

## BOARD MEMBERS

CHAIRPERSON  
Leon Marzillier

VICE CHAIRPERSON  
Anne Ziliak

Pat Casparian	Mary Ellen Crosby
Sue De Vandy	Neysa Frechette
Rafael Garcia	Sid Gold
Michael Greenwald	Gary Holmen
Wayde Hunter	Joshua Jordahl
Skip Leifer	Agnes Lewis
William Lillenberg	Scott Manatt
Ray Pollok	Eric Rosenberg
Steven Smith	Jan Subar
Natasha Vetlugin	Joe Vitti

## CITY OF LOS ANGELES CALIFORNIA



### *Policy & Rules Committee* **MEETING AGENDA** **July 13, 2009 (Monday) at 4:00pm** **11139 Woodley Ave, Granada Hills**

## GRANADA HILLS NORTH NEIGHBORHOOD COUNCIL

11862 Balboa Boulevard, #137  
Granada Hills, CA 91344-2753

Telephone: (818) 831-0578

[www.ghnnc.org](http://www.ghnnc.org)

The public is requested to fill out a speaker card to address the committee on any item of the agenda prior to the committee taking action on any item. This agenda is posted for public review at the GHNNC Office (11139 Woodley Ave); How's Market (11900 Balboa Blvd); Sugar Suite (11858 Balboa Blvd); and the two Bee Canyon Park Kiosks (across from 17160 Van Gogh St. and 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 L.A. does not discriminate on the basis of disability and 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 services can be provided. To ensure availability of services, please make your request at least 3 business days prior to the meeting you wish to attend by contacting the Neighborhood Council Project Advocate at (818) 374-9895 or at [amelia.herrera-robles@lacity.org](mailto:amelia.herrera-robles@lacity.org).

### All agenda items are subject to discussion and possible committee action

1. Call to Order.
2. **MOTION:** That the committee approve the minutes from our June 8, 2009 meeting.
3. Public Comment.
4. Consider the addition of new committee members, if any Stakeholders have petitioned.
5. **MOTION:** That we recommend GHNNC adoption of the Chair's proposal for amending Bylaws Article 2.
6. **MOTION:** That we recommend GHNNC adoption of the Chair's proposal for amending Bylaws Article 4.
7. **MOTION:** That we recommend GHNNC adoption of the Chair's proposal for amending Bylaws Article 8.
8. **MOTION:** That we recommend GHNNC adoption of the Chair's proposal for amending Bylaws Article 11.
9. **MOTION:** That we recommend GHNNC adoption of the Chair's proposal for amending Bylaws Article 3.
10. **MOTION:** That we recommend GHNNC adoption of the Chair's proposal for amending Bylaws Article 5.
11. **MOTION:** That we recommend GHNNC adoption of the Chair's proposal for amending Bylaws Article 6.
12. **MOTION:** That we recommend GHNNC adoption of the Chair's proposal for amending Bylaws Article 9.
13. **MOTION:** That we recommend GHNNC adoption of the Chair's proposal for amending Bylaws Article 7.
14. **MOTION:** That we recommend GHNNC adoption of the Chair's proposal for amending Bylaws Article 13.
15. **MOTION:** That we recommend GHNNC adoption of the Chair's proposal for amending Bylaws Article 10.
16. **MOTION:** That we recommend GHNNC adoption of the Chair's proposal for amending Bylaws Article 15.
17. **MOTION:** That we recommend GHNNC adoption of the Chair's proposal for amending Bylaws Article 14.
18. **MOTION:** That we recommend GHNNC adoption of the Chair's proposal for amending Bylaws Article 12.
19. **MOTION:** That the committee recommend GHNNC adoption of the Chair's proposal for revisions to the Policies & Guidelines (or "Standing Rules," as proposed).
20. New Business: Solicit additional proposed revisions to the Bylaws, Standing Rules, and Code of Civility.
21. Committee Member Comment on non-agenda items.
22. Adjournment.

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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](http://www.ghnnc.org)

In compliance with CA Government Code section 54957.5, non-exempt writings that are distributed to the committee in advance of a meeting may be viewed at 11139 Woodley Avenue, Granada Hills, CA 91344, at [www.ghnnc.org](http://www.ghnnc.org), or at the scheduled meeting. Additionally, if you would like a copy of any record related to an item on the agenda, please contact the Neighborhood Council Project Advocate at (818) 374-9895 or [amelia.herrera-robles@lacity.org](mailto:amelia.herrera-robles@lacity.org), or contact the Committee Chair at [erosenberg@ghnnc.org](mailto:erosenberg@ghnnc.org).

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## CITY OF LOS ANGELES CALIFORNIA



### *Policy & Rules Committee* DRAFT MINUTES For the meeting held June 8, 2009 at 6:00pm, 11139 Woodley Ave.

## GRANADA HILLS NORTH NEIGHBORHOOD COUNCIL

11862 Balboa Boulevard, #137  
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1. Meeting called to order by Chairperson Eric Rosenberg at **6:16pm**.  
**Committee members present:** Eric Rosenberg, Mary Ellen Crosby, Scott Manatt, Sue DeVandry, Barbara Iversen, and Leon Marzillier (*ex-officio*)  
**Committee members absent:** Joshua Jordahl, Kim Thompson, Ralph Kroy  
**Stakeholders present:** Amelia Herrera-Robles, others
2. **Motion** to approve the May 13, 2009 minutes **passed** unanimously as corrected.
3. During the **Public Comment** period, no one asked to speak.
4. By unanimous consent, Barbara Iversen was added to the committee. Our quorum is now 5 going forward.
5. The correspondence from DONE approving the bylaws passed at our May 4<sup>th</sup> Special Meeting was reviewed.
6. **MOTION** by Rosenberg: "That the committee present to the GHNNC the following eight analyses which deal with recently posed procedural, legal, and grammatical questions." The motion **passed** unanimously after minor corrections were made to page 9 (tabling of minutes) and page 11 (listing candidates on agenda).  
**MOTION** by Manatt "That Rosenberg present such analyses to the Board in summary form" **passed** unanimously.
7. **MOTION** by Rosenberg: "That we recommend GHNNC adoption of the Chair's proposal for amending Bylaws Article 3." The motion, through a series of friendly amendments, **passed** unanimously as such: "That we direct the Chairperson to suggest this proposed change, along with other options for the Aliso Canyon boundary, to the Porter Ranch Neighborhood Council Board, so both councils can determine the best solution agreeable to all."
8. **MOTION** by Rosenberg to "Postpone Agenda Item 8 until the Next Meeting" **passed** by unanimous consent.
9. **MOTION** by Rosenberg to "Postpone Agenda Item 9 until the Next Meeting" **passed** by unanimous consent.
10. **MOTION** by Rosenberg to "Postpone Agenda Item 10 until the Next Meeting" **passed** by unanimous consent.
11. During **New Business**, Mary Ellen Crosby suggested that we add a requirement to either our Bylaws or our Policies & Guidelines to require every GHNNC Director to either sit on at least one committee, serve as an Officer, or serve as an official representative/liason of the GHNNC to other bodies and groups.
12. During the **Committee Member Comment** period, no one asked to speak.
13. During **New Business**, the committee selected July 13, 2009 at 4:00pm at the GHNNC Offices as our next meeting date and time.
14. Motion for **Adjournment** was made at **8:18pm** and **passed** unanimously.

# 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 Admin Code:** The City of Los Angeles Administrative Code.

**2.2 The Board:** The GHNNC Board of Directors, as defined in Article 6 of these Bylaws.

**2.3 Board Member or Director:** A member of the GHNNC Board of Directors.

**2.4 BONC:** The City of Los Angeles Board of Neighborhood Commissioners.

**2.5 The Brown Act:** California *Government Code* §§ 54950-54963 (Ralph M. Brown Act).

**2.6 The City:** The City of Los Angeles.

**2.7 The County:** The County of Los Angeles.

**2.8 DONE:** The City of Los Angeles Department of Neighborhood Empowerment.

**2.9 The Ethics Ordinance:** Los Angeles *Municipal Code* § 49.5.1 (City of Los Angeles Governmental Ethics Ordinance).

**2.10 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.

**2.11 The Neighborhood:** All areas within the boundaries of the GHNNC as defined in Article 3 of these Bylaws.

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

**2.13 The State:** The State of California.

## **Article 3: Boundaries**

**3.1 Overall Boundaries:** The boundaries of the GHNNC shall run along State Route 118 (“SR-118”) on the south from where it meets Aliso Canyon west of Zelzah Avenue at Hesperia Avenue, heading east to Interstate Route 405 (“I-405”), following I-405 north to Interstate Route 5 (“I-5”), then following I-5 northwest to the County line, heading south along the County line following the northwestern edge of O’Melveny Park and continuing to Aliso Canyon, and then south along Aliso Canyon (with the understanding that Aliso Canyon Park is designated for public use and, as such, is a shared boundary with the Porter Ranch Neighborhood Council under Article III, Section 2 of The Plan) until it intersects again with SR-118.

**3.1 Overall Boundaries:** The boundaries of the GHNNC are as follows:

- a) State Route 118 (“SR-118”) on the south from where it meets Aliso Canyon west of Zelzah Avenue at Hesperia Avenue, heading east to Interstate Route 405 (“I-405”);
- b) Following I-405 north to Interstate Route 5 (“I-5”);
- c) Following I-5 northwest to the County line;
- d) Heading south along the County line following the northwestern edge of O’Melveny Park, continuing to Aliso Canyon;
- e) South along Aliso Canyon (with the understanding that Aliso Canyon Park is designated for public use and, as such, is a shared boundary with the Porter Ranch Neighborhood Council under Article III, Section 2 of The Plan) until it intersects again with 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.

**3.2 District One:** The boundaries of District One are as follows:

- a) The northwestern section bounded by I-5 on the north;
- b) The City/County line on the northwest; and
- c) 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, 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 boundaries; 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.

**3.3 District Two:** The boundaries of District Two are as follows:

- a) The northeastern section bounded by the junction of I-5 and Balboa Boulevard running southwest to form the northwestern boundary;

- b) Following Balboa Boulevard south to Woodley Avenue and south along Woodley Avenue to Rinaldi Street to form the west and southwestern boundaries;
- c) Following Rinaldi Street east to I-405 to form the southern boundary;
- d) Following I-405 northwest to its junction with I-5, then 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 Neighborhood as defined in Section 3.1 above, including both sides of Woodley Avenue. Additionally, any residents or workers on any plot within the foregoing defined boundaries of Districts One and Two having a zoning designation beginning with the letter “R” shall be deemed to be within District Three for the purposes of these Bylaws.

#### **Article 4: Council Objectives & Policies and Stakeholder Communications**

**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. The Council shall (i) reach out to other neighborhood councils in an effort to share ideas about how best to give every Stakeholder a voice in government, (ii) attempt to keep abreast of all actions by City government agencies that may affect our community, and (iii) promptly inform Stakeholders of important issues and relevant government actions. After best-faith efforts to solicit opinions from Stakeholders, the Council shall advocate to the City those public policies that are most likely to enhance our quality of life. In all its meetings and correspondence, the Council shall solicit Stakeholders’ ideas and promote free expression of opinions. The Council shall listen attentively to all ideas for improving the Neighborhood and to concerns over actions and events that may negatively impact our community. 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 regularly with all of its Stakeholders in a manner ensuring timely dissemination of information.

#### **Article 5: Stakeholders**

Per the Admin Code § 22.811(a)(2) and The Plan Article II § 1, “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. Council membership is open to all Stakeholders.

For the sole purpose of designating the eligibility of Stakeholders for certain Board seats as defined in Article 6 of these Bylaws, Stakeholders who live or own property in the Neighborhood may hereafter be referred to as “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 the twenty-five (25) elected 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 Stakeholders in District One, one (1) seat for Stakeholders in District Two, thirteen (13) seats for Resident Stakeholders in District Three, and one (1) At-Large seat for Stakeholders in any District. 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. 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. 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 other issues that affect the Neighborhood. The Board may take a public position in support of or in opposition to any ballot measure or pending legislation, within the guidelines of the Brown Act. The Board may work with other citywide 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. Any Director who holds a position in opposition to one taken by the Board may express his or her contradictory position in any public forum, but only as an individual Stakeholder who clearly states such position as being his or her own independent opinion.

**8.2 *Compensation:*** No Officer or Board Member will be entitled to receive any compensation from the Council. However, the Council shall reimburse a Director for reasonable expenses consistent with the approved budget 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 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; represent the Board's position at hearings and other meetings whenever possible; and appoint a nonvoting parliamentarian at his or her discretion.

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

**9.3 The Secretary:** Will keep the minutes of all GHNNC 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; oversee the maintenance and updating of the GHNNC's official web site; and help the President disseminate information to the media, as needed.

**9.4 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.

**9.5 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 City Information Officer:** Will track all citywide issues on which the GHNNC Board may wish to gain information and/or comment; obtain City Council agendas and bring information to the Board, particularly the President and the Secretary; and work with other neighborhood councils on coalition building and areas of mutual support.

**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, Vice-President, Secretary, and the City Information Officer 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 all of the public locations submitted with the Council's most recent 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 forty (37) 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 may be convened by the President, Vice-President, or City Information Officer 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 a 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 may 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, Vice-President, or City Information Officer 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 may be transacted except that for which the meeting was called.

**10.4 Stakeholder Meetings:** A Stakeholder Meeting may be convened by the President or Vice-President at any time for the purpose of amending these Bylaws. A Stakeholder Meeting may also be called by fifty (50) Resident Stakeholders petitioning the Board with specific proposals for revisions to these Bylaws, such meeting to be held within forty-five (45) days of the receipt of such petition by any Director or DONE. Notification of such Stakeholder Meeting must be posted at least six (6) days prior to the meeting. No other business may be transacted except for consideration of amendments to these Bylaws. Such meeting shall require a quorum of the Board to be present, and the President or designee thereof shall preside over the meeting; however, all qualified Stakeholders present shall enjoy equal standing during said meeting with full authority to offer motions, friendly amendments, procedural challenges, etc. Since this is a meeting of the Board's constituents, roll-call votes shall not be allowed.

**10.5 Board and Committee Agenda:** Any Director has a right to submit agenda items for any Board meeting. The 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 Chair for inclusion in his or her committee agenda.

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

**10.7 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 Regular, Special, or Emergency Meeting of the Board. On each issue under consideration, the Board shall vote by a show of hands, unless three or more Board Members call for a vote by roll call on such issue, in which case the vote of each Board Member shall be recorded by name. The Board may not vote by secret ballot nor by proxy. No Board Member under the age of 18 may vote on issues or for contracts if prohibited from doing so under applicable law. In the event of a tie vote, the motion may be carried over to the next Regular Meeting, or to a Special Meeting convened specifically to resolve such motion. For an issue of significant interest or contention, the Board may, at its discretion, call a Special Meeting at which all Stakeholders may

participate more broadly in the discussion and cast an advisory vote on said issue. Said vote may be taken by voice or by a show of hands, at the discretion of the Board, and will be considered by the Directors in their deliberations and voting. However, the ultimate decision on such issue shall only reside within the Board's purview.

## **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 agendaize the item for possible reconsideration at its next meeting. The Board may reconsider or amend its actions through the following Motion for Reconsideration process:

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

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

- b) Before the Board reconsiders any matter, the Board must approve a Motion for Reconsideration. The Motion for Reconsideration must be approved by official action of the Board. After determining in the affirmative that an action should be reconsidered, the Board then has the authority to re-hear, continue, or take action on the item that is the subject of reconsideration within limitations that are stated in the Motion for Reconsideration.
- c) The Motion for Reconsideration shall only be proposed by a Director of the Board that previously voted on the prevailing side of the original action that was taken by the Board (the "Moving 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).
  - ii)** The complainant must be able to demonstrate his or her standing in relation to the grievance, specifically that an action of the Board directly infringed upon such Stakeholder's rights or caused such Stakeholder to be harmed.
- 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 all applicable sections of the Ethics Ordinance. All applicable laws of local, state, and federal government shall be the minimum ethical standard for the GHNNC, its Board, and its Stakeholders. No group shall attempt to dominate or control the GHNNC Board. In addition to abiding with all city, state and federal laws regarding the ethical conduct of the Council, the following standards are adopted: Board Members may not receive donations or gifts from anyone whose project will foreseeably come before the Board. Board Members will keep a record of all meetings with a proponent or opponent of a project, their attorneys, lobbyists, consultants, or other representatives for any project that foreseeably will come before the Board for consideration. This record will be forwarded to the 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

The Board shall establish standing committees as set forth in Section 14.7 of these Bylaws (herein, "Standing Committees"). Additionally, as necessary, the Board may appoint temporary ad hoc committees as set forth in Section 14.8 of these Bylaws (herein, "Ad Hoc Committees").

**14.1 Oversight and Purpose:** Any actions and/or recommendations of committees shall be subject to approval by official action of the Board. All committees shall investigate the subject(s) assigned to them, shall attempt to arrive at recommendations, and shall report their findings and recommendations to the Board. A minority report may also be presented to the Board by any Committee Member who dissents with the majority report. Every committee shall seek, so far as possible within the limits of its function and authority, to involve broad participation in its activities by GHNNC Stakeholders; provided, however, that Stakeholders and Directors who are not Committee Members may not make motions, may not vote on matters brought up at such committee meetings, and shall not count towards quorum.

**14.2 Authority:** The Board may, at its discretion, grant approval for any Committee Chair, or designee thereof, to speak on behalf of the GHNNC regarding matters directly related to his or her committee's jurisdiction. The Board may, at any time of its choosing, revoke such approval. Without such authorization by the Board, no committee has authority to speak for the GHNNC, to hold itself out as representing the GHNNC, to adopt any public position in the name of the GHNNC, or to enter into any contract or to incur any financial liability in the name of the GHNNC. Any Committee Member who violates the foregoing shall be subject to removal from such committee at the discretion of the President and/or shall have his or her actions be subjected to a review by the Ethics Committee.

**14.3 Proceedings:** A Committee Chair shall have the power to prescribe the manner in which his or her committee's proceedings shall be conducted, subject to any specific direction from the Board, these Bylaws, and the current Policies & Guidelines and/or Standing Rules.

**14.4 Committee Members:** By majority vote, the Board shall appoint a committee chairperson ("Committee Chair") to each and every committee unless such Committee Chair is already defined in these Bylaws.

A "Committee Member" shall be defined as a Stakeholder who has been appointed to a Standing Committee by (i) a majority vote of the Board, (ii) a majority vote of the members of such committee, (iii) the Committee Chair of said committee, or (iv) the President.

A Committee Member may be removed from a committee (i) by the President or such Committee Chair, unless two-thirds (2/3) of all members of such committee or a majority of the Board overrule said removal; (ii) by a two-thirds (2/3) vote of such Committee Members in favor of said removal; or (iii) by a majority vote of the Board in favor of said removal. Any Committee Member who misses three (3) consecutive committee meetings shall automatically be considered removed from such committee at the meeting during which such third absence occurs.

**14.5 Quorum and Action by the Committee:** No vote or other official action may be taken by a committee in the absence of a quorum, such quorum having been defined in Section 14.7 of these Bylaws. The meetings and other actions of committees shall be governed by the Brown



Act and by provisions of these Bylaws applicable to meetings and actions of the Board. No more than twelve (12) Directors may actively participate in any committee meeting without such meeting being duly noticed as a joint Board and committee meeting. Unless otherwise specified, a majority vote of Committee Members is required to take any appropriate action that resides within such committee's purview.

**14.6 Minutes:** Minutes shall be kept of each meeting of each committee and shall be duly presented at Regular Meetings of the Board during such committee's report. The minutes of a committee meeting shall include the names of the Committee Members present and absent; a statement indicating if quorum was achieved; a reasonably thorough summary of all discussions, conclusions, and motions; and the times at which the meeting was called to order and adjourned. The minutes shall follow the order of the agenda.

**14.7 Standing Committees:** Each respective Standing Committee described below must have at least two (2) Directors but no more than six (6) Directors, and, except for the Executive Committee, shall include any number of interested Stakeholders deemed appropriate by the Board. The Board shall encourage full and broad participation in all Standing Committees, with the goal of having each Standing Committee contain at least double the number of people as is required for quorum. The Board shall retain authority to appoint and name any Standing Committees not listed in these Bylaws.

The Standing Committees of the GHNNC are:

- a) **Executive Committee:** This committee shall include the President, Vice-President, Secretary, Financial Officer, and Treasurer. The President shall be the Committee Chair for this committee. The quorum for this committee shall be three (3) committee members.
- b) **Citywide Issues Committee:** This committee shall include the City Information Officer, 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. The quorum for this committee shall be three (3) committee members.
- c) **Ethics Committee:** This committee shall give guidance on matters concerning disputes and/or improprieties. The quorum for this committee shall be three (3) committee members.
- d) **History Committee:** This committee shall record the history of the GHNNC. The quorum for this committee shall be two (2) committee members.
- e) **Outreach and Publicity Committee:** This committee shall include the Outreach Officer, who shall be the Committee Chair. This committee is responsible for outreach to and communication with Stakeholders and the general community. The quorum for this committee shall be four (4) committee members.
- f) **Parks and Beautification Committee:** This committee shall include the Parks Representative and the Environmental Representative. The quorum for this committee shall be four (4) committee members.
- g) **Planning and Land Use Management Committee:** This committee shall study and make recommendations concerning land use issues. The quorum for this committee shall be four (4) committee members.
- h) **Policy and Rules Committee:** This committee shall study bylaws, policies, guidelines, and rules; and recommend updates for all GHNNC governing documents. The quorum for this committee shall be three (3) committee members.

- i) **Public Safety Committee:** This committee shall study and make recommendations concerning safety issues. The quorum for this committee shall be three (3) committee members.

**14.8 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 Ad Hoc 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 six (6) 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. The quorum for any Ad Hoc committee shall be a simple majority of all such committee's members.

### **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 Stakeholder Meeting for the purpose of having Stakeholders vote on whether to adopt the committee's proposal to amend these Bylaws, the Secretary, President, or 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 Stakeholder 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.

# 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

~~2.110~~ 2.24 **The Admin Code:** The City of Los Angeles Administrative Code.

~~2.24~~ 2.35 **The Board:** The GHNNC Board of Directors, as defined in Article 6 of these Bylaws.

~~2.35~~ 2.48 **Board Member or Director** ~~or Board Member~~: A member of the GHNNC Board of Directors.

~~2.48~~ 2.56 **BONC:** The City of Los Angeles Board of Neighborhood Commissioners.

~~2.56~~ 2.62 **The Brown Act:** ~~(California Government Code §§ 54950-54963)~~ ~~(The “Ralph M. Brown Act”)~~.

~~2.62~~ 2.73 **The City:** The City of Los Angeles.

~~2.73~~ 2.87 **The County:** The County of Los Angeles.

~~2.87~~ 2.91 **DONE:** The City of Los Angeles Department of Neighborhood Empowerment.

~~2.91~~ 2.1012 **The Ethics Ordinance:** ~~(Los Angeles Municipal Code § 49.5.1)~~ ~~(City of Los Angeles Governmental Ethics Ordinance)~~.

~~2.1012~~ 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.

2.11 **The Neighborhood:** All areas within the boundaries of the GHNNC as defined in Article 3 of these Bylaws.

~~2.129~~ 2.131 **The Plan:** The City of Los Angeles’ *Plan for a Citywide System of Neighborhood Councils*.

~~2.131~~ 2.131 **The State:** The State of California.

## 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 west of Zelzah Avenue at Hesperia Avenue ~~(west of Zelzah Avenue)~~, heading east to Interstate HighwayRoute 405 (“I-405”), ~~then~~ following I-405 north to Interstate HighwayRoute 5 (“I-5”), then following I-5 northwest to the County line, ~~then following~~ heading south along the County line following ~~south along~~ the northwestern edge of O’Melveny Park and continuing to Aliso Canyon, and then south along ~~the eastern edge of~~ Aliso Canyon (with the understanding that Aliso Canyon Park is designated for public use and, as such, is a shared boundary with the Porter Ranch Neighborhood Council under Article III, Section 2 of The Plan); ~~and until it intersects~~ ing again at with SR-118.

**3.1 Overall Boundaries:** The boundaries of the GHNNC are as follows:

- a) State Route 118 (“SR-118”) on the south from where it meets Aliso Canyon west of Zelzah Avenue at Hesperia Avenue, heading east to Interstate Route 405 (“I-405”);
- b) Following I-405 north to Interstate Route 5 (“I-5”);
- c) Following I-5 northwest to the County line;
- d) Heading south along the County line following the northwestern edge of O’Melveny Park, continuing to Aliso Canyon;
- e) South along Aliso Canyon (with the understanding that Aliso Canyon Park is designated for public use and, as such, is a shared boundary with the Porter Ranch Neighborhood Council under Article III, Section 2 of The Plan) until it intersects again with 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.

**3.2 District One:** The boundaries of District One are as follows:

- a) The northwestern section bounded by I-5 on the north;
- b) The City/County line on the northwest; and
- c) 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 boundaries; 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.

**3.3 District Two:** The boundaries of District Two are as follows:

- a) The northeastern section bounded by the junction of I-5 and Balboa Boulevard running southwest to form the northwestern boundary;
- b) Following Balboa Boulevard south to Woodley Avenue and south along Woodley Avenue to Rinaldi Street to form the west and southwestern boundaries;
- c) Following Rinaldi Street east to I-405 to form the southern boundary;
- d) Following I-405 northwest to its junction with I-5, then 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~~ Neighborhood as defined in Section 3.1 above, including B both sides of Woodley Avenue, ~~are included~~ Additionally, any residents or workers on any plot within the foregoing defined boundaries of Districts One and Two having a zoning designation beginning with the letter "R" shall be deemed to be within District Three for the purposes of these Bylaws, ~~as are the residents or workers in any plot with a zoning designation beginning with the letter "R."~~

**Article 4: Council Objectives ~~&and~~ Policies ~~of the Council~~ and Stakeholder 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. The Council shall (i) ~~It~~ reaches out to other neighborhood councils in an effort to share ideas about how best to give every Stakeholder a voice in government, (ii) ~~The Council~~ attempts to keep abreast of all actions by all City government agencies ~~of City government which~~ that may affect our community, and (iii) ~~to promptly~~ inform Stakeholders of important issues and relevant government actions ~~as quickly as possible~~. After best-faith efforts to solicit opinions from Stakeholders, the Council shall ~~makes recommendations to~~ advocate to the City those public policies that are most likely to enhance our quality of life. In all its meetings and correspondence, the Council shall ~~solicits~~ Stakeholders' ideas and promotes free expression of opinions. The Council shall ~~It~~ listens attentively to all ideas for improving the Neighborhood ~~our community~~, and to concerns over actions and events ~~which~~ that 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 regularly with all of its ~~community~~ Stakeholders ~~on a regular basis~~ in a manner ensuring timely dissemination of information ~~is disseminated in a timely manner~~.

## Article 5: Stakeholders

~~Council membership is open to all Stakeholders.~~ Per the Admin Code § 22.811(a)(2) and The Plan Article II § 1, “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. Council membership is open to all Stakeholders.

For the sole purposes of designating the eligibility of Stakeholders for certain Board seats as defined in Article 6 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 affirmed 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 the twenty-five (25) elected 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 Stakeholders in District One, one (1) seat for Stakeholders in District Two, ~~and fourteen (14)~~ thirteen (13) seats for Stakeholders in District Three, ~~and one (1) At-Large seat for Stakeholders in any District.~~ 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 ~~Recording Officer~~Secretary within ninety (90) days of the date that the seat becomes vacant. After the lapse of such 90-day period, the ~~Recording Officer~~Secretary shall forward the names of all applicants to the ~~Chairperson~~President. The ~~Chairperson~~President will 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 ~~Neighborhood~~GHNNC ~~community~~. The Board may take a public position in support ~~of~~, or ~~in~~ opposition, ~~to~~ ~~of~~ any ballot measure or pending legislation, within the guidelines of the Brown Act. The Board may work with other citywide 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. Any Directors who holds a position in opposition to ~~that one~~ taken by the Board may express ~~their~~ his or her contradictory position in any public forum, but only as an individual Stakeholder who clearly states such position as being his or her own independent opinion.

**8.2 Compensation:** No Officer or Board Member will be entitled to receive any compensation from the Council. However, the Council shall reimburse a Director for reasonable expenses consistent with the approved budget 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 ~~Chairperson~~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 ~~Chairperson~~President, the 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 whenever possible; and ~~may~~ appoint a nonvoting Parliamentarian at his or her discretion.

**9.2 The 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 Secretary, and the City Information Officer ~~and the Media Officer.~~

**9.3 The Secretary: ~~City Information Officer~~:** ~~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 and the Media Officer, and will work with other Neighborhood Councils on coalition building and areas of mutual support.~~

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

**9.6 The ~~Recording Officer~~:** Will keep the minutes of ~~the~~all GHNNC 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; oversee the maintenance and updating of the GHNNC's official web site; and help the President disseminate information to the media, as needed.

**9.49 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 ~~Chairperson~~President and Financial Officer.

**9.58 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 ~~Chairperson~~President and Treasurer, track and coordinate GHNNC efforts to secure funding for projects and operations deemed appropriate by DONE.

**9.63 The City Information Officer:** 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.

**9.75 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~~President, Vice-~~Chairperson~~President, Secretary, and the City Information Officer, ~~and the Media Officer~~ 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 all of the public locations submitted with the Council's most recent 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 (37) 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 ~~Chairperson~~President, Vice ~~Chairperson~~President, or City Information Officer 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 ~~asueh~~ 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 ~~mayean~~ 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 ~~Chairperson~~President, Vice ~~Chairperson~~President, or City Information Officer 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 ~~mayean~~ be transacted except that for which the meeting was called.

**10.4 Stakeholder Meetings:** A Stakeholder Meeting may be convened by the President or Vice-President at any time for the purpose of amending these Bylaws. A Stakeholder Meeting may also be called by fifty (50) Resident Stakeholders petitioning the Board with specific proposals for revisions to these Bylaws, such meeting to be held within forty-five (45) days of the receipt of such petition by any Director or DONE. Notification of such Stakeholder Meeting must be posted at least six (6) days prior to the meeting. No other business may be transacted except for consideration of amendments to these Bylaws. Such meeting shall require a quorum of the Board to be present, and the President or designee thereof shall preside over the meeting; however, all qualified Stakeholders present shall enjoy equal standing during said meeting with full authority to offer motions, friendly amendments, procedural challenges, etc. Since this is a meeting of the Board's constituents, roll-call votes shall not be allowed.

**10.54 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 and, in a timely manner, place them on the agenda or refer the items to the appropriate Committee ~~Chairperson~~Chair for inclusion in his or her committee agenda.

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

**10.76 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~~Board Members present at a ~~regularly constituted~~Regular, Special, or Emergency Meeting of the Board ~~meeting or a correctly noticed special meeting.~~ On each issue under consideration, the Board shall~~All votes of the Board and committee members may be~~ by a show of hands, unless two or more Board Members call for a vote by roll call on such issue, in which case the vote of each Board Member shall be recorded by name~~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 may ~~cannot~~ vote by secret ballot. ~~Neither by~~ proxy ~~voting will be allowed.~~ No Board Member under the age of 18 may~~will~~ vote on issues or for contracts ~~on which he or she is~~if prohibited from doing so~~voting~~ under applicable law. In the event of ~~If there is a tie~~ vote, the motion may be carried over to the next ~~Regular~~ Meeting, or to a ~~Special~~ Meeting convened ~~meeting~~ for~~specifically to~~ resolve~~such motion.~~ For an issue~~items~~ of significant interest or contention, the Board may, at its discretion, call a ~~Special Meeting properly noticed meeting of~~ at which all Stakeholders may participate more broadly in the~~to allow them to~~ discussion and cast an advisory vote on said~~the~~ issue(s). Said~~The~~ vote may be taken by voice or by a show ~~of~~ hands, at the discretion of the Board. ~~Although the final decision rests with the Board, this and advisory vote will be considered by the Directors in their deliberations and voting.~~ However, the ultimate decision on such issue shall only reside within the Board's purview.

## Article 12: Reconsideration and Grievance Procedures

**12.1 Reconsideration Procedures:** The Board is the only body authorized to make decisions for the Council. However, Wwithin 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 Stakeholder’s<sup>2</sup> 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 agendaize the item for possible reconsideration at ~~their~~its next meeting. ~~If a Director wishes to change his or her vote, the~~The Board willmay 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:**

- 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).
  - ii) The complainant must be able to demonstrate his or her standing in relation to the grievance, specifically that an action of the Board directly infringed upon such Stakeholder's rights or caused such Stakeholder to be harmed.
- 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: Board Members may not receive donations or gifts from anyone whose project will foreseeably come before the Board. Board Members will keep a record of all meetings with a proponent or opponent of a project, their attorneys, lobbyists, consultants, or other representatives for any project that foreseeably will come before the Board for consideration. This record will be forwarded to the ~~Recording Officer~~ 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

The Board shall establish standing committees as set forth in Section 14.7 of these Bylaws (herein, "Standing Committees"). Additionally, as necessary, the Board may appoint temporary ad hoc committees as set forth in Section 14.8 of these Bylaws (herein, "Ad Hoc Committees").

**14.1 Oversight and Purpose:** Any actions and/or recommendations of committees shall be subject to approval by official action of the Board. All committees shall investigate the subject(s) assigned to them, shall attempt to arrive at recommendations, and shall report their findings and recommendations to the Board. A minority report may also be presented to the Board by any Committee Member who dissents with the majority report. Every committee shall seek, so far as possible within the limits of its function and authority, to involve broad participation in its activities by GHNNC Stakeholders; provided, however, that Stakeholders and Directors who are not Committee Members may not make motions, may not vote on matters brought up at such committee meetings, and shall not count towards quorum.

**14.2 Authority:** The Board may, at its discretion, grant approval for any Committee Chair, or designee thereof, to speak on behalf of the GHNNC regarding matters directly related to his or her committee's jurisdiction. The Board may, at any time of its choosing, revoke such approval. Without such authorization by the Board, no committee has authority to speak for the GHNNC, to hold itself out as representing the GHNNC, to adopt any public position in the name of the GHNNC, or to enter into any contract or to incur any financial liability in the name of the GHNNC. Any Committee Member who violates the foregoing shall be subject to removal from such committee at the discretion of the President and/or shall have his or her actions be subjected to a review by the Ethics Committee.

**14.3 Proceedings:** A Committee Chair shall have the power to prescribe the manner in which his or her committee's proceedings shall be conducted, subject to any specific direction from the Board, these Bylaws, and the current Policies & Guidelines and/or Standing Rules.

**14.4 Committee Members:** By majority vote, the Board shall appoint a committee chairperson ("Committee Chair") to each and every committee unless such Committee Chair is already defined in these Bylaws.

A "Committee Member" shall be defined as a Stakeholder who has been appointed to a Standing Committee by (i) a majority vote of the Board, (ii) a majority vote of the members of such committee, (iii) the Committee Chair of said committee, or (iv) the President.

A Committee Member may be removed from a committee (i) by the President or such Committee Chair, unless two-thirds (2/3) of all members of such committee or a majority of the Board overrule said removal; (ii) by a two-thirds (2/3) vote of such Committee Members in favor of said removal; or (iii) by a majority vote of the Board in favor of said removal. Any Committee Member who misses three (3) consecutive committee meetings shall automatically be considered removed from such committee at the meeting during which such third absence occurs.

**14.5 Quorum and Action by the Committee:** No vote or other official action may be taken by a committee in the absence of a quorum, such quorum having been defined in Section 14.7 of these Bylaws. The meetings and other actions of committees shall be governed by the Brown

Act and by provisions of these Bylaws applicable to meetings and actions of the Board. No more than twelve (12) Directors may actively participate in any committee meeting without such meeting being duly noticed as a joint Board and committee meeting. Unless otherwise specified, a majority vote of Committee Members is required to take any appropriate action that resides within such committee's purview.

14.6 Minutes: Minutes shall be kept of each meeting of each committee and shall be duly presented at Regular Meetings of the Board during such committee's report. The minutes of a committee meeting shall include the names of the Committee Members present and absent; a statement indicating if quorum was achieved; a reasonably thorough summary of all discussions, conclusions, and motions; and the times at which the meeting was called to order and adjourned. The minutes shall follow the order of the agenda.

~~14.1~~14.7 Standing Committees: Each respective Standing Committee ~~may include any interested Stakeholder who wishes to volunteer. The GHNNC~~ described below must have at least two (2) Directors but no more than six (6) Directors, and, except for the Executive Committee, shall include any number of interested Stakeholders deemed appropriate by the Board. The Board ~~will~~shall 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:~~all Standing Committees, with the goal of having each Standing Committee contain at least double the number of people as is required for quorum. The Board shall retain authority to appoint and name any Standing Committees not listed in these Bylaws.

The Standing Committees of the GHNNC are:

- a) Executive Committee: This committee shall include the President, Vice-President, Secretary, Financial Officer, and Treasurer. The President shall be the Committee Chair for this committee. The quorum for this committee shall be three (3) committee members.
- b) ~~a)~~ Citywide Issues Committee: This committee shall include the City Information Officer, 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. The quorum for this committee shall be three (3) committee members.
- c) ~~b)~~ Ethics Committee: This committee shall give guidance on matters concerning disputes and/or improprieties.
- ~~e)~~ ~~Executive Committee:~~ This committee shall include the Chairperson, Vice Chairperson, Recording Officer, Financial Officer, and Treasurer. The Chairperson shall be the chairperson for this committee. The quorum for this committee shall be three (3) committee members.
- d) History Committee: This committee shall record the history of the GHNNC. The quorum for this committee shall be two (2) committee members.
- e) Outreach and Publicity Committee: This committee shall include the ~~Community Information and~~ Outreach Officer, who shall be the ~~chairperson for this committee. This Committee shall be~~ Chair. This committee is responsible for outreach to and communication with Stakeholders and the general community. The quorum for this committee shall be four (4) committee members.

- f) ***Parks and Beautification Committee:*** This committee shall include the Parks Representative and the Environmental Representative. The quorum for this committee shall be four (4) committee members.
- g) ***Planning and Land Use Management Committee:*** This committee shall study and make recommendations concerning land use issues. The quorum for this committee shall be four (4) committee members.
- h) ***Policy and Rules Committee:*** This committee shall study ~~Bylaws, Policies~~bylaws, policies, guidelines, and ~~Guidelines~~rules; and recommend updates for ~~these~~all GHNNC governing documents. The quorum for this committee shall be three (3) committee members.
- i) ***Public Safety Committee:*** This committee shall study and make recommendations concerning safety issues. The quorum for this committee shall be three (3) committee members.

**14.82 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~~Ad Hoc 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~~ six (6) 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 ~~e~~Committee, then such committee must operate under the notice and posting requirements of the Brown Act. The quorum for any Ad Hoc committee shall be a simple majority of all such committee's members.

### **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~~Stakeholder Meeting for the purpose of having Stakeholders vote on whether to adopt the committee's proposal to amend these Bylaws, the ~~Recording Officer~~Secretary, ~~Chairperson~~President, or Vice-~~President~~Chairperson 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~~Stakeholder 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.

# STANDING RULES

of the Granada Hills North Neighborhood Council

## INTRODUCTION

This document establishes working guidelines for GHNNC meetings and other activities. It does not replace nor supersede any part of the Bylaws.

The rules, policies, and guidelines mentioned in this section represent the values and procedures that the Board expects each member to uphold. Such policies and guidelines are representative of important goals, but they are not subject to the GHNNC grievance procedures as outlined in Article 12 of the Bylaws. Consistent infractions in one area that impair the function of the Council may be addressed by the Ethics Committee in a spirit of working together to seek compliance.

All defined terms used herein are the same as found in the Bylaws.

## I. LAUSD REQUIREMENTS FOR USE OF THEIR PREMISES FOR PUBLIC MEETINGS

- A.** All meetings of the GHNNC held at any LAUSD facility shall begin with the Pledge of Allegiance to the flag of the United States of America.
- B.** All meetings of the GHNNC which are held at any LAUSD facility shall have a disclaimer read aloud that “the LAUSD does not sponsor, approve, nor disapprove of business conducted at these meetings, nor is the GHNNC in any way affiliated with the LAUSD.”
- C.** If the preceding announcement is distributed in printed form, such statement must appear in an equally large and prominent typeface as the main body of said document.

## II. RULES OF CONDUCT FOR GHNNC MEETINGS

- A.** All Board Meetings
  - 1.** All questions and discussion will be directed to and through the Chairperson.
  - 2.** Board Members should not engage in cross-talk.
  - 3.** All Board Members are expected to conduct themselves in a civil manner as outlined in the Code of Civility as adopted by the GHNNC.

4. Any Board Member leaving the meeting shall inform the Recording Officer immediately prior to such departure, and the Recording Officer will duly note the absence.
5. Private discussions between Board Members during any meeting shall be conducted outside of the meeting room.
6. All meetings shall be conducted using *Robert's Rules of Order Newly Revised, 10<sup>th</sup> Ed.*
7. The Chairperson should recognize each speaker and, if necessary, provide a microphone.
8. No vote shall be taken on any resolution, including any amendments, until the Recording Officer or presiding officer has prepared and stated the final motion before the Board.
9. A Board Member shall inform the Chairperson if he or she will be unable to attend or be on time at a Regular or Special Meeting.
10. All public commentary by Board Members and committee members shall be limited to the specific subject matter that has been approved by the Board. All Board Members and committee members shall, in public forums, state that their public comments are made as independent individuals and are not to be taken as GHNNC positions or policies.

**B. All Committee Meetings**

1. All committee members are expected to conduct themselves in a civil manner as outlined in the Code of Civility adopted by the GHNNC.
2. All committee meetings shall be conducted using the *Robert's Rules of Order* as contained in any edition as approved by DONE.
3. The committee chairperson or designee thereof ("CC") shall be responsible for scheduling relevant guest speakers at Board meetings if so requested by the Chairperson.
4. In order to assure a quorum, when committee members are made aware of the date of a committee meeting, either via direct communication or under the "future events" paragraph of a GHNNC agenda, such members shall contact the CC as soon as possible to advise whether they are available to attend such meeting.
5. For permanent record keeping purposes of the GHNNC, the CC shall submit to the Chairperson, in binder form on or before April 30 of each year, the approved minutes of all duly noticed committee meetings from the previous calendar year.

### **III. COMMITTEE ACTIVITIES**

- A.** Meetings for standing committees shall be held on a regularly scheduled day and time that meets the needs of the committee, unless directed otherwise by the Board.
- B.** The CC shall prepare such meeting agendas in the appropriate format for the committee after consulting with committee members.
- C.** The CC shall post meeting agendas by the required deadline and provide said agenda to the Chairperson and CC of the Communications Committee in a timely fashion for timely distribution to stakeholders.
- D.** Committee reports shall be prepared for Board meetings as required and requested, and should include any written motions for actions with rationale approved by the committee.

### **IV. EDUCATION FOR BOARD MEMBERS AND STAKEHOLDERS**

- A.** All Board Members and Stakeholders shall be encouraged to attend at least one educational forum at which the subject matter primarily concerns the Brown Act.
- B.** Every two years, the Chairperson shall establish an educational forum at which the Board will familiarize itself with standard parliamentary procedures.
- C.** The Board shall allocate funds to purchase a copy of *Robert's Rules of Order* for any and all Board Members upon request.

### **V. REQUESTS TO THE BOARD**

- A.** Whenever possible, the Chairperson shall refer persons who have questions, concerns, or suggestions about any item to the committee whose jurisdiction most adequately includes such items.

### **VI. CAMPAIGNING FOR AN ELECTION OF BOARD OFFICERS**

- A.** All campaigning done in conjunction with an election that is to be held for selecting officers of the Board shall be done in compliance with the Brown Act.

# ~~POLICIES & GUIDELINES~~

## STANDING RULES

of the Granada Hills North Neighborhood Council

### INTRODUCTION

This document establishes working guidelines for ~~the~~ GHNNC meetings and other activities. It ~~is never intended to~~ does not replace ~~or~~ nor supersede any part of the Bylaws.

The rules, policies, and ~~codes~~ guidelines mentioned in this section represent the values and procedures that ~~we hope~~ the Board expects each member ~~will make every effort to observe. They~~ to uphold. Such policies and guidelines are representative of important goals, but they are not subject to the GHNNC grievance procedure procedures at outlined in Article 12 of the Bylaws. Consistent infractions in one area that ~~are impairing~~ impair the function of the Council may be addressed by the Ethics Committee in a spirit of working together to seek compliance.

All defined terms used herein are the same as found in the Bylaws.

### I. LAUSD REQUIREMENTS FOR USE OF THEIR PREMISES FOR PUBLIC MEETINGS

- A. All meetings of the GHNNC held at any LAUSD facility ~~will~~ shall begin with the pledge of alliance to the flag of the United States of America.
- B. All meetings of the GHNNC which are held at any LAUSD facility shall have a disclaimer read aloud that “the LAUSD does not sponsor, approve, nor disapprove of business conducted at ~~such~~ these meetings, nor is ~~it~~ the GHNNC in any way ~~connected~~ affiliated with the LAUSD.”
- C. If the preceding announcement is distributed in printed form, such statement must appear in an equally large and prominent ~~type~~ typeface as the main body of said document.

### II. RULES OF CONDUCT ~~OF MEETINGS~~ FOR GHNNC MEETINGS

- A. ~~1.~~ All Board Meetings:
  - 1. ~~A.~~ All questions and discussion will be directed to and through the Chairperson.
  - 2. ~~B.~~ Board ~~m~~ Members should not engage in cross talk.

3. ~~C.~~ All Board ~~m~~Members are expected to conduct themselves in a civil manner as outlined in the Code of Civility as adopted by the GHNNC.
  4. ~~D.~~ Any ~~b~~Board ~~m~~Member leaving the meeting ~~will~~shall inform the Recording Officer ~~of the~~immediately prior to such departure, and the Recording Officer will duly note the absence.
  5. ~~E.~~ Private discussions ~~between~~ Board ~~m~~Members during ~~the~~any meeting shall be conducted outside of the meeting room.
  6. ~~F.~~ All meetings ~~will~~shall be conducted using ~~the Robert's~~ ~~R~~Rules of Order Newly Revised 10<sup>th</sup> Ed. ~~as contained in any edition as approved by~~ ~~DONE.~~
  7. ~~G.~~ The ~~Board~~ Chairperson should recognize each speaker and ~~a microphone should be provided,~~ if necessary, provide a microphone.
  8. ~~H.~~ No vote ~~will~~shall be taken on any resolution, including any amendments, until the Recording Officer or ~~P~~presiding Officer has prepared and stated the final motion before the Board.
  9. ~~I.~~ ~~A~~ Board ~~m~~Members ~~will~~ shall inform the ~~Board~~ Chairperson ~~of their inability if he or she will be unable~~ to attend or be on time at a ~~r~~Regular or ~~s~~Special ~~m~~Meeting.
  10. ~~J.~~ All public commentary by ~~GHNNC Board, Committee~~ Members and committee members ~~and appointed Neighborhood Partners~~ shall be limited to the ~~exact position~~specific subject matter that has been approved by the ~~GHNNC Board.~~ All Board, ~~Committee~~ Members and committee members ~~and Neighborhood Partners~~ shall, in public forums, state that their public commentaries are made as independent individuals and are not to be taken as GHNNC positions or policies.
- B. ~~2.~~ All Committee Meetings:
1. ~~A.~~ All committee members are expected to conduct themselves in a civil manner as outlined in the Code of Civility adopted by the GHNNC.
  2. ~~B.~~ All committee meetings ~~will~~shall be conducted using the *Robert's Rules of Order* as contained in any edition as approved by ~~DONE.~~
  3. ~~C.~~ The ~~Committee Chairperson ("CC") or Committee Vice Chairperson ("CVC")~~ will committee chairperson or designee thereof ("CC") shall be responsible for ~~arranging for~~scheduling relevant guest speakers at Board meetings if so requested ~~be~~by the ~~Board~~ Chairperson.



- 4. D.** In order to assure a quorum, when Ccommittee members are made aware of the date of a Ccommittee meeting, (either via direct communication or under the “future events” paragraph of a GHNNC agenda), ~~they~~such members shall contact the CC as soon as possible ~~the CC/CVC~~ to advise if whether they are, ~~or are not~~ available to attend such meeting.
- 5. E.** ~~All Committees shall have the Minutes of all duly noticed meetings approved by the originally constituted Committee members and submitted, to the Board Chairperson and Recording Officer in binder form for~~For permanent record keeping purposes of ~~GHNNC~~the GHNNC, the CC shall submit to the Chairperson, in binder form on or before April 30 of each year, the approved minutes of all duly noticed committee meetings from the previous calendar year.

### III. COMMITTEE ACTIVITIES

- A.** ~~Standing Committee meetings~~Meetings for standing committees shall be held on a regularly scheduled ~~basis at~~day and times that meets the needs of the ~~Committee [or as~~committee, unless directed otherwise by the Board].
- B.** The ~~Committee Chairperson (“CC”)~~CC shall prepare ~~the agenda~~such meeting agendas in the appropriate format for the Ccommittee after consulting with Ccommittee members.
- C.** The CC ~~will~~shall post ~~the~~meeting agendas by the required deadline and provide ~~same~~said agenda to the ~~Board~~ Chairperson and CC of the Communications Committee in a timely fashion for ~~appropriate~~timely distribution to stakeholders.
- D.** Committee reports shall be prepared for ~~the Board~~ ~~meeting as needed~~meetings as required and requested, and should include any written motions for actions with rationale approved by the Ccommittee.

### IV. EDUCATION FOR ~~THE~~ BOARD MEMBERS AND STAKEHOLDERS ~~:~~

- A.** All Board Members and Stakeholders ~~will~~shall be encouraged to attend at least one educational forum ~~in regard to~~at which the subject matter primarily concerns the Brown Act.
- B.** ~~The Board~~Every two years, the Chairperson ~~will attempt to~~shall establish ~~a teaching~~an educational forum ~~every two years for~~at which the Board ~~to~~will familiarize ~~themselves with~~ Parliamentary Proceduresitself with standard parliamentary procedures.

- C. The Board shall allocate funds to purchase ~~one of the abridged versions~~ a copy of *Robert's Rules of Order* for ~~each member of the~~ any and all Board Members upon request.

#### V. REQUESTS TO THE BOARD

- A. ~~The Board Chairperson should refer any person to the appropriate Committee whenever possible~~ Whenever possible, the Chairperson shall refer persons who have questions, concerns, or suggestions about any item to the committee whose jurisdiction most adequately includes such items.

#### VI. CAMPAIGNING FOR ~~THE ELECTIONS FOR THE OFFICERS~~ AN ELECTION OF ~~THE BOARD~~ OFFICERS

- A. ~~Campaigning for any position as an Officer~~ All campaigning done in conjunction with an election that is to be held for selecting officers of the Board ~~shou~~ all be done in compliance with the Brown Act.