Stakeholders” shall be defined as “one~~those~~ who lives, works, or owns property”~~in the GHNNC area and those individuals who actively participate in clubs, schools, associations, faith groups and other constituencies (see Article 5.4) that regularly meet within the boundaries of the GHNNC within 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 may hereafter be referred to as “Non-Resident Stakeholders”.

~~4.2 Neighborhood Partner~~ is defined as “~~anyone who actively participates in the life of the community” but does not otherwise qualify as a Stakeholder. Neighborhood Partners may participate as a member of any GHNNC Committee, except the Election Committee, which, in turn, may advise and make recommendations to the GHNNC Board of Directors. Any Neighborhood Partner~~Any Stakeholder can be appointed by the ~~GHNNC Board of Directors~~ to represent the ~~Neighborhood Council before City government agencies or other neighborhood councils or organizations. Neighborhood Partners will be encouraged to bring issues of concern to the GHNNC Board.~~

Article ~~56~~: Composition of the Board of Directors

6.1 Number of Directors: The Board shall consist of twenty-five (25) Representatives ~~from the following~~identified categories:below.

	<u># of Directors</u>
5.1 Geographic Districts	
District One	1
District Two	1
District Three	14

~~5.2 Special Interest Groups~~

Neighborhood Organization Representative	1
Education Representative	1
Environmental Representative	1
Faith Based Representative	1
Parks Representative	1
Resident Associations Representative	1
Small Business/Part Time Worker Representative	1

~~Student Representative _____~~
~~Youth Groups Representative _____~~

5.36.2 Board members~~Directors~~ ***Representing Geographic Districts:*** The GHNNC area is divided into three geographic districts.~~The internal boundaries of these districts are as follows: District One encompasses the northwestern section. The boundaries are the 5 Freeway on the north, the city/county line on the northwest, and the zoning line designating Heavy Industry on the south and east. District Two encompasses the northeastern section, as follows: Starting at the junction of the 5 freeway 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 the 405 freeway to form the southern boundary; then following the 405 freeway northwest to its junction with the 5; continue on the 5 to Balboa Boulevard to form the northeastern boundary. District Three encompasses the remaining area within the GHNNC boundaries. Both sides of Woodley will be included in District Three, as would the residents or workers in any plot with a zoning designation beginning with the letter "R". Based on residential and working population, District One will elect one Director, and District Two will also elect one Director. District Three will elect 14 Directors, as defined in Article 3 of these Bylaws. The number of seats on the Board representing Geographic Districts shall be allocated as follows: one (1) seat for District One, one (1) seat for District Two, and fourteen (14) seats for District Three. The number of Directors from the three Districts is shall be determined by population using the most current census figures and canvassing the businesses and industries within the Council boundaries. The number of seats on the Board are allocated, as follows: One at large~~Based on such population figures, there shall be one seat for approximately every 2000 Stakeholders, including residents, workers and property owners; 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 ten (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 ~~the Department of Neighborhood Empowerment~~DONE to alter the District boundaries or reallocate the number of Directors from the Districts.

5.46.3 Board~~Member~~**Director** ***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; regularly; 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. Because ~~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~~ and show valid proof

of their qualifications ~~(membership card, letter from the President etc.) at this time. (Students of these groups who are at least 16 years of age at the time of the election will vote for the Student Representative.)~~ at such 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 his or her constituency or with the Board shall be subject to removal by the Board by a two-thirds (2/3) vote.

- a) ~~5.4.1~~ **Educational Representative:** This Director is a Stakeholder who is actively involved in a ~~will come from~~ schools, an adult-schools, a day-care centers, a preschools, ~~and groups that are located~~ or any organization that lies within the ~~GHNNC boundaries~~ Neighborhood and whose area of interest is primarily education.
- b) ~~5.4.2~~ **Environmental Representative:** This Director ~~will come from the membership of~~ is a Stakeholder who is an actively involved member of an environmental ~~groups~~ organization that meets regularly (at least four times ~~yearly~~ annually) within the ~~GHNNC boundaries~~ Neighborhood.
- c) ~~5.4.3~~ **Faith-Based Representative:** This Director is a Stakeholder who is an actively involved member of a ~~will come from the membership of~~ synagogue, churches, temples, mosques ~~and or any~~ other faith-based ~~groups~~ organization that lies within the ~~GHNNC boundaries~~ Neighborhood. ~~If one of these facilities also operates a full-time educational program within the GHNNC boundaries, a school representative may also apply to be elected to the Board of Directors as the Educational Representative.~~
- d) ~~5.4.4~~ **Neighborhood Organizations Representative:** This Director is a Stakeholder who is an actively involved member of such organizations ~~will come from the membership of such groups~~ as Nneighborhood ~~W~~watch groups; political ~~organizations~~ groups; art, music, and senior groups ~~and others~~; or any other such organization that meets regularly ~~meet~~ (at least four times ~~yearly~~ annually) within the ~~GHNNC boundaries~~ Neighborhood.
- e) ~~5.4.5~~ **Parks Representative:** This Director is a Stakeholder who is an actively involved member ~~will come from the membership of~~ any parks organizations that meets regularly (at least four times ~~yearly~~ annually) ~~meet within the GHNNC boundaries, and bring~~ and deals with issues; relating to parks within the ~~boundaries~~ Neighborhood, and brings issues relating to such parks to the Board. ~~He/she will serve as Chairperson for the Parks Committee.~~
- f) ~~5.4.6~~ **Resident- Associations Representative:** This Director ~~will come from the membership of~~ is a Resident Stakeholder who is an actively involved member of a homeowner, condominium, townhouse, or renters associations ~~whose properties lie within the GHNNC boundaries and hold~~ that holds regular meetings (at least four times ~~yearly~~ annually) and whose property lies within the Neighborhood.
- g) ~~5.4.7~~ **Small Business and Workers Representative:** This Director ~~will come from~~ is actively involved in a business employing seventy-five (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. ~~Unless qualified to vote in another category, this~~ This category will represent all ~~part-time~~ workers.

h) ~~5.4.8-Students~~ Representative: This Director, a student between the ages of 16 ~~through and~~ 25 (~~on~~by the date of the election) living within or attending a school within the GHNNC boundaries, ~~will represent~~ 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) ~~5.4.9-Youth-Groups~~ Representative: This Director ~~will come from the membership of those representing such groups~~ is a Stakeholder who is an actively involved member of any organization, such as the Boy ~~and~~ Scouts, the Girl Scouts, ~~Indian Guides, 4-H clubs, a~~ youth athletic organizations ~~and, or any~~ other youth groups, ~~whose meetings or that meets or has~~ activities ~~are~~ regularly (at least four times ~~yearly~~ annually) ~~held~~ within the ~~GHNNC boundaries~~ Neighborhood.

~~**5.5 Quorum:** The GHNNC Board of Directors will thus consist of 25 Representatives (sixteen District plus nine Special Interest). Fifty percent plus one, or 13 Directors, will constitute a quorum. No vote or other official action may be taken in the absence of a quorum.~~

~~**Article 6: Nominations and elections:** A year before the election the GHNNC Board will appoint an Election Committee Chairperson who will not be a candidate for the election and ask Stakeholders (at least 3) to volunteer to be on the Committee. This Committee will work with the Department of Neighborhood Empowerment (DONE) and with the approval of the Board, appoint an Independent Election Administrator (IEA) from the list of DONE approved IEAs. The Citywide Election Procedures require elections to be conducted by a neutral third party (an Independent Election Administrator).~~

~~**6.1 Nomination Procedures:** The Election Committee Chairperson with the Election Committee will attempt to outreach to all Stakeholders, including Special Interest Groups and Geographic Districts, notifying them of the upcoming nomination procedures and procedures for election of Directors to the Board of Directors. Notification of positions open on the GHNNC Board of Directors and procedures for nominating qualified candidates for these positions will be posted on our web site, posted at a minimum of five public locations, by distributing flyers throughout the community, and contacting people through our e-mail and telephone data base. If financially feasible, newspaper ads and/or direct mail or hand delivery will also be used. A person's name may appear as a nominee for election for only one position on the Board of Directors, i.e., either a Geographic District or a Special Interest position, but not both.~~

~~**6.2 Nominations of Special Interest Group Representatives:**~~

~~The Election Committee Chairperson and Committee Members will personally contact leaders from the nine Special Interest Groups. The Election Committee Chairperson and Committee Members will make every effort to engage the various Special Interest Groups to actively seek interested nominees. Nominees for Special Interest Group Representatives will place their names or the names of other qualified persons into nomination for a position on the Board of Directors to represent their Group by~~

~~contacting the IEA. The names of these nominees will be posted on our web site and at a minimum of five public locations.~~

~~6.3 Write-in Nominations of Special Interest Group Representatives:~~

~~Any interested participant in a Special Interest Group not nominated by the cut off date for inclusion on the ballot may contact the IEA and put his or her name in nomination for a position representing their Group. Such write-in nominees may be self-nominated or nominated by others, but documenting evidence of their eligibility to represent the respective Special Interest Group must be presented.~~

~~**6.4 Nominations of Geographic District Representatives:** A good faith effort will be made to reach all Stakeholders in all Districts to encourage nominations. Nominees for Geographic District Representatives may place their names or the names of other qualified Stakeholders into nomination for a position on the Board of Directors to represent the District in which they live, work or own property by contacting the IEA. An opportunity will be provided at the Candidate Forum for all nominees to give brief introductory speeches. The names of these nominees will be posted on our web site and at a minimum of five public locations.~~

~~**6.5 Write-in Nominations of Geographic District Representatives:** Any interested Stakeholder in a Geographic District not nominated by the cut off date for inclusion on the ballot may contact the IEA and put his or her name in nomination for a position representing the District where he/she lives, works or owns property up to the scheduled time for the opening of the election. Such write-in candidates may be self-nominated or nominated by others, but documenting evidence must be provided of their eligibility to represent their Geographic District.~~

~~**6.6 Election Procedures for the Board of Directors:** Voting for the Board of Directors will take place on a designated Election Day within the month of March and every two years in odd-numbered years. The Election Day will be properly noticed and held within the GHNNC boundaries. Prior to Election Day notification will be put on our web site, posted at minimum of five public locations within the GHNNC boundaries, and by distributing flyers throughout the community and contacting people through our e-mail and telephone data base. The candidate(s) receiving the highest number of votes will be elected. In the event that the same lowest winning number of votes is received by more than one candidate, the Independent Election Administrator will draw a winning name from among the names of the candidates who tied for that position. Newly elected Directors will assume their duties at the first regular Board meeting after the election. No absentee, or proxy voting will be permitted. No person (even one qualifying as a Stakeholder in two or more groups) may cast more than one ballot.~~

~~**6.6.1 Voting for Geographic District Directors:** Voters will use coded written ballots to vote within their appropriate District of the GHNNC on Election Day.~~

~~**6.6.2 Voting for Special Interest Directors:** Each voter eligible to vote for a Special Interest candidate and choosing to vote in that Special Interest category will vote by coded written ballot on Election Day.~~

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 Director 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: Beginning with the City Clerk-conducted election held on April – June 2010, a Director's term shall be for the duration of two years or until a successor is elected or appointed.

7.3 Board Composition: Article 6 of these Bylaws describes the composition of the Board. All seats shall be elected; none shall be appointed.

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 Voting: 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 his or her geographic or special interest designation on his or her Stakeholder Verification Form, which shall be substantially in the form attached hereto as Exhibit I. Stakeholders designated as voting for District Three geographic representatives may vote once each for up to fourteen (14) representatives. If a voter's proof of Stakeholder qualification is insufficient, or if insufficient documentation is presented to verify such voter's designation, then such person may vote provisionally. For a provisional ballot to be converted to a regular ballot and be counted, the voter must supply the City Clerk with the appropriate documentation within three days.

7.5 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 ninety (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.

6.7.7.6 ~~Voter~~Qualifications for Directors: To ~~vote or~~ run for ~~office~~a seat on the GHNNC, a Stakeholder must be eighteen (18) years of age or older by the ~~day~~te of the election, except for the candidate for Student Representative~~and those voting for the Student Representative~~, who must be sixteen (16) years of age by the date of the election,~~and~~. Each candidate must present documentation including, but not limited to, a valid picture ID in the form of a California Drivers License, California ID, passport, school ID, ~~passport~~, or any other ~~valid picture ID, or other~~such ID; plus documentation showing ~~worker status or property ownership within the council boundaries~~proof that the individual is a qualified Stakeholder. All verifying documents will be returned immediately after being viewed. ~~They will not be kept~~. For the homeless, or others with special circumstances, this requirement may be waived at the discretion of the IEA City Clerk.~~If documentation is not available, and if proof of Stakeholder qualification is insufficient, the person may vote provisionally. For a provisional ballot to be converted to a regular ballot and be counted, the voter must supply the IEA with the appropriate documentation within three days.~~

6.7.1 ~~Residential Voting~~: ~~To vote, a resident of the council area must present documentation which may include, but is not limited to, a picture ID showing both a picture and a residential address within the Neighborhood Council area.~~

6.7.2 ~~Property Owner Voting~~: ~~To vote as a property owner, the Stakeholder must present credentials which may include, but is not limited to, a tax bill, deed, or other proof of ownership of property within the appropriate district.~~

6.7.3 ~~Worker Voting~~: ~~Workers are eligible to vote as Stakeholders in either GHNNC Geographic Districts One, Two or Three, based upon where they work within the GHNNC boundaries. Workers may, as an alternative, elect to participate in the Small Business and Worker Special Interest Groups if they wish. Workers will qualify if they show documentation in the form of a pay stub, IRS form, W-2, or other similarly recognized form, that includes an address within the Council area. If voters so choose, they may redact confidential information such as salary, etc., from their documentation. Workers, who do not spend the majority of their working time within the GHNNC boundaries, such as postal workers, service providers and delivery persons, etc., may vote, unless otherwise qualified in another category, only in the Small Business and Worker category. The documentation must include their name, address and a description of the work they do within the Council district, and any supporting documentation, in the form of letters from employers, etc.~~

6.7.4 ~~Volunteer Workers and Other Participants~~: ~~Volunteer workers or participants in other community groups that meet regularly (at least four times yearly) within the boundaries of the GHNNC may vote unless otherwise qualified in another category, only in the Special Interest Group that represents their affiliation. The Stakeholder must present documentation of membership in the Special Interest Group for whom they do the volunteer work and any documentation of the volunteer work they perform, such as a letter from their Group. If a new group or constituency emerges that does not fit into any of the designated categories provided for in these Bylaws, the Bylaws may be changed under Article 15 to include that group.~~

6.8 ~~If the election is delayed, or in the event that the IEA or FDM have failed to certify the election, then the existing board Members will continue to serve on the Board.~~

~~6.9 All Elections must comply with the Election Procedures most recently adopted by the Los Angeles City Council.~~

~~Article 7: Length of Term, Removal and Replacement of Directors~~

~~7.1 Length of Term: All GHNNC Directors will be elected for a two year term. No person may serve longer than eight years.~~

~~7.2 Removal from the Board: Any Director who accrues three consecutive 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.~~

~~7.3 Filling Vacancies: When one or more vacancies occur on the Board, the Chairperson shall, at the next regular Board Meeting, solicit Board Members and/or Stakeholders to form a Nominating Committee. From among these volunteers, the Board shall appoint three members to a Nominating Committee. The Nominating Committee shall make the duties associated with the unfilled Board positions known to all Stakeholders. The Nominating Committee shall reach out to GHNNC Stakeholders in the category in which the vacancy occurred (i.e., Geographic or Special Interest, etc.) Notices of the vacancy shall be posted by the Nominating Committee at the regular GHNNC posting locations. The Nominating Committee shall interview all candidates and make a recommendation to the Board within two months at a regularly noticed Board meeting. The Board vacancy shall be filled by a majority vote of the Board with a representative from the same category (Geographic or Special Interest) as the one vacated and they shall serve until the next regular election of the Board.~~

7.7 Campaign Spending Limits: Each candidate for a Board position will be asked to sign a pledge committing to spend no more than seventy-five dollars (\$75.00) to promote his/her candidacy. Appeals may be made to the Ethics Committee in case of a dispute.

Article 8: Duties, Privileges and Compensation of the Board ~~Of Directors~~

8.1 Duties and Privileges of Directors: Newly elected Directors will assume their duties at the first meeting of the Board ~~of Directors~~ following certification of the ~~Election.~~ 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 ~~N~~neighbor~~ing~~hood ~~C~~councils on interests of mutual concern, ~~and with Councils city wide,~~ to lend support to the interests of those ~~C~~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~~ Director will be entitled to receive any compensation from the Council. However, the Council ~~may compensate a member~~ shall reimburse a Director for reasonable expenses, ~~up to \$15 per occurrence,~~ incurred in performing the duties of ~~their~~ 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 ~~of Directors~~ from those Directors who wish to serve in those positions. Nominations and elections for these positions will take place ~~during the first~~ 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 ~~by the IEA or FDM~~. Officers will be elected ~~each year~~ annually to serve for one (1) year. An Officer may not hold the same office for more than four consecutive years. When a vacancy occurs between elections, it may be filled by appointment by the ~~Chairperson~~ President and confirmation by a majority vote of the Board ~~of Directors~~. If possible, the new Officer will come from the same category (Geographic or Special Interest) as the one held by the vacating Officer. ~~If possible, this new Officer and~~ will come from ~~be a member of~~ the existing Board ~~of Directors~~. If a vacancy occurs in the office of the ~~Chairperson~~ President, the Executive Vice ~~Chairperson~~ President will assume that position.

9.1 The ~~Chairperson~~ 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 ~~and may appoint a nonvoting Parliamentarian~~.

9.2 The Executive Vice ~~Chairperson~~ President: Will preside at meetings in the absence of the ~~Chairperson~~ 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 ~~Chairperson~~ President, the ~~City Information Officer~~ Vice-President, and the ~~Media Officer~~ Secretary.

9.3 The ~~City Information Officer~~ 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 ~~Chairperson~~ President and the ~~Media Officer~~ Secretary, and will work with other ~~N~~ neighborhood ~~C~~ councils on coalition building and areas of mutual support.

9.4 The ~~Media Officer~~ Secretary: Will ~~maintain and update the web site and help the Chairperson disseminate information to the media, as needed~~.

9.5 ~~The Community Information and 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 Chairperson, Vice Chairperson, City Information Officer and the Media Officer to assure that the required information is posted on our web site.~~

9.6 ~~The Recording Officer~~ ~~keep the minutes of the meetings;~~ maintain a mailing and e-mail list ~~and;~~ maintain the records of ~~the~~ all GHNNC actions.

~~9.7 The Correspondence Officer:~~ Will; conduct and supervise the necessary correspondence of the Council; and keep a file of all communications received or sent.

~~9.89.5 The Financial Officer:~~ Will ~~be responsible for keeping the financial records of the council and~~ work with the Treasurer and the Board to prepare ~~a~~ and maintain a Council budget; which will ~~provide a report~~ be reported to the Board; at least quarterly, or more often, ~~as if~~ requested; and will, with the ~~Chairperson~~ President and Treasurer, track and coordinate GHNNC efforts to secure funding for projects and operations, ~~as~~ deemed appropriate by DONE.

~~9.99.6 The Treasurer:~~ Will, per Article III § 2(d) of the Plan, maintain separate books of accounts; in compliance with ~~the Generally Accepted Accounting Principals (GAAP)~~ and shall submit ~~accounts to DONE, yearly, on the dates prescribed by DONE,~~ 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 ~~(comprising the Financial Committee). The Financial Committee will establish procedures for accountability complying with all applicable laws, including the Public Records Act.~~

9.7 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, Executive Vice-President, Vice-President, and Secretary to assure that the required information is posted on our web site.

Article 10: Meetings of the Board

All meetings will be conducted under the provisions of the ~~BROWN~~ Brown Act and all meetings will be open to the public and notice thereof posted ~~at~~ on the Council's web site and in at least the five (5) public locations submitted with the Council's application. Public testimony ~~will~~ shall be taken after the presentation of an item and before the item is voted on by the Board. A public- comment period will be a part of each meeting. Quorum, as defined in Section 10.5 of these Bylaws, must be achieved to hold any such meeting of the Board.

10.1 Regular Meetings: The Board ~~will~~ shall meet at least once ~~monthly~~ every thirty-one (31) days, on a consistent date and time, at a regular location within the boundaries of the ~~council~~ 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 Regular Meeting may be rescheduled to a date that is no more than seven (7) days before or after the date on which the meeting would have been scheduled normally. Such change shall be posted ~~on the web site and in at least the five public locations submitted with our application~~ seventy-two (72) hours before that meeting. Agendas will be posted seventy-two (72) 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 Chairperson or Vice Chairperson with concurrence of at least two other Directors. Notification of a special meeting must be posted on the web site and at least the five public locations submitted with our application within the~~

~~council area at least seventy-two~~ A Special Meeting, such as a meeting to amend the Bylaws per Article 15, may be convened by the President, Executive Vice-President, or Vice-President with written or verbal concurrence of at least two (2) other Directors. A Special Meeting may also be called at any time by fifty (50) Resident Stakeholders petitioning the Board, such meeting to be held within forty-five (45) days of the receipt of such petition by any Director or DONE. Notification of such Special Meeting must be posted at least ninety-six (96) hours prior to the meeting. Such notice shall include the names of the two (2) consenting Directors, if not called by Resident Stakeholders. No other business can be transacted except that for which the meeting was called.

10.3 Emergency Meetings: In the case of an emergency situation involving matters upon which prompt action is necessary to respond to an item or situation, an Emergency Meeting may be convened by the President, Executive Vice-President, or Vice-President with the written concurrence of at least five (5) other Directors. Per § 54956.5 of the Brown Act, such meeting may be held without complying with the usual notice and posting requirements. However, notification of such Emergency Meeting, including the names of the concurring Directors, must be posted on the Council's web site as soon as possible after such meeting has been scheduled; and each local newspaper of general circulation and radio or television station which has requested notice of Special Meetings shall be notified by the presiding officer of the Board, or designee thereof, one hour prior to the Emergency Meeting by telephone and all telephone numbers provided in the most recent request of such newspaper or station for notification of special meetings shall be exhausted. In the event that telephone services are not functioning, the notice requirements of this section shall be deemed waived, and the Board, or designee of the Board, shall notify those newspapers, radio stations, or television stations of the fact of the holding of the Emergency Meeting, the purpose of the meeting, and any action taken at the meeting as soon after the meeting as possible. No other business can be transacted except that for which the meeting was called.

~~10.3~~**10.4 Board and Committee Agenda:** Any Director has a right to submit agenda items for any Board meeting. The Board ~~Chairperson~~President will review all such 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 ~~their Committee Agenda~~his or her committee agenda.

10.5 Quorum: Thirteen (13) Directors shall constitute a quorum. No vote or other official action may be taken in the absence of a quorum.

10.6 Attendance: Commencing with the date of taking office, any Director who accrues three (3) consecutive absences from any Regular Meetings occurring on the regularly-scheduled day and time (a "Normal Meeting"), or a total of four (4) cumulative absences from Normal Meetings within any consecutive twelve-month period, shall be subject to removal by a majority vote of the Board. Notifying the Board of an absence prior to a Regular Meeting, while courteous and encouraged, does not prevent such absence from accruing. Leaving a Board meeting early does

not constitute an absence unless such absence causes a loss of quorum. Notwithstanding the foregoing, if any Director accrues four (4) consecutive absences, or within any consecutive twelve-month period accrues five (5) cumulative absences, from Normal Meetings for any reason, such Director's seat shall be considered vacant.

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~~Directors present at a regularly constituted Board meeting, or a correctly-noticed special meeting. All votes of the Board and Committee ~~m~~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 5.5.~~ No proxy voting will be allowed. No ~~Board member~~Director 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 ~~and Neighborhood Partners~~ 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: ~~Within ten~~The Board is the only body authorized to make decisions for the Council. However, within ten (10) days of a ~~Council~~ Board decision, any Stakeholder may request, in writing, a reconsideration of a Board decision (a "Motion for Reconsideration"). 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 ~~their~~his or her objection to the decision and include any documentation available to support the ~~Stakeholders'~~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 ~~Council~~Board shall agendize the item for possible reconsideration at ~~their~~its next meeting. ~~If a Director wishes to change his or her vote, the~~The Board will ~~may~~ reconsider ~~the issue, 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 Director"). The Moving 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 Director submitting a memorandum to the President and Secretary at least three (3) days in advance of the deadline for posting notices for the meeting. The Moving 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 Board Member.
- 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 ~~Procedures~~ Process:

- a) Those seeking redress of alleged violations concerning matters of procedure ~~must request and fill out the forms provided by the Council Recording Officer. These~~ or law that concerns the entire Board, not an individual Director, 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, and describe the grievant's proposed remedy, and include any documentation the petitioner wishes to provide. ~~This material will be provided to all Board members and the item will be agendaized within 60 days. Grievances may be appealed to DONE.~~
- 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 types of disagreements can be aired at all meetings during the public comment period. This grievance process is intended to address matters involving procedural disputes (i.e., 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, excluding Directors, 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 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 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 Directors 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~~ Directors may not receive donations or gifts from anyone whose project will, ~~foreseeable,~~ foreseeably come before the Board. ~~Board members~~ Directors 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 ~~foresee-ably~~ foreseeably will come before the Board for consideration. This record will be forwarded to the ~~Recording Officer~~ Secretary for posting, along with a record of those in attendance.

If ~~a~~ any Director is voting as a representative of a business, organization, or any other group, ~~that~~ such Director must publicly disclose any money, gifts, or gifts of services received by the business, group, or organization ~~they represent~~ 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~~ shall constitute a conflict. When a conflict arises, ~~the Board member~~ such Director shall recuse him/herself.

~~13.2 Campaign Spending Limits: Candidates 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 ~~The s~~ Standing Committees, ~~with the exception of the Election:~~ Each Standing Committee, may ~~consist of~~ include any interested Stakeholder ~~or Neighborhood Partner~~ who wishes to volunteer. The GHNNC Board will encourage full and broad participation in these committees. The ~~C~~ 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. ~~The GHNNC Board may establish additional committees, as needed.~~ Standing Committees of the GHNNC will include the following:

a) ~~14.1 Communications Committee: This Committee may include the City Information Officer, Media Officer, Recording Officer, Correspondence Officer and Community Information and Outreach Officer.~~ Citywide Issues Committee: This committee shall include the Vice-President, and shall research other items and issues that come before the Board from Stakeholders and Directors that do not reside within the purview of other committees.

~~14.2 Election Committee: The Election Committee Chairperson appointed by the Board will Chair this committee. Service on this committee is limited to Stakeholders.~~

b) ~~14.3 Ethics Committee: This Committee may include the Vice Chairperson and~~ will committee shall give guidance on matters concerning disputes and/or improprieties.

- c) ~~14.4 Financial~~Executive *Committee*: This ~~C~~committee~~may shall~~ include the President, Executive Vice-President, Vice-President, Secretary, Financial Officer, and Treasurer. The President shall be the Chairperson for this committee.
- d) History Committee: This committee shall record the history of the GHNNC.
- e) ~~14.5 Outreach and Publicity~~ *Committee*: This ~~C~~committee~~may shall~~ include the ~~Community Information and Outreach Officer and the Media Officer~~Outreach Officer, who shall be the Chairperson for this committee. This Committee shall be responsible for outreach to and communication with Stakeholders and the general community.
- f) ~~14.6 Parks and Beautification~~ *Committee*: This ~~C~~committee~~may shall~~ include the ~~Parks Officer and Environmental Officer~~ ~~14.7 Research Committee: This Committee may include the Vice Chairperson and will research other items that come before the Board from Stakeholders and Board Members that do not come under other committees~~Representative and the Environmental Representative.
- g) ~~14.8 Planning and Land Use Management~~ *Committee*: ~~To~~This committee shall study and make recommendations concerning land use issues.
- h) Policy and Rules Committee: This committee shall study Bylaws, Policies, and Guidelines; and recommend updates for these documents.
- i) ~~14.9 Public Safety~~ *Committee*: ~~To~~This committee shall study and make recommendations concerning safety issues ~~within the community.~~

~~14.10 Policy and Rules Committee: To study Bylaws, Guidelines and Standing Rules and recommend updates for these documents.~~

~~14.11 History Committee: To record History within GHNNC boundaries.~~

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. Such committees are not subject to the notice and posting requirements of the Brown Act, provided such committees are comprised solely of Board Members; consist of fewer than seven (7) such Board Members; have a defined purpose and time frame to accomplish such purpose; and be advisory and have no decision-making power. Should any person other than a Board Member be appointed to such Ad Hoc committee, then such committee must operate under the notice and posting requirements of the Brown Act.

Article 15: Changes to These Bylaws ~~Changes~~

All suggested amendments to these Bylaws may be submitted in writing to any Director, either via hardcopy, facsimile transmission, or e-mail. Any such Director who receives a suggested amendment shall immediately forward said amendment to the Policy & Rules Committee for consideration at its next meeting.

At such time as the Policy & Rules Committee recommends that the Board schedule a Special Meeting for the purpose of having Stakeholders vote on whether to adopt the committee's proposal to amend these Bylaws, the Secretary, President, or Executive Vice-President shall place such recommendation on the agenda of the next Council meeting for action by the Board.

These Bylaws ~~may~~shall only be ~~changed~~amended by ~~a~~the vote of two-thirds ~~vote~~(2/3) of ~~the~~ Stakeholders present at a ~~s~~Special ~~m~~Meeting called for that purpose. ~~The changes then must be submitted to DONE for concurrence, meaning that two-thirds (2/3) of the Stakeholders' votes cast, exclusive of abstentions and recusals, must be in the affirmative.~~

Amendments approved by such Stakeholders shall be forwarded within two (2) weeks to DONE and shall not be valid, final, or effective until approved by DONE and BONC. DONE has the responsibility to respond to the GHNNC with a written opinion or ~~their~~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

Please find below the report from the Policy & Rules Committee which details how we propose to amend the bylaws of the Granada Hills North Neighborhood Council:

- 1) The rationale for all proposed revisions.
- 2) The proposed amended and restated Bylaws.

Rationale for the proposed amendments to the GHNNC Bylaws

ARTICLE 1 - Name

Because the original wording erroneously included "(GHNNC)" in the official name of the council, we reworded it, also adding "Council" and "GHNNC" as allowed abbreviations of "The Granada Hills North Neighborhood Council" to be used throughout the Bylaws.

ARTICLE 2 (not in the 1-29-2007 bylaws) - Definitions

The current bylaws contain several capitalized terms that are not defined anywhere in the document, so this section was added. It also helps to standardize certain terms; so, for example, we can use "Board" to refer to "Board of Directors," "Members of the Board," etc.

ARTICLE 3 (Article 2 in the 1-29-2007 bylaws) - Boundaries

Because the Porter Ranch Neighborhood Council poorly defines in their bylaws whether their eastern boundary ends *at, in, or on the other side of* Aliso Canyon, we have changed our western boundary description to be just as vague (by removing the word "eastern"). This way, both councils can claim joint representation of Aliso Canyon without encroaching on each other's boundaries.

We have also cleaned up some of the highway references, and moved the boundary descriptions of Districts 1, 2, and 3 from Section 5.3 into this Article.

ARTICLE 4 (Article 3 in the 1-29-2007 bylaws) - Objectives/Communications

The tense of this article was changed from future to present.

ARTICLE 5 (Article 4 in the 1-29-2007 bylaws) - Stakeholders

The City provided us with this definition, which we're required to use. For purposes of classifying some Board seats and to define the At-Large seat for District 3, we added the definitions "Resident Stakeholders" and "Non-Resident Stakeholders." Because of this new definition, *Neighborhood Partner* is no longer relevant, and all references to such term have been removed from the bylaws.

ARTICLE 6 (Article 5 in the 1-29-2007 bylaws) - Composition of the Board

The chart was removed and the description of each seat incorporated into the written descriptions of Geographic Seats and Special Interest Seats. The major change to this section is that it now specifies which seats can only be held by Stakeholders living within the GHNNC boundaries (13 of the 14 District Three seats and the Resident Associations Representative).

This effectively creates a single "At-Large" seat in District Three, but also allows the District One and District Two seats to be Stakeholders who "declare a stake...and affirm the factual basis"

without actually living within the GHNNC boundaries. Eight of the nine Special Interest seats will also be available to all Stakeholders whether or not they live here.

As a result, 11 of the 25 Council seats could possibly be held by Stakeholders who don't live within the GHNNC Boundaries, but no more than that.

ARTICLE 7 (Article 6 in the 1-29-2007 bylaws) - Neighborhood Council Elections

The majority of this section was written by the City and must be included. It completely replaces Article 6 of the 1/29/2007 bylaws. The final provision from Article 7 of the 1/29/2007 bylaws is also incorporated into this proposed Article 7.

The biggest change is that the City will now run our elections.

The City gave us some limited choices of how to customize these new provisions, and we chose to maintain the status quo of all Board members being elected to two-year terms. However, per the City, term limits have been eliminated.

Voters must be 18 years old on the day of the election to vote for 24 of the 25 seats, but if voting for Student Representative, voters may be ages 15-25. All candidates must be 18 years old on election day, except for the Student Representative who may be 16.

Filling vacancies on the Board now will follow the procedures recommended by the City. These changes were considered necessary due difficulty implementing the procedures outlined in the 1/29/2007 bylaws.

Campaign spending limits remain at \$75.00, per each candidate's signed pledge.

ARTICLE 8 - Duties, Privileges, and Compensation

Only incorporates some minor changes that don't substantially change this Article. The most significant difference is that the Board "shall reimburse" rather than "may compensate" a Board member for certain expenses, with no artificial limit.

ARTICLE 9 - Officers

"Chairperson" is now called "President"

"Vice-Chairperson" is now called "Executive Vice-President"

"City Information Officer" is now called "Vice-President"

"Media Officer" and "Correspondence Officer" are now consolidated under "Secretary," which also takes "Community Information" from the "Outreach Officer" title.

"Treasurer" keeps its designation, as does "Financial Officer."

So the officers of the Board will now be: *President, Executive Vice-President, Vice-President, Secretary, Treasurer, Financial Officer, and Outreach Officer.*

People making motions that require sending letters will be expected to write such letters. The Secretary's job is to *supervise* such correspondence to make sure it's consistent and accurate.

We no longer need a Media Officer because the Board hired a third-party to run our website.

ARTICLE 10 - Meetings

The difference between Regular Meetings, Special Meetings, and Emergency Meetings are now clarified. The main changes are:

- **Regular Meetings** are defined as being held "at least every 31 days" instead of "monthly" and can be rescheduled (due to a holiday, for example) up to seven days earlier or later.
- **Special Meetings** can be called either by 50 Stakeholders via petition, or by the Pres/EVP/VP with the consent of two Board members. Four day's notice will be required for such meeting.
- **Emergency Meetings** can be called by the Pres/EVP/VP with the written consent of five Board members. Notice requirements are per the Brown Act (i.e., very few), but with the additional requirement that notice be posted on our website with the names of the consenting Board members.

Quorum remains at 13 Board Members (simple majority of all 25 seats). All meetings, regardless of whether they're Regular, Special, or Emergency, will still require a quorum (per the Brown Act).

Attendance requirements have been clarified to promote fairness and accountability. Absences will not be excused simply because a Board member notifies the Board before a meeting. Board members who miss three consecutive meetings, or miss 4 meetings during any 12-month period, will be subject to a vote of the Board for removal. Board members who miss four consecutive meetings, or miss 5 meetings during an 12-month period, will be removed automatically.

ARTICLE 11 - Board Decisions

Only incorporates some minor cleanup, including removing the redundant quorum sentence.

ARTICLE 12 - Reconsideration and Grievance Procedures

These procedures have been completely rewritten per the advice of DONE and using template language from other neighborhood councils.

Grievance procedures: If any Stakeholder believes he or she has witnessed the Board violating our Bylaws or any other laws in the course of Board business, such Stakeholder can submit a grievance using the form provided in Exhibit II as a guide. A panel made up of 3 randomly-chosen Stakeholders (excluding Board members) will meet with the Secretary to craft a recommendation. That recommendation will be presented to the Board, which will then determine the action necessary by majority vote.

This process does not allow Stakeholders to pursue personal vendettas against individual Board Members, does not allow Stakeholders to file grievances simply because they weren't happy with the way the Board voted on a particular issue, nor does it necessarily provide an infallible system of checking the Board's actions. However, if the Board hears the panel's recommendation and chooses to ignore any reasonable redress, they do so on the record at their own legal peril. (Remember, anyone can call for a roll call vote, including the grievant!) DONE would get involved next if the grievant was not satisfied.

ARTICLE 13 - Ethics

Only incorporates some minor cleanup, including moving the campaign spending limits provision intact to Article 7.

ARTICLE 14 - Committees

The Executive Committee was added as a new standing committee that, in addition to providing ongoing guidance to the Board, will also take on the responsibilities and oversight of the Financial Committee.

The Communications Committee was removed as a standing committee, partially because we chose to no longer have a Media Officer. Its responsibilities will now be handled by the Outreach & Publicity Committee.

The Election Committee was removed per DONE because the City will now conduct elections.

The Research Committee was renamed the Citywide Issues Committee.

The remaining committee descriptions were edited for consistency, brevity, and accuracy.

The provision describing the creation of Ad Hoc committees was expanded to better incorporate the requirements of the Brown Act as explained in the document "Standing and *Ad Hoc* Committees of Neighborhood Councils Under the Brown Act" provided by the Office of the City Attorney.

ARTICLE 15 - Changes to the Bylaws

Legal lawyer language replaces the pleasant prose of previous people. The only substantial change is that all suggested amendments now must first go through the Policy & Rules Committee before being voted on by Stakeholders (who must achieve a two-thirds affirmative vote at the Special Meeting called for such vote).

Respectfully submitted,

Eric Rosenberg, Chairperson